

Changing Workplace Attitudes

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Training / Auditing Services Catalogue

CONTENT

1. Health, Safety and Environmental
 2. Work at Heights
 3. Driver Licensing and Endorsements
 4. Health and Safety Management Systems Auditor
 5. Auditor Guidelines and Matrix
 6. 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	17601 L4/6 V3	Max 12	2 days	NA	1 weeks	Updated Accident Reporting and Investigation procedures & forms	Suitable for Managers/Supervisor and those undertaking accident investigations
300A	Accident Incident Reporting & Investigation REFRESHER	Keith Sulzberger	17601 L4/6 V3	Max 12	1 day	NA	1 week	Updated Accident Reporting and Investigation procedures & forms	Suitable for those holding US17601 and wanting to update and refresh accident investigation skills and knowledge
300B	Accident Incident Reporting & Investigation	Keith Sulzberger	17601 L4/6 V3	Max 12	1 day	NA	1 week	Updated Accident Reporting and Investigation procedures & forms	This is the condensed version of the Two Day course 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 Accident Reporting and Investigation procedures & forms	

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392	Asbestos Awareness	Keith Sulzberger	2138 L2/1cr V4	Max 12	½ day	NA	On day	Current Asbestos Handling procedures and practices	Suitable for those working with or could come in contact with asbestos
458	Gas Testing (Atmospheric)	Keith Sulzberger	25510 L3/4cr V1	Max 12	1 day	Yes	1 week	Requires Gas Testing procedures & forms	This course replaces US3058
356	Back Injury Prevention	Kate Browne	17592 L3/4 V3	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
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 procedures & forms	
301	Confined Space Entry (Hazards of)	Keith Sulzberger	18426 L3/4 V3	Max 12	1 day	Yes	1 week	Harness, Lifelines, Tripod, Gas Meter & Confined Space to Enter Procedures/PPE	

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301B	Confined Space Entry (Hazards of) Engineering Industry	Keith Sulzberger	18426 L3/4 V3	Max 12	1 day	Yes	1 week		
463	Confined Space Entry (Hazards and Planning)	Keith Sulzberger	18426 L3/4 V3 17599 L4/5 V3	Max 12	2 days	Yes	1 week		
479	Confined Space (Hazards and Entry) Water Industry	Keith Sulzberger	18426 L3/4cr V3 19207 L3/5 V2	Max 12	2 days	Yes	1 week	Access to Confined Space facility e.g. storm water pit or sump. Entry equipment 2X Fall Arrest harness, tripod, life lines, rope blocks and gas tester.	
481	Confined Space (Refresher) (Hazards and Entry) Water Industry	Keith Sulzberger	N/A	Max 12	1 day	Yes	1 week		
445	Confined Space (Planning)	Keith Sulzberger	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, covered in a big 1 day course) Post assessment evidence

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318	Construction Supervision Safety and Health	Keith Sulzberger	NA	Max 12	2 days	NA	1 week	Current H/S policies and procedures	
362	Contractor Management Selection & Control	Keith Sulzberger	17595 L4/8	Max 12	1 day (only if have attended TOSHA H/S Legislative Update Training) or 2 day	NA	1 week	Current Contractor H/S procedures and Assessment checklists	Pre-requisite 17602, 17593, 497; or 19521 or 5607 or 5616
362C	Contractor Management Selection and Control Workshops	Keith Sulzberger	NA	Max	1 day	NA	1 week	Current Contractor Selection & Control H/S Management procedures & checklists	
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 Practical audits and 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 Networks including Contractors
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

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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 uncontrolled gas leakage in buildings or networks
379	HAZOP Studies	Keith Sulzberger	19341 L4/6cr V3	Max 8	1day	During Course	1 week	Material for Practical Exercise to include P&I drawings, philosophy of control, specs	Key personnel identify hazards through “what if” and deviation from normal design of plant before construction
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	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	Suits labour force and contractors
438A	Hazard Identification Awareness (Hydro Carbon Processing)	Keith Sulzberger	N/A	Max 18	½ day course (2 courses can be run in 1 day)	NA	1 week	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	Suits labour force and contractors
438C	Hazard Identification and Control Awareness (Electrical)	Keith Sulzberger		Max 12	One day course	Yes	1 week	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	With post course attestation

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319	Hazard Identification & Control (condensed)	Keith Sulzberger	N/A	Max 12	1 day	Yes (which includes some on site practical assess)	1 week	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	Updates those with existing systems.
469	Hazard Identification & Control	Keith Sulzberger	N/A	Max 12	1 day		1 week	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	Excellent course for Line Managers, supervisors, team and coys not interested in Unit Standards
324	Hazard Identification Risk Assessment & Control	Keith Sulzberger	17602 L3/4	Max 12	2 days	(access to workplace for practical Haz ID required on 2nd day)	1 week	Updated Client Hazard Identification, Risk Assessment and Control procedures & forms	Good course for those that haven't got good systems established JSA basics
499	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 Hazard Identification and Control procedures & forms	Experienced staff
326	Workplace Health and Safety Fundamentals	Keith Sulzberger	497 L1/3cr	Max 14	Half Day	NA	No	Updated Client policies & procedures	This is a very basic H/S programme that is normally included with other u/std courses.

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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; Hazard Identification, Risk Assessment procedures & forms	Good course to cover off on all Occ. H/S National Certificate L3 compulsory units
490	Safe Work Practices	Keith Sulzberger	17593 L2 / 4 V3	Max 12	Half Day	NA	1 week	Current Health & Safety policies and procedures	
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	20198 L4/8 V2	Max 12	2 days	NA	2 weeks	Company Health & Safety Policy	Compulsory training for all H/S Reps and excellent for Line Managers
493	Health and Safety Representative and Safe Work Practices - Stage 1	Keith Sulzberger	20198 L4/8 V2 17593 L2/4 V3	Max 12	2 days	Complete Material Post Training		Current Health & Safety policies and procedures	

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428	Health and Safety Representative Stage 2 NOTE: Pre-requisite candidates must complete Stage 1 within the last 24 months	Keith Sulzberger	17602 L3/4 V3	Max 12	2 days	Complete Material Post Training	2 weeks	Current Health & Safety Policy; Hazard Identification, Risk Assessment and Control and Accident Investigation procedures	Compulsory Stage 2 H/S Rep training only if Stage 1 has been completed. Course includes US17602 Haz ID and Control
493	Health and Safety Representative Stage I Roles, and Applications of Safe Work Practices	Keith Sulzberger	20198 L4/8 V2 17593 L2 / 4 V3	Max 12	2 days	Complete Material Post Training	2 weeks	Current Health & Safety policies, procedures, and forms	This course not only covers the DOL required course but the applications of Safe Work Practices. It increases the NZQA credit value for 2 compatible unit standard programmes.
380	Health & Safety Procedures Development Workshop	Keith Sulzberger	NA	Max 12	1 Day	Written Questionnaire	Develop own procedure/s		
307	Health and Safety Management Update Seminar Electricity/Gas Industry	Keith Sulzberger	NA	12	1 Day	Written Questionnaire	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	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
373	Health and Safety Legislative Overview Update Services Sector (Client Specific)	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
387A	Health and Safety Legislative Overview Update Electrical Industry (Client Specific)	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440	Health & Safety Legislative Update Overview Generic	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440A	Health & Safety Refresher Property Services	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440B	Health & Safety Legislative Update Overview Petrochemical Industry	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	

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440C	Health & Safety Legislative Update Overview Fertiliser Industry	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440D	Health & Safety Legislative Update Overview	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440E	Health & Safety Legislative Update Overview Electricity Networks	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440H	Health & Safety Legislative Update Healthcare Industry	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
440I	Health & Safety Legislative Update Overview Fishing Industry	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395	Health & Safety Legislative Update Overview Incorp US19521 Generic	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	

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395A	Health & Safety Legislative Update Overview Incorp US19521 Geothermal Exploration	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395B	Health & Safety Legislative Update Overview Incorp US19521 Civil Road Construction & Maintenance	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395C	Health & Safety Legislative Update Overview Incorp US19521 Lab Testing	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395D	Health & Safety Legislative Update Overview Incorp US19521 Petroleum Exploration & Extraction	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395E	Health & Safety Legislative Update Overview Incorp US19521 Steel Manufacture & Fabrication	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	

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395F	Health & Safety Legislative Update Overview Incorp US19521 Petrochemical Industry	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395G	Health & Safety Legislative Update Overview Incorp US19521 Geothermal Design Services	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
395H	Health & Safety Legislative Update Overview Incorp US19521 Electricity Networks	Keith Sulzberger	19521 L4/6cr	Max 12	2 day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	
465	Health and Safety Legislation Update and Hazard ID Refresher	Keith Sulzberger	Based on 19521 and 17602	Max 12	1 Day	Written Questionnaire	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
465A	H & S Legislative Overview & Hazard Identification Principles	Keith Sulzberger	N/A	Max 12	1 Day	Written Questionnaire	1 week	Current Health & Safety policies & procedures	

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461	Job Safety Analysis (JSA)	Keith Sulzberger	19522 L2/4cr	Max 12	1 day	Yes on day of training	1 week	JSA & Work Permit procedures & forms; 6 Operational photos	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	NA	Max 12	1/2 day	NA	NA	JSA & Work Permit procedures & 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	US17459 L2/3cr V4	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.
498	Manual Handling Awareness	Keith Sulzberger	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 v3	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 v3	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
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	17596 L3/8 V3	12	1 Day	During Course	1 week	Current Work Permit procedures & forms	

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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)	Keith Sulzberger	16305 L3/4 or 17588 3/4	Max 12	1 Day	Table Top Exercise	Written Questionnaire Plus 2 x onsite permits Attestation	Require Work Permit procedures, policies & forms	
398A	Work Permit Receiver (Dairy)	Keith Sulzberger	17588 3/4	Max 12	1 Day	Table Top Exercise	Written Questionnaire Plus 2 x onsite permits Attestation	Require Work Permit procedures, policies & forms	
449	Common Permit to Work	Keith Sulzberger	17588 3/4	Max 12	1 Day	Table Top Exercise	Written Questionnaire Plus 2 x onsite permits Attestation	Require Work Permit procedures, policies & forms	
326	Workplace Health and Safety Fundamentals	Keith Sulzberger	497 L1/3 v7	Max 12	1/2 Day	NA	1 week	2 weeks	

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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	Keith Sulzberger	17602 L3/4 V3 17588 L3/4 V3	Max 12	2 Day mixed with Practical	-	Work Permit Attestation and Hazard Mgmt Plan	Site Procedures	
476	Personal Protective Equipment EWP Electrical	Phil Brooks Bob Korewha Rhys Kinder	10507 L2/4 V4						Pre-requisite to US18272 EWP in Electrical Industry
482	Health and Safety Legislative Update Overview and Hazard Identification	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	Suitable for Managers, Team Leaders, Work Controllers to understand Legislative implications, duties and responsibilities with links to ensure systems to ensure systems are built upon a proactive Hazard Management programme

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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	
496	Safety Manual (Orange and Blue) (Electrical Industry)	Keith Sulzberger		Max 12		1 Day	Yes	NA	Suitable for all Electrical Industry employees governed by these Rules.

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WORK AT HEIGHTS and MOBILE SCAFFOLDING TRAINING									
441	Work at Heights (Legislation)	Thomas Croft	17600 L3/3	Max 12	1day	NA	NA	Require Procedures, Policies & Forms	441
434	Work at Heights (Legislation) Dairy Industry	Thomas Croft	16316 L3/3	Max 12	1 day	During training	During training	Procedures, Policies & Forms	
437	Work at Heights (Fall Arrest)	Thomas Croft	15757 L3/4 V2 Or 25045 L3/4cr	Max 10	1 day	1 day	1 week	Require Procedures, Policies & Forms	
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
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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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
435	Height Team Rescue with Recovery Equipment	Thomas Croft	NA	10 max 8 max	3 days or 5 days	Theory and Practical	NA	Procedures and Forms, Equipment	Pre-requisite: 3 First Aid Unit Standards, US 15757 Fall Arrest. This training has a high content of practical training with ropes, harnesses, rigging, lowering and hauling. <u>5 day course</u> Includes the above plus tripods, ozpods and stretcher evacuation.

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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
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
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.
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	

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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.
209	Forklift Operator DOL Certificate F Endorsement Revalidation	Bob Korewha	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	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	10851 L3/7	Max 10	½ day	½ day Rostered Practical assessments	NA	Client procedures, equipment manuals, Certified Machin	

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471B Food Processing Industry	Walkie Truck	Bob Korewha	10851 L3/7	Max 10	½ day	½ day Rostered Practical assessments	NA	Client procedures, equipment manuals, Certified Machine	
227	Elevating Work Platform - Compulsory Theory - Scissor Lift - Truck Mounted - Self Propelled Boom - Trailer Mounted - Vertical Lift	Bob Korewha Phil Brooks 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 Generic EWP Theory (compulsory)	Bob Korewha Phil Brooks Rhys Kinder	18272 L3/3 23966 L3/2 V1	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.”

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
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.
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
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.
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
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, & Endorsements U/Stds etc e.g. F endorsement

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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's etc e.g. F endorsement
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
221D	Aerial Work Platform Attachment	Bob Korewha	18409 L3/3	Max 10	½ day	½ day	NA	NA	
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
221H	Telehandler Matbro TS 270	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
221I	Telehandler P30.9K	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
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'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 “Sling regular loads and communicate during crane operations”
430	Truck Mounted Crane (Hiab)	Bob Korewha	1754 2/3	Max 10	½ Day	½ Day Rostered	NA	Client procedures, equipment manuals, Certified Machine	
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 Times	Client Specific/or Material Required	COMMENTS
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 19486 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 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 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 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 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 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 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 examples of Company H & S Systems and a range of contractor H & S Systems	
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 examples of Company H & S Systems and a range of contractor H & S Systems	

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 (ISO 9001 QMS and ISO 14001 EMS)	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	Quality procedures and Environmental Management System 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	Safety and Health policies and procedures and Management Systems to assess	
474	Internal Management Systems Auditor Training (including ISO 9001 Quality Management, ISO 14001 Environmental Management System, and AS/NZS 4801-2001 H/S Management System)	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor ISO14001 EMS Auditor	NA	Max 12	3 days + post course assignment Optional: 2 hrs post course Auditor debrief re identify Auditor and system improvements	NA		Need Quality, Safety, Health Environmental policies and procedures, overview of existing QMS, examples of customer service sector or specific sector QMS standard operating procedures	

Manua l 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
474B	Quality Management Systems Internal Auditor Training Electrical Industry (including ISO 9001 Quality Management, ISO 14001 Environmental Management System, and AS/NZS 4801-2001 H/S Management System)	Keith Sulzberger RAB-QSA Lead OSH Auditor ISO 9001 QMS Auditor ISO14001 EMS Auditor	NA	Max 12	2 days + post course assignment Optional: 2 hrs post course Auditor debrief re identify Auditor and system improvements		1 Month	Need Quality, Safety, Health Environmental policies; overview of existing QMS; examples of customer service sector or specific sector QMS standard operating procedures; Environmental Health and Safety Management Systems

AUDITING SERVICES GUIDELINES MATRIX

Racking and Shelving Survey/Audit	Keith Sulzberger	AS 4084 – 1993 Industrial Steel Storage Racking & SEMA Guidelines	1 day on site	1.0 report day	Auditor will advise of special requirements with confirmation	
Systems Auditing Health and Safety Management Implementation	Keith Sulzberger	100 Series Implementation	2 days on site	2.0 report days	Auditor will advise of special requirements with confirmation	
Compliance Auditing Health and Safety Management Systems	Keith Sulzberger	240 Series Compliance	2 days on site	2.5 report days	Auditor will advise of special requirements with confirmation	

Compliance Auditing Principles Health and Safety Management Systems	Keith Sulzberger	280 Series Compliance	3 days on site	Up to 3 report days	Auditor will advise of special requirements with confirmation	
Compliance Auditing Health and Safety Management Systems	Keith Sulzberger	500 Series Compliance and ASNZ 4801	4 days on site	4.0 report days	Auditor will advise of special requirements with confirmation	

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