

Outdoor Skills

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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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	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
Use VHF Radio <i>marine, outdoor</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Drive All Terrain Vehicle <i>(ATV/LUV) on flat or hilly terrain</i>	Competent Training needed n/a	Qualification <i>(required)</i> Experience Please specify evidence below or provide a training plan:
Drive manual car on legal road <i>has current Driver Licence</i>	Competent Training needed n/a	Qualification <i>(required)</i> Experience Please specify evidence below or provide a training plan:
Drive 4WD <i>off road, in mud, crossing rivers, etc.</i>	Competent Training needed n/a	Qualification <i>(required)</i> Experience Please specify evidence below or provide a training plan:
Farm management	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Tractor driving	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Safely undertake river crossing on foot	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Navigate in the backcountry using navigation tools <i>e.g. map and compass</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Use GPS to navigate in the backcountry	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:

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Qualifications and experience form

Skill	Skill level	Evidence and training plan
Follow a GPS track and record routes and waypoints	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Work safely around helicopters	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Use small non-motorised watercraft (dinghy) safely	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Operate a boat in inland waterways (Dayskippers)	Competent Training needed n/a	Qualification (required) Experience Please specify evidence below or provide a training plan:
Operate a vessel in inshore limits, restricted coastal and high traffic areas (Boatmaster)	Competent Training needed n/a	Qualification (required) Experience Please specify evidence below or provide a training plan:
Plan and organise multi-day overnight field trip for a team food, safety, transport, equipment	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Identify and manage risk factors in the outdoors Bush survival, weather, appropriate equipment	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:

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>
Use VHF Radio <i>marine, outdoor</i>	Maritime VHF Operator Certificate
Drive All Terrain Vehicle (ATV/LUV) on flat or hilly terrain	Quad Bike and LUV Training
Drive manual car on legal road <i>has current Driver Licence</i>	Manual Car Driving Lessons
Drive 4WD <i>off road, in mud, crossing rivers, etc.</i>	4WD Driving Course
Farm management	Agricultural Contractor Course
Tractor driving	Tractor Driving Training
Safely undertake river crossing on foot	River Safety
Navigate in the backcountry using navigation tools <i>e.g. map and compass</i>	Navigation Training

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>	
Use GPS to navigate in the backcountry	Garmin Usage	
Follow a GPS track and record routes and waypoints	Garmin Usage	
Work safely around helicopters	No known training currently available	
Use small non-motorised watercraft (dinghy) safely	Dayskipper Course	Safer Boating, an Essential Guide
Operate a boat in inland waterways <i>(Dayskippers)</i>	Dayskipper Course	
Operate a vessel in inshore limits, restricted coastal and high traffic areas <i>(Boatmaster)</i>	Boatmaster Course	
Plan and organise multi-day overnight field trip for a team <i>food, safety, transport, equipment</i>	Risk Assessment Workshop	
Identify and manage risk factors in the outdoors <i>Bush survival, weather, appropriate equipment</i>	Risk Assessment Workshop	

Maritime VHF Operator Certificate


NZQA

Level 3



Legal requirement: the minimum legal operator certification is the Maritime VHF Operator's Certificate (MVOC)


Visit the [Boating Education website](#)

NZQA unit standards: 19491

 3 credits

 From \$90

  In-person or online

 6 hour workshop


Quad Bike and LUV Training

NZQA

Legal requirement: Full NZ Driver Licence and training

NZQA unit standards: (ATV) 24554, 24557, 24559, 24561, 24563 or (LUV) 24553, 24556, 24558, 24560, 24562

Multiple providers: [Forestry Training](#) [Vertical Horizonz](#) and other providers

 3-18 credits

 From \$370

 In-person training

 1-2 days, plus min. 20 hours riding quad bikes

Manual Car Driving Lessons


Training

Legal requirement: Full NZ Driver Licence and sign-off

Multiple providers: [AA](#) and other providers

 n/a

 \$65-\$75 per hour

 In-person, behind-the-wheel training

4WD Driving Course


Training


Legal requirement: Full NZ Driver Licence


NZQA unit standards (optional): 17976, 17978, 20848

Multiple providers: [AA](#) [Vertical Horizonz](#) [Forestry Training](#) and other providers

 n/a

 Varied

 In-person, behind-the-wheel training

 1-2 days


Agricultural Contractor Course


Te Pūkenga

Understanding of the range of work contracting involves, build your skills in driving farm machinery, basic mechanics, and farm health and safety

Visit the [UCOL website](#)

 n/a

 Free (accommodation and meals included, self-catered on weekends)

 Campus-based in Wairarapa

 Full-time: 6 weeks

Tractor Driving Training

NZQA Te Pūkenga

Unit standards:	19044 and 24552; 24538 and/or 27604 as optional additions		
Multiple providers:	Vertical Horizons	Axiom	Harris Training Agrilearn and other providers
3 credits – 19044 5 credits – 24552 4 credits – 24538 4 credits – 27604	Varied	In-person workshop	1-2 day workshop

River Safety

Training

Online provider:	Mountain Safety		
n/a	Free	Online, self-directed	Theory, online resources including videos and quiz
Multiple regional providers:	Outdoor Training	OENZ	Land Search and Rescue and other providers
n/a	\$60-\$229	In-person, at river location	1 day

Navigation Training Courses

Multiple regional providers:	Wild Earth	Outdoor Training	Training
n/a	Varied	In-person workshop	1-2 days
Multiple providers:	Mountain Safety	DOC	Resource only
n/a	Free	Online, self-directed	Theory, online videos

Garmin Usage

Resource only

Various videos covering Garmin use and troubleshooting tips.
NOTE: You must provide the product name or serial number to access the specific videos.
[Visit the Garmin website](#)

n/a	Free	Online, self-directed
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Safer Boating, an Essential Guide

Resource only

A PDF booklet on boat safety.
Covers boat basics, voyage preparation, boat operation, activities, environment, common terms
[Visit the Safer Boating website](#)

n/a	Free	PDF learning resource
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Dayskipper Course


NZQA


Legal requirement: Dayskipper


NZQA unit standards: 26542

[Visit the Boating Education website](#)

 6 credits

 \$170-\$255

 In-person or online

 15 hours


Boatmaster Course


NZQA


Legal requirement: Boatmaster


NZQA unit standards: 26541

[Visit the Boating Education website](#)

 16 credits

 \$335-\$495

 In-person or online workshop

 30 hours, followed by a written and oral assessment

Risk Assessment Workshop


NZQA


Te Pūkenga


This course is part of NZQA Training Scheme: Conservation Field Skills, but can still be taken independently


Level 4

[Visit the NMIT website](#)

 5 credits

 \$170

 Online, self-directed

 1 month