

# Training / Auditing Services Catalogue 2009



## CONTENT

1. Health, Safety and Environmental
  2. Work at Heights
  3. Driver Licensing and Endorsements
  4. First Aid and Pre-Hospital Emergency Care
  5. Fire Extinguisher, Fire Warden, Breathing Apparatus
  6. First Line Management
  7. Health and Safety Management Systems Auditor
  8. Auditor Guidelines and Matrix
  9. Safe Work Management Plans for Contractors
  10. Work Station Assessment Services
  11. Mobile Scaffolding
- 
- \* Public Training is available in some cases
  - \* Training Rooms are available in some centres
  - \* Most training courses are client specific: policies, procedures, workplace practices, forms etc
  - \* Most courses are NZQA accredited and include client specifics, but specialised training can be designed and run to meet site specifics only.

**NOTE: PRICING AVAILABLE UPON REQUEST TO MEET CLIENT NEED**

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
<b>HEALTH AND SAFETY TRAINING</b>									
300	<b>Accident Incident Reporting &amp; Investigation</b>	Keith Sulzberger Kevin Wipiiti	17601 L4/6 V3	Max 12	2 days	NA	2 weeks	Updated Procedures, Policies & forms	Suitable for those undertaking accident investigations and managers
392	<b>Asbestos Awareness</b>	Kevin Wipiiti	US2138 L2 / 1	Max 12	½ Day	NA	On day	Current procedures, practices and forms	Suitable for those working with or could come in contact with asbestos
458	<b>Atmospheric Gas Testing</b>	Keith Sulzberger Kevin Wipiiti	25510 L3/4cr	Max 12	1 Day	Yes	2 weeks	Require Procedures, Policies & Forms	This course replaces US3058
356	<b>Back Injury Prevention</b>	Karen McKie Kate Browne	US17592 L3/4	Max 12	½ day with practical exercises	During course	NA	Client procedures and practices.	Pre-course physical workplace activities assessed.
345	<b>Caring for our Environment at Work</b>	Keith Sulzberger	N/A	Max 12	1 day	NA	2 weeks	Environmental Policy Statement required & Site Plan layout	Suitable for workplace Environmental managers or others responsible for impacting on environmental issues
455	<b>CNG &amp; LPG Cylinder Filling and Transportation</b>	Kevin Wipiiti Bob Korewha	Based on Hazardous Substances (Compressed Gases) Reg 2004 –Reg 59 & 60	Max 10	Half Day	During course	NA	Updated Workplace Procedures, Policies & forms	Suitable for site, forecourts and drivers of hazardous substances e.g. CNG/LPG cylinders

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
317B	<b>Confined Space Entry Systems &amp; Applications</b> (Permit Issuers)	Keith Sulzberger	17599 L4/5 17590 L3/6 18426 L3/4	Max 10	2 days	2 Days 2.0 hrs per candidate	2 weeks	Current Confined Space forms, policies & procedures	
318	<b>Construction Supervision Safety and Health</b>	Keith Sulzberger	NA	Max 12	2 days	NA	2 weeks	Current H/S policies and procedures	
362	<b>Contractor Management Selection &amp; Control</b>	Keith Sulzberger Kevin Wipiiti	17595 L4/8	Max 12	1 day or 2 day	NA	2 weeks	Current contractor mgt policies, procedures, practices, forms	<b>Pre-requisite</b> 17602, 17593, 497; or 19521 or 5607 or 5616
329	<b>Electrical Networks Health &amp; Safety Works Internal Auditor Training</b>	Keith Sulzberger	19485 L4/6 19486 L4/6	Max 12	3 days	NA	8 weeks – candidates to complete/ write 2 audit reports, written questionnaires	Need S&H Plans to assess – preferably site Contractor plans to work off	Suits those auditing S/H Management Systems within an Electrical business including contractors
225	<b>Electrical Equipment Testing</b>	Nick Chandler	6705 L3/3	Max 5	6 hours	On Day	NA	Clients own testing equipment	Suits those testing workplace electrical equipment including machinery
335	<b>Evaluating H/S Standards and Practices</b>	Keith Sulzberger	US5619 L4 Nat Cert	Max 12	2 day	Includes Practical Exercises and Client Specifics	2 weeks	Current Health & Safety policies and procedures	National Certificate Occ. H/S L4 compulsory

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
310	<b>Gas Site Emergency Stabilisation &amp; Gas Present Building Management</b>	Keith Sulzberger	19552 L4/16	Max 10 (Vector have 12 & they do their own assessments)	2 Days	2 Days (allow 2hrs p/person, 5 per day max)	2 weeks from theory days. To be completed & marked before pract.assessment days)	CIMS books required for all trng @ \$10.00  CIMS books purchased from Rural Fire Service	For those responsible for stabilising gas leakage in buildings
379	<b>HAZOP Studies</b>	Keith Sulzberger	19341 L4/6cr	Max 8	1day	During Course	2 weeks	HAZOP Study exercise to include process, instrumentation drawings, philosophy of control, specs	Key personnel study the “what if” effects of designed plant before construction
301	<b>Hazards of a Confined Space Entry</b>	Keith Sulzberger Kevin Wipiiti	18426 L3/4	Max 12	1 day	Yes	2 weeks	Harness, Tripod, Gas Meter & Confined Space to Enter Procedures/ PPE	
301B	<b>Hazards of a Confined Space Entry Engineering Industry</b>	Keith Sulzberger Kevin Wipiiti	18426 L3/4	Max 12	1 day	Yes	2 weeks		
301C	<b>Hazards of and Entry for Water Industry Confined Space</b>	Keith Sulzberger	18426 L3/4cr 19207 L3/5	Max 12	2 days	Yes	2 weeks	Access to confined space facility eg storm water pit or sump. Entry equipment 2X Fall Arrest harness, tripod, life lines, rope blocks and gas tester.	

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
438	<b>Hazard Identification and Control Awareness</b>	Keith Sulzberger	N/A			NA			
438A	<b>Hazard Identification Awareness</b> Client Specific	Keith Sulzberger Kevin Wipiiti	N/A	Max 18	½ day course (2 courses can be run in 1 day)	NA	1 week	Client procedures and practices.	Suits labour force and contractors
319	<b>Hazard Identification &amp; Control (condensed)</b>	Keith Sulzberger Kevin Wipiiti	N/A	Max 12	1 day	Yes (which includes some on site practical assess)	2 weeks	Updated Client Policies, Procedures & forms	Updates those with existing systems.
324	<b>Hazard Identification Risk Assessment &amp; Control</b>	Keith Sulzberger	17602 L3/4	Max 12	2 days	(suitable access to workplace for practical Haz ID required on 2nd day)	2 weeks	Updated Client Policies, Procedures & forms	Good course for those that haven't got good systems established
309	<b>Hazard ID, Risk Assessment, Safe Work Practices, and Protect H/S w/place</b>	Keith Sulzberger	497 L1/3 17593 L2/4 17602 L3/4	Max 12	2 days	N/A	2 weeks	Current Health & Safety policies and procedures	Good course to cover off on all Occ. H/S National Certificate L3 compulsory units

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
340	<b>Hazardous Substances Management in the Workplace</b>	Kevin Wipiiti	21467 L3/8	Max 12	1 Day	N/A	2 weeks	Current Health & Safety policies and procedures	For those managing Haz Subs in the workplace but not required to be Approved Handlers
372	<b>Hazardous Substances Compliance Approved Handler</b>	Kevin Wipiiti	20645 L3/3	Max 12	1 Day	N/A	2 weeks	Current Health & Safety policies and procedures	Those required to be Test Certified Approved Handlers. Meets all requirements
	Test Certification for candidates competent in US20645 and who are required to be formally certified to handle Haz. Subs on site.	Eddie Biesiek	Candidates to sign 2 forms and these to be sent to Eddie Biesiek with front assessment page stating competency in US20645. Whole process managed by TOSHA. TOSHA organises site visit also if required. This advised by Eddie to TOSHA.				Test Certificate \$85.00 + GST Site visit \$825.00 per day		
360A	<b>Health &amp; Safety Legislative Overview</b>	Keith Sulzberger	NA	Max 12	1 day	NA	2 weeks	Current Health & Safety policies and procedures	
304	<b>Health and Safety Representative Stage 1</b>	Keith Sulzberger Kevin Wipiiti	20198 L4/8	Max 12	2 days	NA	2 weeks	NA	Compulsory training for all H/S Reps and excellent for Line Managers
428	<b>Health and Safety Representative Stage 2</b> NOTE: Pre-requisite	Keith Sulzberger Kevin Wipiiti	17602 L3/4	Max 12	2 days	NA	2 weeks	NA	Compulsory Stage 2 H/S Rep training only if Stage 1 has been completed. Course includes US17602 Haz ID and Control

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
	candidates must complete Stage 1 within the last 24 mths								
380	<b>Health &amp; Safety Procedures Development Workshop</b>	Keith Sulzberger	NA	Max 12	1 Day	NA	Develop own procedure/s	2 weeks	380
307	<b>Health and Safety Management Update Seminar</b> Electricity/Gas Industry	Keith Sulzberger	NA	12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	
387A	<b>Health and Safety Legislative Overview Update</b> Electrical Industry	Keith Sulzberger	N/A	Max 12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	
440	<b>Health &amp; Safety Legislative Update Overview</b> Generic	Keith Sulzberger	N/A	Max 12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	
440H	<b>Health &amp; Safety Legislative Update</b> Healthcare Industry	Keith Sulzberger	N/A	Max 12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	
440I	<b>Health &amp; Safety Legislative Update</b>	Keith Sulzberger	N/A	Max 12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
	<b>Overview</b> Fishing Industry								
316	<b>Health and Safety Management System Overview</b> Fertiliser Industry	Keith Sulzberger	NA	Max 12	1 Day	NZ	2 weeks	Current Health & Safety policies and procedures	
373	<b>Health and Safety Legislative Overview Update Services Sector</b>	Keith Sulzberger	N/A	Max 12	1 Day	NA	2 weeks	Current Health & Safety policies and procedures	
465	<b>Health and Safety Legislation Update and Hazard ID Refresher</b>	Keith Sulzberger	N/A Based on US 19521 and US 17602	Max 12	1 Day	NA	2 weeks	H/S Policy Statement and 6 Hazard ID related photos	Suits ACC Partnership and WSMP Senior personnel and workplace controllers. Also excellent course for Senior managers who lead the Hazard ID Programmes
395	<b>Health &amp; Safety Legislative Update Overview Incorp US19521</b>	Keith Sulzberger	US19521 L4/6cr	Max 12	2 day	NA	2 weeks	Current Health & Safety policies and procedures	
461	<b>Job Safety Analysis (JSA)</b>	Keith Sulzberger Kevin Wipiiti	19522 L3/4cr	Max 12	1 day	Yes on day of training	2 weeks	JSA procedures and forms	Practical Assessment by completion of JSA forms post course. This module can be slotted in with other Unit Standard training or courses.
461A	<b>Job Safety Analysis (JSA) Awareness</b>	Keith Sulzberger Kevin Wipiiti	NA	Max 12	1/2 day	NA	NA	JSA and Work Permit procedures	

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
								and forms; 6 Operational photos	
443A	<b>Leading the Way Health and Safety Management Workshop</b>	Keith Sulzberger	NA	Max 12	2 days	NA	2 weeks	2 weeks	
399	<b>Loss Prevention Reporting Investigation &amp; Corrective Actions</b>	Keith Sulzberger	NA	Max 12	1 day	NA	2 weeks	Updated Procedures, Policies & forms	Suitable for those preventing loss through workplace activities
	<b>Managing Haz ID for H/S Practices</b>	Keith Sulzberger	US5616 L4/10 credits Nat Cert	Max 12	2 days	Includes Practical Exercises and Client Specifics	2 weeks	Current Health & Safety policies and procedures	National Certificate Occ. H/S L4 compulsory
459	<b>Manual Handling (Industrial Supervisors Training)</b>	Keith Sulzberger Kevin Wipiiti	US17459 L2/3cr	Max 12	One Day	During course	Written Questionnaire	Current procedures, practices and forms	Pre-requisite for company to provide a minimum of 6 mechanical aids suitable to their business unit Course suitable for candidates involved in manual handling and their supervisors.
459A	<b>Manual Handling (Industrial Application)</b>	Keith Sulzberger Kevin Wipiiti	US17459 L2/3cr	Max 12	½ Day (back to back)	During course	Written Questionnaire	Current procedures, practices and forms	Pre-requisite for company to provide a minimum of 6 mechanical aids suitable to their business unit Course suitable for candidates involved in manual handling and their supervisors.
427	<b>Operating Effective Health</b>	Keith Sulzberger	19340 L4/5 v2	Max 12	2 days	Includes Practical	2 weeks	Current Health &	Includes Client Specifics. Excellent course for

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
	<b>and Safety Committees</b>					Exercises and Client Specifics		Safety policies and procedures	management, line managers, H/S Committee members
427A	<b>Operating Effective Health and Safety Committees</b> (Generic)	Keith Sulzberger	19340 L4/5 v2	Max 12	1.5 days	Includes Practical Exercises and Client Specifics	2 weeks	Current Health & Safety policies and procedures	Excellent course for management, line managers, H/S Committee members
445	<b>Plan a Confined Space</b>	Keith Sulzberger Kevin Wipiiti	17599 L4/5cr	Max 12	1 day	NA	2 weeks	If run with 18426 - Harness, Tripod, Gas Meter & Confined Space to Enter Procedures/PPE	(Can be run with unit standard 18426 and still total a 1 day course)
382	<b>Purchasing Control Workshop</b>	Keith Sulzberger	NA	Max 12	1 day	NA	On Day	Updated Procedures, Policies & forms	Suits those purchasing equipment that could impact workplace environment
447	<b>Safety Observer</b> (Safety Watch)	Keith Sulzberger Kevin Wipiiti	US17596 L3/8cr	12	1 Day	During Course	2 weeks	Current Health & Safety policies and procedures	
317A	<b>Work Permit &amp; Confined Space Entry Systems &amp; Applications</b> (Permit Issuer)	Keith Sulzberger	17590 L3/6 17599 L4/5 18426 L3/4	Max 10 or 12 with 3 days for assessment	2 days (prepare x2 permits for issue)	On-site 2 days (1 on 1) Allow 2 hrs each person	2 wks from theory days OR completed and marked before pract. assess days	Work Permit Procedures Permit Forms Isolation/ Lookout & Tag Procedures	

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
317C	<b>Work Permit Systems &amp; Application</b> (Permit Issuer)	Keith Sulzberger	Non U/Std	Max 12	2 days	N/A	2 weeks from theory days	Procedures Permit Forms Isolation/ Lockout & Tag Procedures	
398	<b>Work Permit Receiver</b>	Kevin Wipiiti	16305 L3/4 or 17588/4	Max 12	1 Day	N/A	NA	Require Procedures, Policies & Forms	
326	<b>Workplace Health and Safety Fundamentals</b>	Keith Sulzberger Kevin Wipiiti	US497 L1/3 v7	Max 12	1/2 Days	NA	2 weeks	2 weeks	
334A, 334B & C	<b>Workplace Health and Safety Management</b> Client Specific	Keith Sulzberger	US5607 US5616 US17601 US20198	Max 12	3 x 2 days	1 day. Before module 3 2 day after module 3	Space course out 3 x 2 days. Space 3 or 4 weeks.	Current Health & Safety policies and procedures	
	<b>Workplace Health and Safety Management</b>	Keith Sulzberger	US5607 L4/25 credits Nat Cert US5616 L4/10 Credits US17601 L4/6 Credits US20198 L4/8 Credits	Max 12	3 X 2 day Modules plus assessment Evidence preparation	Includes Practical Exercises and Client Specifics	2 weeks	Current Health & Safety policies and procedures	Excellent unit for those completing Nat. Cert L4 Occ H/S

Manual No	Course Title	Facilitator	Unit Standards	Course Nos	Theory Training Days	Practical Assessment Days	Post course Assessment Submission Cut-off time	Client Specifics or Material Required?	COMMENTS
470	<b>Hazard Identification and Work Permit Receiver</b>	Kevin Wipiiti	US17602 L3/4 V3  US17588 L3/4 V3	Max 12	1 Day mixed with Practical	-	Work Permit Attestation and Hazard Management Plan	Site Procedures	
470A	<b>Hazard Identification and Work Permit Receiver (Fonterra Site)</b>	Kevin Wipiiti	US17602 L3/4 V3  US17588 L3/4 V3	Max 12	1 Day mixed with Practical	-	Work Permit Attestation and Hazard Management Plan	Fonterra Procedures	Specific to Fonterra Site to work

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
<b>WORK AT HEIGHTS and MOBILE SCAFFOLDING TRAINING</b>									
437	<b>Fall Arrest Systems</b> (Legislation and Application)	Thomas Croft	15757 L3/4 Or 25045 L3/4cr	Max 10	1 day	1 day	2 weeks	Require Procedures, Policies & Forms	
435	<b>Height Rescue Using Recovery Equipment Training</b>	Thomas Croft	N/A	Max 10	1 day	1 day	NA	Pre-requisite – Manage first aid in emergency situations	
457	<b>Mobile Scaffolding</b>	Thomas Croft	NA	Max 8	½ day 1 scaffold type or 1 day multiple scaffold types	Theory and Practical together	NA	Client to advise type of scaffolding as this affects training delivery	This training has a high content of practical training in erecting and demolishing scaffolding
407	<b>Safety Harness Inspection Maintenance &amp; Fitting</b>	Thomas Croft	21969 L2/3	Max 12	½ day	During training	NA	Require Procedures, Policies & Forms	Competent candidates can inspect and certify their own onsite equipment, eliminating the need to use outside personnel.
441	<b>Work at Heights</b> (Legislative and Organisational Requirements)	Thomas Croft	17600 L3/3	Max 12	1day	NA	NA	Require Procedures, Policies & Forms	

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
406	<b>Work at Heights and Fall Arrest Systems Combined</b>	Thomas Croft	17600 L3/3 15757 L3/4	Max 10	1 day	2 day	2 weeks	Require Procedures, Policies & Forms Fall Arrest Systems and PPE	
408	<b>Work at Heights Modular</b>	Thomas Croft	N/A	Max 12	1 day	During training	Modules: 1.Height Safety and the Law 2.Hazards and Risk 3.Safe Ladder Use 4.Elevated Work Platforms 5.Scaffolding 6.Fall Arrest Systems and PPE 7.Rescue Planning Overview		This training is not to NZQA unit standards but the modules can comprise a course that specifically meets the client and/or workplace need
434	<b>Work at Heights Legislation and Organisational Requirements</b>  Dairy Industry	Thomas Croft	16316 L3/3	Max 12	1 day	During training	During training	Procedures, Policies & Forms	
466	<b>Fall Prevention Awareness Presentation</b>	Thomas Croft	NA	Max 15	2.5 hrs	NA	Assessment completed during course	NA	Based on Work at Heights 17600. Can be run back to back. If Assessment required, add ½ hr to Presentation time.
466A	<b>Fall Prevention Awareness Presentation</b>  Client Specific	Thomas Croft	NA	Max 15	2.0 hrs	NA	NA	NA	Based on Work at Heights 17600. Can be run back to back. If Assessment required, add ½ hr to Presentation time.

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
<b>DRIVER TRAINING, LICENSING, &amp; ENDORSEMENTS (Vehicles/Machinery)</b>									
233	<b>Pre and Existing Employee Driver Assessments + Report</b>	Bob Korewha Assessor and AA Instructor & Examiner	NA	Max 3 per day	NA	2 hr per person	NA	Client specifics added to Assessment if necessary	Pre or exiting employment assessment of driving skill in all Company Vehicles
221D	<b>Aerial Work Platform Attachment</b>	Bob Korewha	18409 L3/3	Max 10	½ day	½ day	NA	NA	
200	<b>Class 2</b>	Bob Korewha	17574 L3/7 24089 L3/5	Max 8	1 day	2 hrs per person	Closed Book Assessment	Prerequisite Book to be sent 3 week pre course.	Learner licence time reduced as a registered Driver Instructor is running this training and conducting the assessments
200A	<b>Class 3</b>	Bob Korewha	24089 L3/5 (theory if req'd) 17575 L3/7	Max 8	1 day	2 hrs per person	Closed Book Assessment	Prerequisite Book to be sent 3 week pre course.	Auto Licence if Class 5 Licence held
201	<b>Class 4</b>	Bob Korewha	24089 L3/5 (theory if req'd) 17576 L3/7	Max 8	1 day	2 hrs per person	Closed Book Assessment	Prerequisite Book to be sent 3 week pre course.	If a Class 2 Licence held, only the practical drive in a Class 4 vehicle is required

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
202	<b>Class 5</b>	Bob Korewha	24089 L3/5 (theory if req'd) 17577 L4/8	Max 6	2 day	2.5 hrs per person	Closed Book Assessment	Prerequisite Book to be sent 3 week pre course.	US17577 only required if Class 2 licence held
211	<b>Dangerous Goods Transportation Licence Endorsement</b>	Kevin Wipiiti	16718 L3/5	Max 12	1 day	No	NA	Wheel, Rule supplied (Used in class only)	
211	<b>Dangerous Goods Revalidation</b>	Supervised	16718 L3/5	Max 12	1/2 day	No	NA	Wheel, Rule supplied (Used in class only)	
230	<b>Dangerous Goods Con/Pack/Loaders</b>	Kevin Wipiiti	NA	Max 12	1 Day	NA	NA	Client relevant policies and procedures, chemicals, MSDS	
204	<b>Defensive Driving Corporate</b>	Bob Korewha	3465 L2/3 3466 L3/4 AA Books and Certs	Max 12	½ day	1 hr per practical drive. Report submitted to management	NA	As required	
224	<b>Dogman and Slinging</b>	Bob Korewha	3789 L3/22	Max 10	½ day per 5	2 Hours per Candidate (2 days for 10)	Closed Book Assessment	Client procedures, equipment manuals,	Prerequisite Book to be sent 3 week pre course.

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
209	<b>Forklift Operator DOL Certificate</b> <b>F Endorsement</b> <b>Revalidation</b>	Bob Korewha Kevin Wipiiti	10851 L3/7  18496 L3/2	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	Prerequisite Book to be sent 2week pre course.
471	<b>Walkie Truck</b>	Bob Korewha Kevin Wipiiti	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	
227	<b>Elevating Work Platform</b> - Compulsory Theory  - Scissor Lift  - Truck Mounted  - Self propelled Boom  - Trailer Mounted  - Vertical Lift	Bob Korewha Phil Brooks Kevin Wipiiti Rhys Kinder	23966 L3/2 V1  23960 L3/3 V2  23961 L3/4 V2  23962 L4/5 V2  23963 L3/4 V2  23964 L3/2 V2	10	½ day	½ day Rostered  20-30 minute practical drive assessment per candidate  Students to choose one additional unit as well as compulsory theory unit	NA	Clients site procedure documentation can be included if necessary	Clients Certified Machinery

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
231	<b>Elevating Work Platform</b> Electric Industry and its contractors	Bob Korewha Phil Brooks Rhys Kinder	18272 L3/3	10	½ day	20-30 minute practical drive assessment per candidate	NA	Clients site procedure documentation can be included if necessary	Clients Certified Machinery <b>Prerequisite:</b> Unit 6401 “Provide first aid” and Unit 10507 “Use personal protection equipment within an electricity network environment.”
228A	<b>Gantry Crane Operator</b>	Bob Korewha	3800 L2/10	Max 10	½ day	½ day	NA	Client procedures, equipment manuals, Certified Machine	Prerequisite Book to be sent 3 week pre course.
226	<b>Loader Operator (Wheels)</b>	Bob Korewha	16701 L3/3	Max 10	1/2 day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	Prerequisite Book to be sent 2week pre course.
203	<b>Passenger “P” Licence Endorsement -</b>	Bob Korewha	17579 L3/5 v6 24089 L3/5 (if reqd)	Max 8	2 Day	Theory and Practical Assessment	NA		Prerequisite Book to be sent 3 week pre course.
431	<b>PILT Attachments Powered Industrial Lift Trucks (Pull Push)</b>	Bob Korewha	10852 L3/3		1/2 day	1/2 day Rostered	NA	Client procedures, equipment manuals	
221A	<b>Telehandler P60.10K</b>	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
436	<b>Telehandler JCB</b>	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement
221B	<b>Telehandler 40.18 EVS</b>	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals, Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement
221C	<b>Telehandler P35.13 EVS</b>	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement
221E	<b>Telehandler Merlo P40.17K</b>	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered	NA	Client procedures, equipment manuals Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement
221F	<b>Telehandler P101.10k With DOL F/L</b>	Bob Korewha	10851 L3/7 18496 L3/2	Max 10	1 day	½ day Rostered	NA	Client procedures, equipment manuals Certified Machine	Other U/Std options apply: Wheels, Tracks, Crane, Attachments, and Endorsements U/Std's etc e.g. F endorsement

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
232	<b>Truck Loader Crane</b>	Bob Korewha	16617 L3/15 V3	Max 10	½ Day	½ Day Rostered	Closed Book Assessment	Client procedures, equipment manuals, Certified Machine	<b>Prerequisite:</b> Unit 3789 “Sling regular loads and communicate during crane operations”
430	<b>Truck Mounted Crane (Hiab)</b>	Bob Korewha	1754 2/3	Max 10	½ Day	½ Day Rostered	NA	Client procedures, equipment manuals, Certified Machine	
205	<b>Wheels Rollers Tracks</b>	Bob Korewha	16701 L3/3 16702 L3/3 16703 L3/3	12	1 Day	Rostered Drive approx 2 hours per student	NA	Client procedures, equipment manuals NA	Prerequisite Book to be sent 2week pre course
432	<b>Work Platform Attachment (Mancage)</b>	Bob Korewha	18409 L3/4	12	½ Day Theory and Practical	Rostered	NA	Client procedures, equipment manuals	
444	<b>Work Platform Attachment (Telehandler)</b>	Bob Korewha	18409 L3/4	12	In addition to Forklift training	Rostered	NA	Client procedures, equipment manuals	This module is run in addition to Forklift Operator Training US 10851

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut-off time	Client Specific/or Material Required	COMMENTS
<b>FIRST AID, PRE-HOSPITAL EMERGENCY CARE</b>									
384	<b>Basic First Aid</b> Or Refresher	Nicholas Roberts Ben Brown Eric Little	Max 15 6400 L3/2 6401 L2/1 6402 L1/1	Max 12	1 Day	During course	NA	NA	
394	<b>First Aid Certificate</b>	Nicholas Roberts Ben Brown Eric Little	6400 L2/1 6401 L2/1 6402 L1/1	Max 12	2 Days	During course	NA	NA	
	<b>CPR Rescuer and ½ FA</b> Electrical Industry	Nicholas Roberts Ben Brown Eric Little	6402 L1/1	Max 12	½ day	During course	NA	NA	
313	<b>Defibrillation</b>	Nicholas Roberts Ben Brown Eric Little	14472 L4/2	Max 12	½ day	During course	NA	NA	
396	<b>Pre Hospital Emergency Care (PHEC)</b>	Nicholas Roberts Ben Brown Eric Little	<b>Pre-requisite 6400/1/2</b> 25412 L3/6 25411 L2/1 14473 L3/1	Max 10	3 Days	During Course	NA	As required	This course could be run over a longer period depending on the extra content required to meet the need of any specific industry

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
<b>FIRE EXTINGUISHER, FIRE WARDEN, BREATHING APPARATUS</b>									
404	<b>Fire Extinguisher</b>	Ben Brown Tony House Harry Enstrom	3271 L2/1 4647 L2/1	Max 12	1 day U/Std  ½ day Non u/std	During Course	NA	Procedures, Policies & Forms	
383	<b>Fire Warden</b>	Ben Brown Tony House Harry Enstrom	18408 L3/3	Max 12	1 day U/Std  ½ day Non u/std	During course	NA	Procedures, Policies & Forms for Emergency Evacuations	
452	<b>Breathing Apparatus Introduction</b>	Harry Enstrom	16683 L3/4	Max 10	8 Hours	Theory and Practical Assessment	2 weeks	Client procedures, equipment, and PPE	
452A	<b>Self Contained Breathing Apparatus</b>	Tony House	N/A		½ day	Theory and Practical Assessment	NA	Equipment and Procedures	

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
<b>FIRST LINE MANAGEMENT</b>									
386	<b>Stress and Time Management</b>	Wayne Morris Fraser Buchanan	12349 L2/3 12355 L2/2	Max 12	1 Day	During Course	1 Month	Client's Stressors, Policies, Procedures, Forms	Learn how to deal with 2 productivity destroyers: - Stress - Procrastination
	<b>Shiftwork</b>	Wayne Morris Fraser Buchanan	16688 L2/2	Max 12	½ Day	During Course	2 Weeks	Client Expected Outcomes	Gain an understanding of effects of shiftwork and how to increase productivity
	<b>Train the Trainer</b>	Wayne Morris Fraser Buchanan	7108 L4/8	Max 12	1.5 Days	Prepare a delivery session and present	2 weeks	Client Expected Outcomes	Critical for all candidates required to deliver training programmes inhouse or externally
	<b>Communication</b>	Wayne Morris Fraser Buchanan	1312 L4/3 11097 L3/3 9706 L3/4	Max 12	2 Days	Role Plays	2 weeks	Client Expected Outcomes	Critical training for any Leadership role and/or First Line Managers and Supervisors
103	<b>Report Writing</b>	Wayne Morris Fraser Buchanan	3491 L3/4	Max 12	1 Day	NA	2 Weeks	Client Expected Outcomes	Tools to effectively and concisely present written information in a Report

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
	<b>Fundamentals of Quality Systems and Auditing</b>	Wayne Morris Fraser Buchanan	8085 L3/4 8087 L3/6	Max 12	2 Days	During Course	2 Weeks	Client Expected Outcomes	All QMS personnel should attend if required to self audit systems or audit internal Depts or branches
	<b>Communication with other Cultures and Giving Instruction</b>	Wayne Morris Fraser Buchanan	1304 L2/2 1312 L3/3	Max 12	2 Days	During Course	2 Weeks	Client Expected Outcomes	A <b>must</b> if working with differing cultures with workplace teams
	<b>Team Building and Leader Development</b>	Wayne Morris Fraser Buchanan	18336 L4/5 9681 L3/3	Max 12	2 Days	During Course	2 Weeks	Client Expected Outcomes	Critical tools for team leaders, managers and supervisors
	<b>Interviewing, Giving and Receiving Feedback</b>	Wayne Morris Fraser Buchanan	11097 L3/3 1296 L3/3	Max 12	1 Day	During Course	2 Weeks	Client Expected Outcomes	Interviewing and giving/receiving feedback is a critical FLM tool
	<b>Organisational Principles</b>	Wayne Morris Fraser Buchanan	16342 L4/4	Max 12	1 Day	During Course	2 Weeks	Client Expected Outcomes	For those managing teams, departments and business units
	<b>Present Ideas and Information</b>	Wayne Morris Fraser Buchanan	1307 L3/3	Max 12	1 Day	During Course	2 Weeks	Client Expected Outcomes	Leaders learn to present ideas and information in a convincing manner
	<b>Problem and Conflict Solving</b>	Wayne Morris Fraser Buchanan	9695 L4/3	Max 12	1 Day	During Course	2 Weeks	Client Expected Outcomes	Identify problems, reach solutions as a team and implement

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
<b>AUDITOR TRAINING</b>									
329	<b>Electrical Networks Health and Safety Works Internal Auditor Training</b>	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor	19485 L4/6cr 198486 L4/6cr	Max 12	3 days Plus Post course training audit and report preparation		4 weeks – candidates to write audit reports, written questionnaires	Need examples of Company H & S Systems and a range of contractor H & S Systems	One month is given to complete post course audit preparation/ onsite audits X2 And completion of 2x audit reports
378	<b>Health &amp; Safety Management Systems Internal Auditor Training</b>  Generic	Keith Sulzberger RAB-QSA Lead OSH Auditor	14601 L4/3 14608 L4/4	Max 12	2 days	Buddy audits available if client does not have internal professional support	4 weeks – candidates to write audit report, written questionnaires	Need S&H Plans to assess	One month is given to complete post course audit preparation/ onsite audit and completion of audit report
378A	<b>Health &amp; Safety Management Systems Internal Auditor Training</b>  Roading Construction and Client Specific	Keith Sulzberger RAB-QSA Lead OSH Auditor	14601 L4/3 14608 L4/4 and GWSFH3 -81	Max 12	2 days	Buddy audits available if client does not have internal professional support	4 weeks – candidates to write audit report, written questionnaires	Need S&H Plans to assess	One month is given to complete post course audit preparation/ onsite audit and completion of audit report

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
378B	<b>Construction Health &amp; Safety Management Systems Internal Auditor Training</b>	Keith Sulzberger RAB-QSA Lead OSH Auditor	14601 L4/3 14608 L4/4	Max 12	2 days	Buddy audits available if client does not have internal professional support	4 weeks – candidates to write audit report, written questionnaires	Need S&H Plans to assess	One month is given to complete post course audit preparation/ onsite audit And completion of audit report
320	<b>Forest Harvesting Contractor Safety &amp; Health Auditor Training</b>	Keith Sulzberger RAB-QSA Lead OSH Auditor	Not to US	Max 12	2 days	2-3 Days depending how many candidates involved (allow 4 practical assessments, per day -min 8 candidates)	4 weeks – candidates to write audit report, and submit written questionnaires	Need S&H Plans to assess	
306	<b>Health, Safety and Quality Internal Auditor Training</b>	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor	NA	Min 6 Max 12	2 days		4 weeks – candidates to write audit report, and submit written questionnaires	Need S&H Plans to assess	

Manual No.	Course Title	Facilitator	Unit Standard	Course Nos	Theory Training Days	Practical Assessment Days	Post Course Assessment Submission Cut off Times	Client Specific/or Material Required	COMMENTS
308	<b>Internal Quality, Environmental Management Systems Auditor Training</b>	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor ISO14001 EMS Auditor	NA	Min 6 Max 12	2 days	NA	4 weeks – candidates to complete an audit and write audit report. Written questionnaires	Need S&H Plans to assess	
315	<b>Internal Safety and Health Systems Auditor Training</b>	Keith Sulzberger	NA	Min 6 Max 12	2 days	NA	4 weeks – candidates to complete an audit and write audit report, Written questionnaires	Need S&H Plans to assess	

## AUDITING SERVICES GUIDELINES MATRIX

<b>Auditing Work ACC WSMP</b>	Keith Sulzberger Kevin Wipiiti				Ensure you book your Audit date with the Auditor, THEN apply to ACC for approval so as to ensure your audit falls within the 6 week ACC approval period.	<ul style="list-style-type: none"> <li>• TOSHA invoice ACC directly – refer to most recent ACC info for current pricing .</li> <li>• Quote goes to ACC for approval pre work which includes auditing time/travel costs etc</li> </ul>
<b>Auditing Work Health and Safety Management Systems</b>	Keith Sulzberger Kevin Wipiiti	100 Series Implementation	2 days on site	2.0 report days	Auditor will advise any special requirements	
<b>Auditing Work Health and Safety Management Systems</b>	Keith Sulzberger	240 Series Compliance	2 days on site	2.5 report days	Auditor will advise any special requirements	
<b>Auditing Work Health and Safety Management Systems</b>	Keith Sulzberger	500 Series Compliance and ASNZ 4801	4 days on site	4.0 report days	Auditor will advise any special requirements	

**SAFETY AND HEALTH  
SAFE WORK MANAGEMENT PLANS  
FOR CONTRACTORS AND PRINCIPAL COMPANIES**

	<b>Health and Safety Safe Work Management Plans</b>	Kevin Wipiiti							These Contractor Safe Work Management Plans cover the Contractor's systems and activities, but can also include Principal company requirements to protect a Principal company against litigation.
--	---	---------------	--	--	--	--	--	--	---

**WORK STATION ASSESSMENTS**

	<b>Workstation Assessment</b>	Carol Roberts Sandra Arnold Sandra Jameson	NA	1 on 1	20 to 30 mins assessment + written report				
--	-----------------------------------	--	----	--------	--	--	--	--	--