

# SHORT COURSES



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## ABOUT TPP

### TAI POUTINI POLYTECHNIC

At TPP we're serious about education. Our tutors are all experts in their field, have excellent industry connections and are passionate about teaching. They want you to learn the skills you need to succeed. We offer a wide range of practical programmes, with a focus on vocational education and applied skills.

All TPP programmes have NZQA approval and are designed to give you a strong foundation in your chosen career.

Tai Poutini Polytechnic has campuses in Auckland, Christchurch, Greymouth, Hamilton, Hokitika, Invercargill, Reefton, Wanaka and Westport, and offers industry training throughout NZ. Applying to enrol as a student at Tai Poutini Polytechnic is simple. If you require more information or wish to speak directly with a tutor please email us at: [study@tpp.ac.nz](mailto:study@tpp.ac.nz) or call 0800 TPP INFO.

## ABOUT ITNZ

### INDUSTRY TRAINING NEW ZEALAND

Tai Poutini Polytechnic has been a major national provider of specialist industry training courses for a number of years to a range of industries from the building and construction sector - including civil construction - water reticulation, mining and industrial maintenance; cranes; scaffolding; rigging and industrial rope access.

Training delivery ranges from scheduled public courses in the main centres to specific training provided onsite to suit the working environment or particular companies.

Training is to the applicable unit standards in each particular area and there are options to extend courses to include additional unit standards and competencies to meet the particular needs of specific companies.

# CRANES

## TRUCK MOUNTED CRANE

**Credit Value:** 15 Credits

Truck Mounted Crane has been designed for people working with truck mounted cranes as part of their regular work activities. This practical course will provide people with the ability to identify hazards, evaluate and apply lifting gear, calculate loads and provide the skills to safely operate a truck mounted crane.

Refresher training is available, please contact us for more information.

**Unit Standards:**

- US16617 - Use a truck loader crane to lift and place loads

## LIFTING LOADS

**Credit Value:** 22 Credits

Lifting Loads has been designed for people working with cranes as part of their regular work activities. This practical course will provide people with the ability to identify hazards, evaluate and apply lifting gear, calculate loads and communicate with crane operators to direct load movements.

Refresher training is available, please contact us for more information.

**Unit Standards:**

- US3789 - Sling regular loads and communicate during crane operations

## PENDANT CRANE

**Credit Value:** 10 Credits

Pendant Crane has been designed for people working with pendant cranes as part of their work regular activities. This practical course will provide people with the ability to identify hazards, evaluate and apply lifting gear, calculate loads and provide the skills to safely operate a pendant crane.

Refresher training is available, please contact us for more information.

**Unit Standards:**

- US3800 - Operate a pendant controlled overhead crane and lift and place regular loads

## TELEHANDLER

**Credit Value:** 4 Credits

This course will give people a sound understanding of the general working principles of telehandlers and safer working practices and techniques.

**Unit Standards:**

- US23637 - Operate a telehandler

# SCAFFOLDING

## NON NOTIFIABLE SCAFFOLDING

**Credit Value:** 14 Credits

Provide people the necessary skills and knowledge to work safely and erect non-notifiable prefabricated scaffolding up to five metres in height.

### Unit Standards:

Includes assessment and registration of credits for Unit Standards:

- US9184 - Erect and dismantle non-notifiable prefabricated frame scaffolding up to five metres in height
- US13016 - Demonstrate knowledge of the erection and dismantling of scaffolding up to five metres in height
- US13053 - Erect and dismantle scaffolding up to five metres in height

## SCAFFOLD INSPECTION

**Credit Value:** 4 Credits

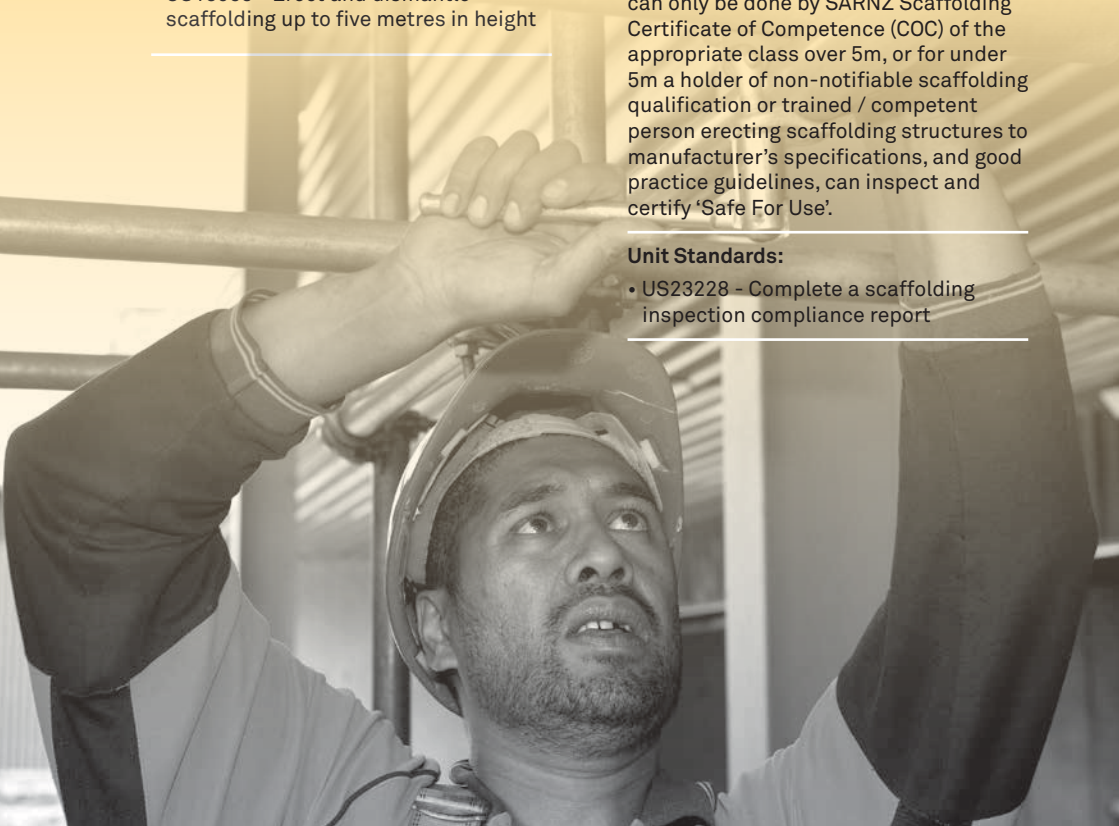
This course will give people the skills and knowledge to comply with the legal requirements when inspecting scaffolding design, equipment and systems.

On successful completion trainees will be able to identify scaffolding componentry and equipment, confirm that it is fit for purpose and safe to use. This will enable participants to complete inspection and compliance reports for tube and coupler and proprietary scaffolding.

This course does not allow trainees to sign scaffolds as 'Safe to Use' as this can only be done by SARNZ Scaffolding Certificate of Competence (COC) of the appropriate class over 5m, or for under 5m a holder of non-notifiable scaffolding qualification or trained / competent person erecting scaffolding structures to manufacturer's specifications, and good practice guidelines, can inspect and certify 'Safe For Use'.

### Unit Standards:

- US23228 - Complete a scaffolding inspection compliance report



# HEALTH AND SAFETY

## HEALTH AND SAFETY REPRESENTATIVE

**Credit Value:** 20 Credits

Department of Labour approved course and is aimed at providing health and safety representatives with the skills and knowledge for the successful management of health and safety procedures in the workplace.

Worksafe NZ (formerly DoL) Approved Course.

### Unit Standards:

- US497 - Demonstrate knowledge of workplace health and safety requirements
- US17602 - Apply Hazard Identification & Risk Assessment Procedures in the Workplace
- US19521 - Explain the requirements of the Health and Safety in Employment (HSE) Act 1992
- US20198 - Identify the roles and responsibilities of the health and safety representatives in the workplace

## HAZARD IDENTIFICATION AND CONTROL

**Credit Value:** 8 Credits

Provides participants with the skills and knowledge to identify, analyse and manage potential hazards.

### Unit Standards:

- US19522 - Undertake job safety analysis
- US18410 - Manage hazard identification and control on plant machinery

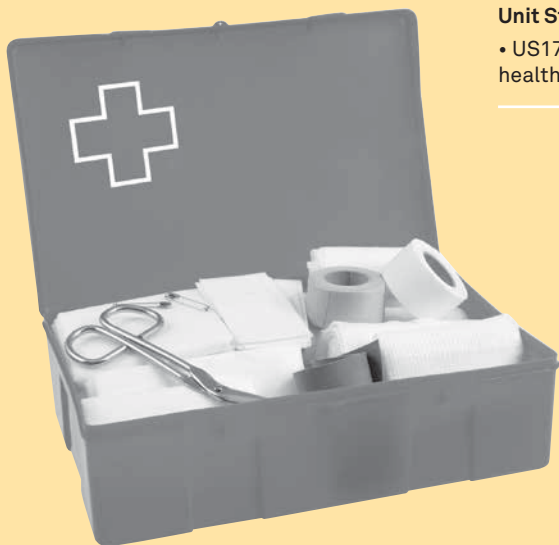
## INCIDENT IDENTIFICATION

**Credit Value:** 6 Credits

Explains why workplace accidents need to be reported and investigated.

### Unit Standards:

- US17601 - Produce an occupational health and safety incident investigation



## WORKPLACE FIRST AID

**Credit Value:** 4 Credits

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Aimed at people who have never completed or do not have a current First Aid Qualification. This unit covers workplace first aid as required by Health & Safety regulations.

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**Unit Standards:**

- US6400 - Manage first aid in emergency situations
  - US6401 - Provide First Aid
  - US6402 - Provide resuscitation level 2
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## CONTRACTOR HEALTH AND SAFETY

**Credit Value:** 8 Credits

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Identifies the legislative and organisational health and safety requirements for engaging contractors to perform on work site.

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**Unit Standards:**

- US17595 - Explain health and safety management requirements for contractors working on site
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## DRUG TESTING

**Credit Value:** 2 Credits (Level 3)  
4 Credits (Level 4)

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**Unit Standards:**

- US25458 - Perform urine specimen collection in the workplace for drug testing (Level 3)
  - US2551 - Perform urine drug testing in the workplace (Level 4)
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## WORKPLACE DRUG TESTING

**Credit Value:** 6 Credits

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This one day course will ensure you are certified to carry out workplace drug testing, including understanding the different requirements for pre-employment, random, post-incident and reasonable-cause testing.

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**Unit Standards:**

- US25458 - Perform urine specimen collection in the workplace for drug testing (Level 3)
- US25511 - Perform urine drug testing in the workplace (Level 4)

# INDUSTRIAL ACCESS

## ELEVATED WORK PLATFORMS (EWP)

**Credit Value:** 6 Credits

Provides the skills and knowledge to work safely and competently in setting up, daily maintenance and operation of various types of elevating work platforms on a construction or industrial site.

This one day course is made up of compulsory units and a choice of two elective unit standards.

Refresher training is available. Please contact us for more information.

### Unit Standards - Compulsory:

- US23966 - Describe types of elevating work platforms (EWPs), and legislative requirements for their use

### Unit Standards - Elective:

- US23960 - Assess the worksite, prepare and operate a scissor lift EWP
- US23961 - Assess the worksite, prepare and operate a truck mounted EWP
- US23962 - Assess the worksite, prepare and operate a self-propelled boom lift EWP
- US23963 - Assess the worksite, prepare and operate a trailer mounted EWP
- US23964 - Assess the worksite, prepare and operate a vertical lift EWP
- US23229 - Use a safety harness for personal fall prevention when working at height

### Best Practice Guidelines Highly Recommend:

- An operator must also be able to demonstrate competence for harness use. A recommended means of achieving this is: US23229 - Use a Safety Harness for Personal Fall Prevention when working at height

## WORKING AT HEIGHTS / FALL ARREST

**Credit Value:** 11 Credits

Provides skills and knowledge to work safely at height outside of protected areas. You will gain the knowledge to use the right fall arrest set up to keep you safe in a range of working situations.

Meets Worksafe NZ (formerly DoL) Best Practice Guidance for Working at Heights.

Refresher training is available. Please contact us for more information.

### Unit Standards:

Includes assessment and registration of credits for Unit Standards:

- US15757 - Employ fall arrest systems on building and construction sites. Minimum requirement for working at heights - Worksafe NZ Best Practice Guidelines
- US23229 - Use a safety harness for fall prevention when working at height in a construction or related context
- US17600 - Explain safe work practices for working at heights



## PERMIT ISSUER / PERMIT RECEIVER

**Credit Value:** 10 Credits

Provides people with the skills and knowledge to work within work permit systems. This includes an introduction to work permit systems and processes including applying for and receiving work permits. It also clearly identifies roles and responsibilities when it comes to preparing for or performing Work Permit activities.

### Unit Standards:

Includes assessment and registration of credits for Unit Standards:

- US17588 - Apply for, accept, and carry out work according to a work permit in the workplace
- US17590 - Issue worksite specific work permits

## MANAGING WORK PERMIT SYSTEMS AND SAFETY OBSERVATIONS

**Credit Value:**

This course outlines the procedures and control required when working with work permits and the Safety Observers responsibilities in controlling and monitoring activities.

### Unit Standards:

- US17589 - Monitor, control and audit work permit systems
- US17596 - Demonstrate knowledge of safety observer responsibilities in the workplace

## CONFINED SPACES

**Credit Value:** 13 Credits

Provides the necessary skills to safely work in a confined space outside of ventilated areas.

Meets Worksafe NZ (formerly DoL) Best Practice Guidance Notes for Working in a Confined Space including ASNZ Standard 2865:2001

Refresher training is available, please contact us for more information.

### Unit Standards:

Includes assessment and registration of credits for Unit Standards:

- US17599 - Plan a confined space entry
- US25510 - Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely
- US18426 - Demonstrate knowledge of hazards associated with confined space.

# TRAFFIC MANAGEMENT

## SITE TRAFFIC MANAGEMENT SUPERVISOR (STMS)

The Site Traffic Management Supervisor (STMS Level 1) course is a NZTA Level 1 Site Traffic Management Supervisors certification, holders of this card are trained and qualified to carry out site management of temporary traffic management worksites in compliance to NZTA Code of Practice for temporary Traffic Management (COPTTM) procedures.

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## TRAFFIC CONTROL (TC)

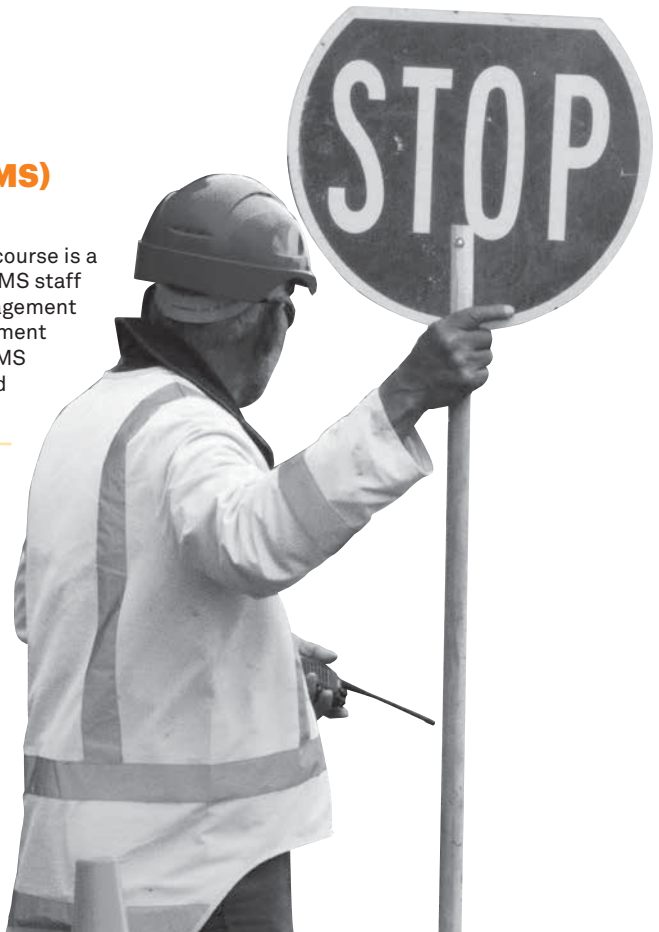
The Traffic Control (TC) course is a Level 1 Basic Traffic Controller certification, which covers the standards and procedures required by NZTA Code of Practice for Temporary Traffic Management (COPTTM) control.

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## SITE TRAFFIC MANAGEMENT SUPERVISOR (STMS) REFRESHER

The STMS Level 1 Refresher course is a NZTA approved course for STMS staff to recertify their Traffic Management Cards. A prerequisite requirement of this course is that your STMS qualifications has not expired for longer than one year.

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# WHEELS, TRACKS AND ROLLERS

These endorsements can be provided individually, or as part of the Wheels, Tracks and Rollers short course.

You must have the right class of licence for the weight of the vehicle you are operating.

This endorsement allows the bearer to drive a variety of specialised heavy vehicles on the road.

If you do not have this endorsement, you are not legally allowed to drive a special heavy machinery type vehicle on the road.

## WHEELS

**Credit Value:** 3 Credits

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Includes any heavy vehicle that rides on wheels and will be included on your licence as a W endorsement.

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## ROLLERS

**Credit Value:** 3 Credits

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Includes heavy machinery that uses a large roller wheel as its drive and steering mechanism. You will gain an R endorsement on your licence.

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## TRACKS

**Credit Value:** 3 Credits

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Includes any moving equipment running on tracks, such as diggers or bulldozers. You will gain a T endorsement on your licence.

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*We do not set a closing date for applications. The Polytechnic reserves the right to not accept late applications, i.e., after the programme has started. You will be offered a place subject to meeting the entry and selection requirements and the availability of places on the programme. The Polytechnic reserves the right to cancel, prior to commencement, any programme which does not attract a minimum number of students.*

# CONTACT DETAILS

**ITNZ**

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