



**InfraTrain
New Zealand**

Trainee Enrolment Pack

**National Certificate in
Civil Engineering – Asset Management
(Competitive Pricing Procedures)**

Level 6

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Message from the Chief Executive

Congratulations

Congratulations on taking the first step to becoming qualified.

Our role is to support and guide you in your training. Your InfraTrain regional staff member will provide direct support to you with regular visits and our Head Office team will provide the necessary back up. We will be doing everything we can to help you achieve your goals.

A National Qualification provides formal recognition of your knowledge and skills. This brings with it numerous added benefits for you as well as your employer. For example, formally trained staff with nationally recognised standards are becoming more and more in demand.

In achieving a National Qualification, you will have achieved the specific skill sets that have been set by your industry, and you will have shown commitment and determination in achieving the national standards. All of this will increase your employability and it will provide employers with confidence that you know what you are doing and that you are good at what you do. This all contributes to better business prospects.

On behalf of the InfraTrain team – welcome. We wish you all the best with your training.

A handwritten signature in black ink, appearing to read 'John D Wills', written in a cursive style.

John D Wills
Chief Executive Officer

Introduction

Background

As from 1 July 2003 it is a mandatory requirement by Transfund that a qualified Evaluator be present on an evaluation team for any roading related project which has been subsidised in part by Land Transport New Zealand (formerly Transfund New Zealand).

The Current limits are as follows (April 2006):

| | |
|---------------------|------------------------------------|
| Transit New Zealand | - Physical Works > \$100,000 |
| | - Professional Services > \$50,000 |
| Local Authorities | - Physical Works > \$100,000 |
| | - Professional Services > \$50,000 |

What is InfraTrain?

InfraTrain is responsible for setting national unit standards and qualifications, providing information and advice to employers and trainees and assisting with arranging on/off job training and assessment. Monitoring the quality of training and assessment is another essential task undertaken by InfraTrain.

All InfraTrain qualifications are recognised by NZQA and have been designed by people in your industry, for your industry. We are constantly looking at ways to keep our qualifications relevant and up to date, because investing in your industry through training will help keep it alive.

How does the training work?

Training is primarily done on the job, using everyday work activities and experience, and supplemented by off-job training as required.

You will receive a workbook which will define what you need to do, and will include assessment guides detailing the knowledge and skills required for achieving each specific unit standard of the qualification.

How does the assessment work?

Assessment is the formal evaluation of your performance and knowledge in determining whether you meet the required standards. As you work through the workbook, a verifier (typically your supervisor) will confirm that you have completed each unit standard effectively and provided sufficient evidence.

InfraTrain will work with you and your verifier in determining when you are ready for assessment, and help to arrange for appropriate assessors to conduct the assessment.

The role of the assessor is to determine whether you are competent, and this is done via a combination of reviewing your workbook, confirming with your verifier the work you've been involved in, observation, and interviews.

InfraTrain Regional Staff

Our regional staff are available to assist you in filling out the Training Agreement and Training Plan. Contact your nearest regional staff member if you require, or our Head Office on 0800 486 626.

Auckland

Regional Manager – Jim Kelly
021 406 274

Training Advisor – Rayma Fletcher
021 406 275

Training Advisor – Annette de Wet
021 406 790

Hamilton

Regional Manager – Tere Vickridge
021 406 276

Training Advisor – Adrian Gozdz
021 726 107

Opotiki

Regional Manager – Robbie Paul
021 406 295

Rotorua

Training Advisor – Berkie Kapa
021 406 296

Hastings

Training Advisor – Bruce Craft
021 406 380

Palmerston North

Regional Manager – Leeann Clark
021 406 381

Wellington

Regional Manager – James Cameron
021 406 289

Nelson

Regional Manager – Dave Giddens
021 406 286

Training Advisor – Rosie Goodison
021 280 0271

Christchurch

Regional Manager – Fiona Malloch
021 844 549

Dunedin

Regional Manager – Jenny Brasted
021 406 279

National Certificate in Civil Engineering – Asset Management (Competitive Pricing Procedures) (Level 6) Training Plan

Qualification Requirements

This qualification will be awarded to people who have met the requirements of the compulsory and elective sections.

Instructions

Trainees are to indicate (tick) the elective units they wish to complete. This form is to be returned to InfraTrain with your Training Agreement.

Assessment

The assessment for this qualification can include your day to day work activities, and therefore you need to think of whom to nominate as your workplace verifier. Please have them read and complete the form provided at the end of this Training Plan.

| Core Compulsory Units | | | |
|--|--|-------|--------|
| The unit standards listed are required. | | | |
| Unit No. | Unit Standard Title | Level | Credit |
| Civil Engineering – civil engineering – asset management | | | |
| 18926 | Compare and select tender evaluation methods in compliance with competitive pricing procedures | 6 | 10 |
| 18928 | Evaluate tenders under Competitive Pricing Procedures | 6 | 20 |
| 18930 | Apply ethical standards to the evaluation of tenders using competitive pricing procedures | 6 | 6 |

| Elective | | | | |
|--|---|-------|--------|-------------|
| A minimum of 15 credits is required. | | | | |
| Unit No. | Unit Standard Title | Level | Credit | Select ✓ |
| Civil Engineering – civil engineering – asset management | | | | |
| 18925 | Apply knowledge of conditions of contract in compliance with Competitive Pricing Procedures | 6 | 15 | |
| 18927 | Prepare requests for tender that comply with the Competitive Pricing Procedures Manual | 6 | 25 | |