

# Health and Safety

## 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.*

# Health and Safety

Document overview

## 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	<b>a</b>	<b>b</b>	<b>c</b>
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>

DOC-6528849

# Health and Safety

## Qualifications and experience form

**Name:**

**Role:**

**Date employed:**

Skill	Skill level	Evidence and training plan
Manage traffic to meet legal requirements (Safe Traffic Management Services (STMS))	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: (required) Experience
Manage own safety and health in remote or challenging settings	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Write a health and safety plan for a team	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Provide health and safety leadership for a team at work	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Induct new workers in health and safety	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Provide first aid in an outdoor setting	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: (required) 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>	
Manage traffic to meet legal requirements (Safe Traffic Management Services (STMS))	Basic Traffic Controller (TC)	Site Traffic Management Supervisor (STMS)
Manage own safety and health in remote or challenging settings	New Zealand Certificate in Workplace Health and Safety Practice	
Write a health and safety plan for a team		
Provide health and safety leadership for a team at work	Workplace Health and Safety	
Induct new workers in health and safety		
Provide first aid in an outdoor setting	Workplace First Aid Course	

## Basic Traffic Controller (TC)

Training

Legal requirement: Basic Traffic Controller (TC) Level 1  
 NZQA unit standards: 20877 (5627, 20878 upon request)  
 Multiple regional providers: [TTM](#) [TMNZ](#) [Axiom](#) and other providers

- 🕒 none/NZTA approved
- 💰 From \$199 plus \$40 NZTA registration fee
- 👤 In-person, workplace delivery option
- 🕒 1 day workshop, warrant is valid for 3 years

## Site Traffic Management Supervisor (STMS)

Training

To be able to take this course Basic Traffic Controller Qualification (TC) is needed.  
 Legal requirement: Site Traffic Management Supervisor (STMS) Level 1  
 Multiple regional providers: [TTM](#) [TMNZ](#) [Vertical Horizonz](#) [NZIHT](#) [Axiom](#) and other providers

- 🕒 none/NZTA approved
- 💰 From \$300
- 👤 In-person, workplace delivery option
- 🕒 2-3 day workshop, depending on provider, warrant is valid for 3 years

## New Zealand Certificate in Workplace Health and Safety Practice

NZQA Te Pūkenga

Level 4  
 Multiple regional providers: [SIT](#) [Toi-Ohomai](#) [Competenz](#) and other providers

- 🕒 60 credits
- 💰 Varied
- 👤🌐 In-person or online, depending on provider
- 🕒 Full time: from 15 weeks  
Part time: from 39-50 weeks

## Workplace Health and Safety

NZQA

Level 4  
 Multiple providers cover various relevant unit standards, including 30264, 30265, 497, 17593, 17602. Check provider links for details.  
 Multiple providers: [Vertical Horizonz](#) [Axiom](#) [Safety'n Action](#) and other providers

- 🕒 3-22 credits
- 💰 From \$156
- 👤 In-person, workplace delivery option
- 🕒 0.5-1 day

## Workplace First Aid Course

Level 3  
 Legal requirement: Workplace First Aid or Outdoor First Aid  
 NZQA unit standards: 6400, 6401, 6402, optional 424

Te Pūkenga providers: [NMIT](#) [Primary ITO](#) and other providers NZQA Te Pūkenga

- 🕒 4-9 credits
- 💰 From \$170
- 👤 In-person training
- 🕒 2 days, plus 2 days for unit std 424, certificate is valid for 3 years

Independent providers: [St John](#) [NZ Red Cross](#) [Triple One Care](#) and other providers NZQA

- 🕒 4-9 credits
- 💰 From \$169
- 👤 In-person training
- 🕒 1-1.5 days, certificate is valid for 2 years