

Training / Auditing Services Catalogue

Industrial Training, Auditing, Consultancy
Safety / Health / Environmental
Quality / Senior and First Line Management / People Development
Driver Training / Licensing / Endorsements
HSNO / Fire Safety / First Aid / Work at Heights

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 BASED ON CLIENT / OPERATIONAL NEEDS

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
HEALTH AND SAFETY TRAINING									
300	Accident Incident Reporting & Investigation	Keith Sulzberger Kevin Wipiiti	17601 L4/6 V3	Max 12	2 days	NA	1 weeks	Updated Procedures, Policies & forms	Suitable for those undertaking accident investigations and managers
300A	Accident Incident Reporting & Investigation REFRESHER	Keith Sulzberger Kevin Wipiiti	17601 L4/6 V3	Max 12	1 day	NA	1 week	Updated Procedures, Policies & forms	Suitable for those holding US17601 and wanting to update and refresh accident investigation skills and knowledge
300B	Accident Incident Reporting & Investigation	Keith Sulzberger Kevin Wipiiti	17601 L4/6 V3	Max 12	1 day	NA	1 week	Updated Procedures, Policies & forms	This is the shortened version of 300 but attracts a pre-requisite that candidates have evidence of attending a One Day Health and Safety Legislation Update training programme or equivalent, and hold established Accident Investigation interviewing experience, and report writing skills.
468	Accident Reporting & Investigation Awareness	Keith Sulzberger	NA	Max 14	½ day	NA	1 week	Updated Procedures, Policies & forms	

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392	Asbestos Awareness	Kevin Wipiiti	2138 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	Atmospheric Gas Testing	Keith Sulzberger Kevin Wipiiti	25510 L3/4cr	Max 12	1 day	Yes	1 week	Require Procedures, Policies & Forms	This course replaces US3058
356	Back Injury Prevention	Karen McKie Kate Browne	17592 L3/4	Max 12	½ day with practical exercises	During course	NA	Client procedures and practices.	Pre-course physical workplace activities assessed.
345	Caring for our Environment at Work	Keith Sulzberger	N/A	Max 12	1 day	NA	1 week	Environmental Policy Statement required & Site Plan layout	Suitable for workplace Environmental managers or others responsible for impacting on environmental issues
455	CNG & LPG Cylinder Filling and Transportation	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
317B	Confined Space Entry Systems & Applications (Permit Issuers)	Keith Sulzberger	17599 L4/5 17590 L3/6 18426 L3/4	Max 10	2 days	2 Days 2.0 hrs per candidate	1 week	Current Confined Space forms, policies & procedures	
318	Construction Supervision Safety and Health	Keith Sulzberger	NA	Max 12	2 days	NA	1 week	Current H/S policies and procedures	

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362	Contractor Management Selection & Control	Keith Sulzberger Kevin Wipiiti	17595 L4/8	Max 12	1 day or 2 day	NA	1 week	Current contractor mgt policies, procedures, practices, forms	Pre-requisite 17602, 17593, 497; or 19521 or 5607 or 5616
362C	Contractor Management Selection and Control Workshops	Keith Sulzberger Kevin Wipiiti	NA	Max	1 day	NA	1 week	Current contractor mgt policies, procedures, practices, forms	
329	Electrical Networks Health & Safety Works Internal Auditor Training	Keith Sulzberger	19485 L4/6 19486 L4/6	Max 12	3 days	NA	8 weeks – to complete 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	Electrical Equipment Testing	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	Evaluating H/S Standards and Practices	Keith Sulzberger	5619 L4 Nat Cert	Max 12	2 day	Includes Practical Exercises and Client Specifics	1 week	Current Health & Safety policies and procedures	National Certificate Occ. H/S L4 compulsory
310	Gas Site Emergency Stabilisation & Gas Present Building Mgmt	Keith Sulzberger	19552 L4/16	Max 10	2 days	2 Days (allow 2hrs p/person, 5 per day max)	Theory assessment completed before practicals take place	CIMS books required for all trng @ \$10.00 CIMS books purchased from Rural Fire Service	For those responsible for stabilising gas leakage in buildings

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379	HAZOP Studies	Keith Sulzberger	19341 L4/6cr	Max 8	1day	During Course	1 week	Exercise to include process, instrumentation drawings, philosophy of control, specs	Key personnel study the “what if” effects of designed plant before construction
301	Hazards of a Confined Space Entry	Keith Sulzberger Kevin Wipiiti	18426 L3/4	Max 12	1 day	Yes	1 week	Harness, Tripod, Gas Meter & Confined Space to Enter Procedures/ PPE	
301B	Hazards of a Confined Space Entry Engineering Industry	Keith Sulzberger Kevin Wipiiti	18426 L3/4	Max 12	1 day	Yes	1 week		
463	Hazards of and Plan a Confined Space Entry	Keith Sulzberger Kevin Wipiiti	18426 L3/4 V3 17599 L4/5 V3	Max 12	1 day	Yes	1 week		
479	Hazards of and Entry for Water Industry Confined Space	Keith Sulzberger	18426 L3/4cr 19207 L3/5	Max 12	2 days	Yes	1 week	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.	

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481	Hazards of and Entry for Water Industry Confined Space (Refresher)	Keith Sulzberger Kevin Wipiiti	N/A	Max 12	1 day	Yes	1 week		
438	Hazard Identification and Control Awareness	Keith Sulzberger	N/A	Max 12	½ day course (2 courses can be run in 1 day)	NA	1 week	Client procedures and practices.	Suits labour force and contractors
438A	Hazard Identification Awareness (Hydro Carbon Processing)	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
438C	Hazard Identification and Control Awareness (Electrical)	Keith Sulzberger		Max 12	½ day course (2 courses can be run in 1 day)	Yes	1 week		With post course attestation
319	Hazard Identification & Control (condensed)	Keith Sulzberger Kevin Wipiiti	N/A	Max 12	1 day	Yes (which includes some on site practical assess)	1 week	Updated Client Policies, Procedures & forms	Updates those with existing systems.
469	Hazard Identification & Control	Keith Sulzberger	N/A	Max 12	1 day		1 week		Excellent course for Line Managers, supervisors, team and coys not interested in Unit Standards

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324	Hazard Identification Risk Assessment & Control	Keith Sulzberger	17602 L3/4	Max 12	2 days	(suitable access to workplace for practical Haz ID required on 2nd day)	1 week	Updated Client Policies, Procedures & forms	Good course for those that haven't got good systems established JSA basics
484	Hazard Identification Risk Assessment & Control with JSA	Keith Sulzberger	17602 L3/4 19522 L2/4	Max 12	2 days	Suitable access to workplace for practical Haz ID required on 2nd day	1 week	Updated Client Policies, Procedures & forms	Experienced staff
309	Hazard ID, Risk Assessment, Safe Work Practices, Fundamentals H/S	Keith Sulzberger	497 L1/3 17593 L2/4 17602 L3/4	Max 12	2 days	NA	1 week	Current Health & Safety policies and procedures	Good course to cover off on all Occ. H/S National Certificate L3 compulsory units
340	Hazardous Substances Management in the Workplace	Kevin Wipiiti	21467 L3/8	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	For those managing Haz Subs in the workplace but not required to be Approved Handlers
372	Hazardous Substances Compliance Approved Handler	Kevin Wipiiti	20645 L3/3	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	Those required to be Test Certified Approved Handlers. Meets all requirements
	Test Certification for candidates competent	Eddie Biesiek	Candidates to sign 2 forms and these to be sent to Eddie Biesiek with front assessment page stating				Test Certificate \$85.00 + GST Site visit \$825.00 per day		

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	in US20645 and who are required to be formally certified to handle Haz. Subs on site.		competency in US20645. Whole process managed by TOSHA. TOSHA organises site visit also if required. This advised by Eddie to TOSHA.						
360A	Health & Safety Legislative Overview	Keith Sulzberger	NA	Max 12	1 day	NA	2 weeks	Current Health & Safety policies and procedures	
304	Health and Safety Representative Stage 1	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	Health and Safety Representative Stage 2 NOTE: Pre-requisite candidates must complete Stage 1 within the last 24 mths	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
380	Health & Safety Procedures Development Workshop	Keith Sulzberger	NA	Max 12	1 Day	NA	Develop own procedure/s	2 weeks	
307	Health and Safety Management Update Seminar Electricity/Gas Industry	Keith Sulzberger	NA	12	1 Day	NA	1 week	Current Health & Safety policies and procedures	

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316	Health and Safety Management System Overview Fertiliser Industry	Keith Sulzberger	NA	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
373	Health and Safety Legislative Overview Update Services Sector (Client Specific)	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
387A	Health and Safety Legislative Overview Update Electrical Industry (Client Specific)	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440	Health & Safety Legislative Update Overview Generic	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440A	Health & Safety Refresher Air NZ	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440B	Health & Safety Legislative Update Overview Methanex	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	

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440C	Health & Safety Legislative Update Overview Ballance	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440D	Health & Safety Legislative Update Overview Renaissance	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440E	Health & Safety Legislative Update Overview Vector Electricity	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440H	Health & Safety Legislative Update Healthcare Industry	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
440I	Health & Safety Legislative Update Overview Fishing Industry	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
395	Health & Safety Legislative Update Overview Incorp US19521 Generic	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	
395A	Health & Safety Legislative Update Overview Incorp US19521 Geothermal Exploration	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	

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395B	Health & Safety Legislative Update Overview Incorp US19521 Civil Road Construction and Maintenance	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	
395C	Health & Safety Legislative Update Overview Incorp US19521 Lab Testing	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	
395D	Health & Safety Legislative Update Overview Incorp US19521 Drilling Exploration	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	
395E	Health & Safety Legislative Update Overview Incorp US19521 Steel Manufacture and Fabrication	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	NA	1 week	Current Health & Safety policies and procedures	
465	Health and Safety Legislation Update and Hazard ID Refresher	Keith Sulzberger	Based on 19521 and 17602	Max 12	1 Day	NA	1 week	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

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465A	H & S Legislative Overview & Hazard Identification Principles	Keith Sulzberger	N/A	Max 12	1 Day	NA	1 week	Current Health & Safety policies and procedures	
461	Job Safety Analysis (JSA)	Keith Sulzberger Kevin Wipiiti	19522 L2/4cr	Max 12	1 day	Yes on day of training	1 week	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	Job Safety Analysis (JSA) Awareness	Keith Sulzberger Kevin Wipiiti	NA	Max 12	1/2 day	NA	NA	JSA and Work Permit procedures and forms; 6 Operational photos	
443A	Leading the Way Health and Safety Management Workshop	Keith Sulzberger	NA	Max 12	2 days	NA	1 week	2 weeks	
399	Loss Prevention Reporting Investigation & Corrective Actions	Keith Sulzberger	NA	Max 12	1 day	NA	1 week	Updated Procedures, Policies & forms	Suitable for those preventing loss through workplace activities
	Managing Haz ID for H/S Practices	Keith Sulzberger	US5616 L4/10 credits Nat Cert	Max 12	2 days	Includes Practical Exercises and Client Specifics	1 week	Current Health & Safety policies and procedures	National Certificate Occ. H/S L4 compulsory

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459	Manual Handling (Industrial Supervisors Training)	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	Manual Handling Awareness	Keith Sulzberger Kevin Wipiiti	N/A	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	Operating Effective Health and Safety Committees	Keith Sulzberger	19340 L4/5 v2	Max 12	2 days	Includes Practical Exercises and Client Specifics	1 week	Current Health & Safety policies and procedures	Includes Client Specifics. Excellent course for management, line managers, H/S Committee members
427A	Operating Effective Health and Safety Committees (Generic)	Keith Sulzberger	19340 L4/5 v2	Max 12	1.5 days	Includes Practical Exercises and Client Specifics	1 week	Current Health & Safety policies and procedures	Excellent course for management, line managers, H/S Committee members
445	Plan a Confined Space	Keith Sulzberger Kevin Wipiiti	17599 L4/5cr	Max 12	1 day	NA	1 week	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)

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382	Purchasing Control Workshop	Keith Sulzberger	NA	Max 12	1 day	NA	On Day	Updated Procedures, Policies & forms	Suits those purchasing equipment that could impact workplace environment
447	Safety Observer (Safety Watch)	Keith Sulzberger Kevin Wipiiti	17596 L3/8	12	1 Day	During Course	1 week	Current Health & Safety policies and procedures	
317	Work Permit & Confined Space Entry Systems & Applications (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	
317C	Work Permit Systems & Application (Permit Issuer)	Keith Sulzberger	Non U/Std	Max 12	2 days	N/A	1 week from theory days	Procedures Permit Forms Isolation/ Lockout & Tag Procedures	
398	Work Permit Receiver (Generic)	Kevin Wipiiti Keith Sulzberger	16305 L3/4 or 17588 3/4	Max 12	1 Day	Table Top Exercise	2 x onsite permits Attestation	Require Procedures, Policies & Forms	
449	Common Permit to Work	Kevin Wipiiti Keith Sulzberger	17588 3/4	Max 12	1 Day	Table Top Exercise	2 x onsite permits Attestation	Require Procedures, Policies & Forms	
451A	Work Permit Receiver (Dairy)	Kevin Wipiiti Keith Sulzberger	17588 3/4	Max 12	1 Day	Table Top Exercise	2 x onsite permits Attestation	Require Procedures, Policies & Forms	
488	Work Permit Receiver (Generic)	Kevin Wipiiti Keith Sulzberger	17588 3/4	Max 12	1 Day	Table Top Exercise	2 x onsite permits Attestation	Require Procedures, Policies & Forms	

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326	Workplace Health and Safety Fundamentals	Keith Sulzberger Kevin Wipiiti	497 L1/3 v7	Max 12	1/2 Days	NA	1 week	2 weeks	
334A, 334B & C	Workplace Health and Safety Management Client Specific	Keith Sulzberger	5607 5616 17601 20198	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	
	Workplace Health and Safety Management	Keith Sulzberger	5607 L4/25cr 5616 L4/10cr 17601 L4/6cr 20198 L4/8cr	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
470	Hazard Identification and Work Permit Receiver	Kevin Wipiiti	17602 L3/4 V3 17588 L3/4 V3	Max 12	1 Day mixed with Practical	-	Work Permit Attestation and Hazard Mgmt Plan	Site Procedures	
470A	Hazard Identification and Work Permit Receiver (Fonterra)	Kevin Wipiiti	17602 L3/4 V3 17588 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
476	Personnal Protective Equipment EWP Electrical	Phil Brooks Kevin Wipiiti Bob Korewha Rhys Kinder	10507 L2/4 V4						Pre-requisite to US18272 EWP in Electrical Industry
482	Health and Safety Legislative Update Overview and	Keith Sulzberger	19521 L4/5 V3 and 17602	Max 12	2 Days	Practicals Hazard Identification	Three questionnaires	Client Specifics H/S Policy Procedures,	Suitable for Managers, Team Leaders, Work Controllers to understand Legislative implications, duties and responsibilities with links to

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	Hazard Identification		L3/4 V3			Attestation		Range of COPs	ensure systems to ensure systems are built upon a proactive Hazard Management programme
482A	Health and Safety Legislative Update Overview and Hazard Identification (Petroleum Extraction/ Production)	Keith Sulzberger	19521 L4/5 V3 and 17602 L3/4 V3	Max 12	2 Days	Practicals Hazard Identification Attestation	Three questionnaires	Client Specifics H/S Policy Procedures, Range of COPs	

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WORK AT HEIGHTS and MOBILE SCAFFOLDING TRAINING									
437	Fall Arrest Systems (Legislation and Application)	Thomas Croft	15757 L3/4 Or 25045 L3/4cr	Max 10	1 day	1 day	1 week	Require Procedures, Policies & Forms	
437A	Fall Arrest Systems Refresher (Client Specific)	Thomas Croft	NA	Max 15	1 day Theory/Practical combined		Assessment on the day	Work at Height and PPE procedures	This is client specific to maintenance workers, machinery operators, general operations
435	Height Rescue Using Recovery Equipment Training	Thomas Croft	N/A	Max 10	1 day	1 day	NA	Pre-requisite – Manage first aid in emergency situations	
457	Mobile Scaffolding	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	Safety Harness Inspection Maintenance & Fitting	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.

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441	Work at Heights (Legislative and Organisational Requirements)	Thomas Croft	17600 L3/3	Max 12	1day	NA	NA	Require Procedures, Policies & Forms	
406	Work at Heights and Fall Arrest Systems Combined	Thomas Croft	17600 L3/3 15757 L3/4	Max 10	1 day	2 day	1 week	Require Procedures, Policies & Forms Fall Arrest Systems and PPE	
408	Work at Heights Modular	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	Work at Heights Legislation and Organisational Requirements Dairy Industry	Thomas Croft	16316 L3/3	Max 12	1 day	During training	During training	Procedures, Policies & Forms	
466	Fall Prevention Awareness Presentation	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.

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466A	Fall Prevention Awareness Presentation 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.

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DRIVER TRAINING, LICENSING, & ENDORSEMENTS (Vehicles/Machinery)									
233	Pre and Existing Employee Driver Assessments + Report	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	Aerial Work Platform Attachment	Bob Korewha	18409 L3/3	Max 10	½ day	½ day	NA	NA	
200	Class 2	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	Class 3	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	Class 4	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
202	Class 5	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

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211	Dangerous Goods Transportation Licence Endorsement	Kevin Wipiiti	16718 L3/5	Max 12	1 day	No	NA	Wheel, Rule supplied (Used in class only)	
211	Dangerous Goods Revalidation	Supervised	16718 L3/5	Max 12	1/2 day	No	NA	Wheel, Rule supplied (Used in class only)	
230	Dangerous Goods Con/Pack/Loaders	Kevin Wipiiti	NA	Max 12	1 Day	NA	NA	Client relevant policies and procedures, chemicals, MSDS	
204	Defensive Driving Corporate	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	
234	TOSHA Defensive Driving Corporate	Bob Korewha	3465 L2/3 3466 L3/4	Max 12	½ day	1 hr per practical drive. Report submitted to management	NA	As required	
224	Dogman and Slings	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.

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209	Forklift Operator DOL Certificate F Endorsement Revalidation	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	Walkie Truck	Bob Korewha Kevin Wipiiti	10851 L3/7	Max 10	½ day	½ day Rostered Practical assessments	NA	Client procedures, equipment manuals, Certified Machine	
471A Dairy Industry	Walkie Truck	Bob Korewha Kevin Wipiiti	10851 L3/7	Max 10	½ day	½ day Rostered Practical assessments	NA	Client procedures, equipment manuals, Certified Machine	
471B Food Processing Industry	Walkie Truck	Bob Korewha Kevin Wipiiti	10851 L3/7	Max 10	½ day	½ day Rostered Practical assessments	NA	Client procedures, equipment manuals, Certified Machine	
235	HIAB/Gantry Crane Awareness	Bob Korewha Phil Brooks	NA	Max 10	1 Day Overall theory and practical	40 minute Per candidate	NA	Applicable procedures e.g. - Site Hazard ID - PPE	Half day theory / practical followed by 40 minute individual practical assessment

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
227	Elevating Work Platform - 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
231	Elevating Work Platform 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 Prerequisite: Unit 6401 “Provide first aid” and Unit 10507 “Use personal protection equipment within an electricity network environment.”
228A	Gantry Crane Operator	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.

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226	Loader Operator (Wheels)	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	Passenger “P” Licence Endorsement -	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	PILT Attachments Powered Industrial Lift Trucks (Pull Push)	Bob Korewha	10852 L3/3		1/2 day	1/2 day Rostered	NA	Client procedures, equipment manuals	
221A	Telehandler P60.10K	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 etc e.g. F endorsement
436	Telehandler JCB	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 etc e.g. F endorsement
221B	Telehandler 40.18 EVS	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 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
221C	Telehandler P35.13 EVS	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	Telehandler Merlo P40.17K	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	Telehandler P101.10k With DOL F/L	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
232	Truck Loader Crane	Bob Korewha	16617 L3/15 V3	Max 10	½ Day	½ Day Rostered	Closed Book Assessment	Client procedures, equipment manuals, Certified Machine	Prerequisite: Unit 3789 <i>“Sling regular loads and communicate during crane operations”</i>
430	Truck Mounted Crane (Hiab)	Bob Korewha	1754 2/3	Max 10	½ Day	½ Day Rostered	NA	Client procedures, equipment manuals, Certified Machine	

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205	Wheels Rollers Tracks	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	Work Platform Attachment (Mancage)	Bob Korewha	18409 L3/4	15	½ Day Theory and Practical inclusive (2 Hour Theory, 15 mins Practicals)	Rostered	NA	Client procedures, equipment manuals	
444	Work Platform Attachment (Telehandler)	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
FIRST AID, PRE-HOSPITAL EMERGENCY CARE									
384	First Aid Certificate	Nicholas Roberts Don Gutsell	6400 L2/1 6401 L2/1 6402 L1/1	Max 15	2 Days	During course	NA	NA	
385	First Aid Certificate Refresher	Nicholas Roberts Don Gutsell	6400 L3/2 6401 L2/1 6402 L1/1	Max 15	1 Day	During course	NA	NA	
	CPR Rescuer and ½ FA Electrical Industry	Nicholas Roberts Ben Brown Eric Little	6402 L1/1	Max 12	½ day	During course	NA	NA	
313	Defibrillation	Nicholas Roberts Ben Brown Eric Little	14472 L4/2	Max 12	½ day	During course	NA	NA	
396	Pre Hospital Emergency Care (PHEC)	Nicholas Roberts Ben Brown Eric Little	Pre-requisite 6400/1/2 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
FIRE EXTINGUISHER, FIRE WARDEN, BREATHING APPARATUS									
404	Fire Extinguisher	Ben Brown Tony House	3271 L2/1 4647 L2/1	Max 12	1 day U/Std	During Course	NA	Procedures, Policies & Forms	
404A	Fire Extinguisher	Tony House	N/A		2 hour		NA		
486	Fire Extinguisher Refresher	Tony House	N/A	Max 12	½ day	During Course	NA	Procedures, Policies & Forms	
383	Fire Warden	Ben Brown Tony House	18408 L3/3	Max 12	1/2 day U/Std	During course	NA	Procedures, Policies & Forms for Emergency Evacuations	
489	Fire Warden	Ben Brown Tony House	N/A	Max 12	1/2 day	During course	NA	Procedures, Policies & Forms for Emergency Evacuations	
489A	Fire Warden (Rest Homes)	Ben Brown Tony House	N/A	Max 12	1/2 day	During course	NA	Procedures, Policies & Forms for Emergency Evacuations	
452A	Self Contained Breathing Apparatus	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
FIRST LINE MANAGEMENT									
386	Stress and Time Management	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
	Shiftwork	Wayne Morris Fraser Buchanan	16688 L2/2	Max 12	½ Day	During Course	1 week	Client Expected Outcomes	Gain an understanding of effects of shiftwork and how to increase productivity
	Train the Trainer	Wayne Morris Fraser Buchanan	7108 L4/8	Max 12	1.5 Days	Prepare a delivery session and present	1 week	Client Expected Outcomes	Critical for all candidates required to deliver training programmes inhouse or externally
	Communication	Wayne Morris Fraser Buchanan	1312 L4/3 11097 L3/3 9706 L3/4	Max 12	2 Days	Role Plays	1 week	Client Expected Outcomes	Critical training for any Leadership role and/or First Line Managers and Supervisors
103	Report Writing	Wayne Morris Fraser Buchanan	3491 L3/4	Max 12	1 Day	NA	1 week	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
	Fundamentals of Quality Systems and Auditing	Wayne Morris Fraser Buchanan	8085 L3/4 8087 L3/6	Max 12	2 Days	During Course	1 week	Client Expected Outcomes	All QMS personnel should attend if required to self audit systems or audit internal Depts or branches
	Communication with other Cultures and Giving Instruction	Wayne Morris Fraser Buchanan	1304 L2/2 1312 L3/3	Max 12	2 Days	During Course	1 week	Client Expected Outcomes	A must if working with differing cultures with workplace teams
	Team Building and Leader Development	Wayne Morris Fraser Buchanan	18336 L4/5 9681 L3/3	Max 12	2 Days	During Course	1 week	Client Expected Outcomes	Critical tools for team leaders, managers and supervisors
	Interviewing, Giving and Receiving Feedback	Wayne Morris Fraser Buchanan	11097 L3/3 1296 L3/3	Max 12	1 Day	During Course	1 week	Client Expected Outcomes	Interviewing and giving/receiving feedback is a critical FLM tool
	Organisational Principles	Wayne Morris Fraser Buchanan	16342 L4/4	Max 12	1 Day	During Course	1 week	Client Expected Outcomes	For those managing teams, departments and business units
	Present Ideas and Information	Wayne Morris Fraser Buchanan	1307 L3/3	Max 12	1 Day	During Course	1 week	Client Expected Outcomes	Leaders learn to present ideas and information in a convincing manner
	Problem and Conflict Solving	Wayne Morris Fraser Buchanan	9695 L4/3	Max 12	1 Day	During Course	1 week	Client Expected Outcomes	Identify problems, reach solutions as a team and implement

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AUDITOR TRAINING									
329	Electrical Networks Health and Safety Works Internal Auditor Training	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	Health & Safety Management Systems Internal Auditor Training 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	Health & Safety Management Systems Internal Auditor Training Roading Construction and Client Specific	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

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	Construction Health & Safety Management Systems Internal Auditor Training	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	Forest Harvesting Contractor Safety & Health Auditor Training	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	Health, Safety and Quality Internal Auditor Training	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	Internal Quality, Environmental Management Systems Auditor Training	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor ISO14001 EMS Auditor	NA	Min 6 Max 12	2 days + 2 hrs post assessment followup session	NA	4 weeks – candidates to complete an audit and write audit report. Written questionnaires	Need S&H Plans to assess	
315	Internal Safety and Health Systems Auditor Training	Keith Sulzberger	NA	Min 6 Max 12	2 days	NA	4 weeks – candidates to complete an audit and write audit report and written questionnaires	Need S&H Plans to assess	
474	Quality Management Systems Internal Auditor Training (ISO 9001 including ISO 14001 Environmental Management System, and H/S Management System AS/NZS 4801-2001)	Keith Sulzberger	NA	Max 12	2 days + post course assignment Optional: 2 hrs post course Auditor debrief re identify Auditor and system improvements	NA		Need Quality, Safety, Health Environmental policies, overview of existing QMS, examples of customer service sector or specific sector QMS standard operating procedures	

AUDITING SERVICES GUIDELINES MATRIX

Auditing Work ACC WSMP	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"> • TOSHA invoice ACC directly – refer to most recent ACC info for current pricing . • Quote goes to ACC for approval pre work which includes auditing time/travel costs etc
Auditing Work Health and Safety Management Systems	Keith Sulzberger Kevin Wipiiti	100 Series Implementation	2 days on site	2.0 report days	Auditor will advise any special requirements	
Auditing Work Health and Safety Management Systems	Keith Sulzberger	240 Series Compliance	2 days on site	2.5 report days	Auditor will advise any special requirements	
Auditing Work Health and Safety Management Systems	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

	Health and Safety Safe Work Management Plans	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.
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WORK STATION ASSESSMENTS

	Workstation Assessment	Carol Roberts Sandra Arnold Sandra Jameson	NA	1 on 1	20 to 30 mins assessment + written report				
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