

Administration

Document overview

What is this document for?

Use this document to assess and record the skill level and capability of your employees in preparation for the Jobs for Nature programme work.

This form can be used to:

- Assess skill level
- Record evidence of capability (qualifications and/or experience)
- Create a training plan
- Report in association with Jobs for Nature projects.

What is in this document?

This training catalogue has 4 sections:

1. How to use this document

Guidance for how to use each section with an example completed form.

2. Qualification and experience form

Assistance for employers to assess the skill of their employees and to document evidence of capability for the identified skills.

3. Training matrix

Collection of currently available training for the listed skills.

Note: We have given priority to New Zealand Qualifications Authority (NZQA)-approved training with delivery models that are either work-based or online. In the matrix there are individual courses and certificates that cover multiple courses, as well as other bespoke training and resources.

4. Course details list

Information for the identified courses, including: NZQA credits, indicative cost, delivery mode, course length, providers.

What's NZQA-approved training?

NZQA-approved training includes both full qualifications and individual unit standards. They are delivered by several different accredited educational providers throughout the country. NZQA also has a quality assurance system for education organisations.

Disclaimer

This training catalogue is a collection of currently available training, not a recommendation of preferred training. Training listed in the catalogue does not include all training available within New Zealand and Te Papa Atawhai (DOC) has not vetted the quality of the providers listed. Training not listed can be used if it delivers the required skills.

The information in this document is accurate as of the 20th of May 2021.

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How to use this document

1. Identify skills

Use the **Qualifications and experience form** to identify your employee's skill level.

Skill assessment should be done by those delivering project work as part of their contract agreement.

2. Assess employees skill level **a**

If you select **competent**, please specify if the employee has a qualification, experience, or both **b**, and provide evidence **c**.

If you select **training needed**, go to the **Training matrix** to see the courses or resources available for each skill.

Select **n/a** if the employee will not need this skill in their work.

Note: Training not listed can be used if it delivers the required skills.

3. Discover courses

You can click on the courses listed in the **Training matrix** to see the **Course details** summarised in this document, including NZQA credits, indicative cost, delivery mode, course length, and providers. You can also click the links in the **Course details** to visit provider websites directly. This information will help you decide which courses to add to the **training plan c**.

4. Create a training plan

Once you've identified the appropriate courses for the employee for each skill, provide a **training plan c** in the **Qualifications and experience form** and save it as a record for reporting purposes.

Example form	a	b	c
Skill	Skill level	Evidence and training plan	
Chainsaw tree felling	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Has unit standards 17763 and 71766 but limited experience. Will have chainsaw leader directly supervise the work until comfortable with capability.</i>
Build and maintain fences stock control	<input checked="" type="checkbox"/> Competent <input type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Worked as a farm hand for 5 years - work included building fences.</i>
Identify NZ bird species	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Training plan: DOC Bird ID training and field practice. DOC Bird ID assessment.</i>

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Qualifications and experience form

Name:

Role:

Date employed:

Skill	Skill level	Evidence and training plan
General administrative tasks <i>e.g. filing, document management, taking minutes, distributing documents</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Use and manage email with a range of contacts	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Create a document in MS Word	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Create a spreadsheet in MS Excel	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Manage time records for a team	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Business accounting <i>e.g. invoices, payroll</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
ICT and digital capability	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience

I certify that the information I have provided is correct.

Employee Signature: _____

Date:

I certify that this employee has the qualifications and experience noted above.

Manager Signature: _____

Date:

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>	
General administrative tasks <i>e.g. filing, document management, taking minutes, distributing documents</i>	New Zealand Certificate in Foundation Skills	New Zealand Certificate in Business (Administration and Technology) Level 4 Executive Business Administration
Use and manage email with a range of contacts		The Professional Administrator
Create a document in MS Word		
Create a spreadsheet in MS Excel		
Manage time records for a team		
Business accounting <i>e.g. invoices, payroll</i>		Financial and Data Management
ICT and digital capability		Operating in a Digital Environment
Additional Training	Intermediate Excel-ling	

New Zealand Certificate in Foundation Skills

NZQA Te Pūkenga

Level 2 or individual courses within this programme

Multiple training providers: [Whitireia](#) [MIT Manukau](#) and other providers

C 60 credits

\$ Free

P Campus-based

L Full time: 16-19 weeks

New Zealand Certificate in Business (Administration and Technology)

NZQA Te Pūkenga

Level 4 or individual courses within this programme

Multiple training providers: [E Campus NZ](#) and other Te Pūkenga providers

C 60 credits

\$ \$678.84

G Online, self-directed or work-based options available

L Full time: 20 weeks / 30 hrs weekly
Part time: 40 weeks / 15 hrs weekly

Executive Business Administration

NZQA Te Pūkenga

[Visit the E Campus website](#)

C 15 credits

\$ \$170

G Online, self-directed

L 10 weeks / 15 hrs weekly

The Professional Administrator

NZQA Te Pūkenga

[Visit the E Campus website](#)

C 15 credits

\$ \$172

G Online, self-directed

L 10 weeks / 15 hrs weekly

Financial and Data Management

NZQA Te Pūkenga

[Visit the E Campus website](#)

C 15 credits

\$ \$172

G Online, self-directed

L 10 weeks / 15 hrs weekly

Operating in a Digital Environment

NZQA Te Pūkenga

This course contributes to NZ Certificate in Computing (Intermediate User) (Level 3)

[Visit the E Campus website](#)

C 10 credits

\$ \$44

G Online, self-directed

L 10 weeks / 10 hrs weekly

Additional Training: Intermediate Excel-ling

NZQA Te Pūkenga

Level 3 NMIT workshop

[Visit the NMIT website](#)

C 2 credits

\$ \$75

P In-person workshop

L 4 x 5 hr sessions, various timetables