

Asset maintenance

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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Asset maintenance **Qualifications and experience form**

Name:

Role:

Date employed:

Skill	Skill level	Evidence and training plan	
Use an excavator <i>for vegetation clearing, track benching or transporting materials</i>	Competent Training needed n/a	Qualification <i>(required)</i> Experience	Please specify evidence below or provide a training plan:
Work safely at heights	Competent Training needed n/a	Qualification <i>(required)</i> Experience	Please specify evidence below or provide a training plan:
Roofing skills	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Chainsaw basic use <i>no compression</i>	Competent Training needed n/a	Qualification <i>(required)</i> Experience	Please specify evidence below or provide a training plan:
Chainsaw tree felling	Competent Training needed n/a	Qualification <i>(required)</i> Experience	Please specify evidence below or provide a training plan:
Build and maintain fences	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Building and maintenance <i>e.g. board walks, raised steps, barriers</i>	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Use and maintenance of small plant <i>e.g. scrub bars, lawnmowers</i>	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Use and maintenance of hand tools <i>e.g. spades, shovels, grubbers</i>	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:

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Asset maintenance **Qualifications and experience form**

Skill	Skill level	Evidence and training plan
Use of power tools <i>e.g. drills, saws</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Building maintenance and repair <i>e.g. replace guttering, painting</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Track construction	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Track maintenance <i>e.g. clear culverts and drains, cut back vegetation</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Track inspection <i>basic</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Structure inspection <i>basic</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Identify historic sites	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Basic engineering	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>		
Use an excavator for vegetation clearing, track benching or transporting materials	Excavator Driving Courses		
Work safely at heights	Working at Heights: Foundation Skills		
Roofing skills	No known training currently available		
Chainsaw basic use no compression	Basic Chainsaw Training		
Chainsaw tree felling	Tree Felling Training		
Build and maintain fences	New Zealand Certificate in Fencing (Level 3)	New Zealand Certificate in Primary Industry Skills (Level 2)	New Zealand Certificate in Primary Industry Operational Skills (Level 3)
Building and maintenance e.g. board walks, raised steps, barriers			
Use and maintenance of small plant e.g. scrub bars, lawnmowers	No known training currently available		
Use and maintenance of hand tools e.g. spades, shovels, grubbers			

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>	
Use of power tools <i>e.g. drills, saws</i>	No known training currently available	
Building maintenance and repair <i>e.g. replace guttering, painting</i>	No known training currently available	
Track construction	Tracks Workshop	Track Construction and Maintenance Guidelines
Track maintenance <i>e.g. clear culverts and drains, cut back vegetation</i>		
Track inspection <i>basic</i>		
Structure inspection <i>basic</i>	Structures Workshop	
Identify historic sites	Archaeological Guidelines and Templates	Publications on Heritage Sites
Basic engineering	No known training currently available	

Excavator Driving Course

NZQA

Legal requirement: Full NZ drivers license, RTW endorsement, Class 2
 NZQA unit standards: 16701 endorsement W (wheels), 16702 endorsement R (rollers), 16703 endorsement T (tracks)
 Multiple training providers: [visit the NZTA website](#) and other providers

C 9 credits **\$** \$345-\$565 **P** In-person workshop **L** 0.5 day

Working at Heights: Foundation Skills

NZQA

Legal requirement: Working at Heights: Foundation Skills
 NZQA unit standards: 17600, 23229, (25045 or 15757)
 Multiple training providers: [Axiom](#) [Safety'n Action](#) [Skilllab](#) [Peaksafety](#) [Vertical Horizontz](#)
 and other providers

C 10 credits **\$** \$290-\$661 **P** **G** In-person or online workshop **L** 1-2 days

Basic Chainsaw Training

NZQA Te Pūkenga

Legal requirement: Basic chainsaw training and sign-off
 NZQA unit standards: 6916, 6917
 Multiple training providers: [Axiom](#) [Agrilearn](#) [Vertical Horizons](#) [Forestry Training](#) and other providers

C 5 credits - 6916
12 credits - 6917 **\$** Varied **P** In-person workshop **L** 2 days workshop, plus 20 hours practice for sign-off

Tree Felling Training

NZQA

Legal requirement: Basic chainsaw and tree felling training and sign-off
 NZQA unit standards: 17763, 17766
 Multiple training providers: [Axiom](#) [Agrilearn](#) [Vertical Horizons](#) [Forestry Training](#) and other providers

C 5 credits - 17763
12 credits - 17766 **\$** From \$310 **P** In-person workshop **L** 3-5 days

New Zealand Certificate in Fencing

NZQA Te Pūkenga

This programme provides the skills needed for those employed as rural fencers.
 Level 3
[Visit the North Tech website](#)

C 100 credits **\$** Free **P** In-person workshop **L** 35 weeks, block courses – 2 days every 2 months

New Zealand Certificate in Primary Industry Skills

NZQA Te Pūkenga

This programme provides entry level skills for those beginning a career in the primary industries. Upon request, specific training and assessment can be directly focused on an active project.

Level 2

[Visit the EIT website](#)

 40-60 credits  Free  In-person workshop, various locations  Full time: 12-14 weeks

New Zealand Certificate in Primary Industry Operational Skills

NZQA Te Pūkenga

This programme provides primary industry workplaces with individuals who can safely and effectively carry out operational activities (involving vehicles, machinery and infrastructure).

Upon request, specific training and assessment can be directly focused on an active project.

Level 3

[Visit the EIT website](#)

 40-60 credits  Free  In-person workshop, various locations  12-18 weeks

Tracks Workshop

Training

Additional Planning tracks workshops also available upon request.

[Visit the Frame Group website](#)

 n/a  \$600  In-person workshop, (Auckland, Wellington, Queenstown venues)  1 day

Track Construction and Maintenance Guidelines

Resource only


[Visit the DOC website](#)

 n/a  Free  PDF learning resource

Track Construction and Maintenance Field Guide

Resource only

[Visit the DOC website](#)

 n/a  Free  PDF learning resource

Structures Workshop

Training

[Visit the Frame Group website](#)

 n/a  \$600  In-person workshop, (Auckland, Wellington, Queenstown venues)  1 day


Archaeological Guidelines and Templates

Resource only

Legal requirement: This is a higher-level skill – requires related degree or subject matter expert advice
Numerous resources to provide advice and assistance to the archaeological community
[Visit the Heritage New Zealand website](#)

 n/a

 Free

 Online, self-directed


Publications on Heritage Sites

Resource only

Legal requirement: This is a higher-level skill – requires related degree or subject matter expert advice
Numerous resources on assessment, protecting and maintaining heritage sites
[Visit the DOC website](#)

 n/a

 Free

 Online, self-directed