



ATURE Conservation Te Papa Atawbai

Department of

Document overview

Asset maintenance

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.



Asset maintenance

How to use this document

1. Identify skills

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

Department of Conservation Te Papa Atawbai

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

2. Assess employees skill level 📵

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 (**) in the **Qualifications and experience form** and save it as a record for reporting purposes.

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



Asset maintenance

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Qualifications and experience form

Name:				
Role:		Date employed:		
Skill Skill level		Evidence and training plan		
Use an excavator for vegetation clearing, track benching or transporting materials	Competent Training needed n/a	Qualification Please specify evidence below or provide a training pla (required) Experience		
Work safely at heights	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: (required) Experience		
Roofing skills	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience		
Chainsaw basic use no compression	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: (required) Experience		
Chainsaw tree felling	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: (required) Experience		
Build and maintain fences	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience		

Department of

Conservation Te Papa Atawbai

Building and maintenance Competent Qualification Please specify evidence below or provide a training plan: e.g. board walks, Training needed Experience raised steps, barriers n/a Use and maintenance of Qualification Please specify evidence below or provide a training plan: Competent small plant Training needed Experience e.g. scrub bars, lawnmowers n/a Use and maintenance of Competent Qualification Please specify evidence below or provide a training plan: hand tools Training needed Experience e.g. spades, shovels, n/a grubbers





Asset maintenance

Qualifications and experience form

Skill	Skill level	Evidence and training plan		
Use of power tools e.g. drills, saws	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Building maintenance and repair e.g. replace guttering, painting	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Track construction	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Track maintenance e.g. clear culverts and drains, cut back vegetation	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Track inspection basic	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Structure inspection basic	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Identify historic sites	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:	
Basic engineering	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

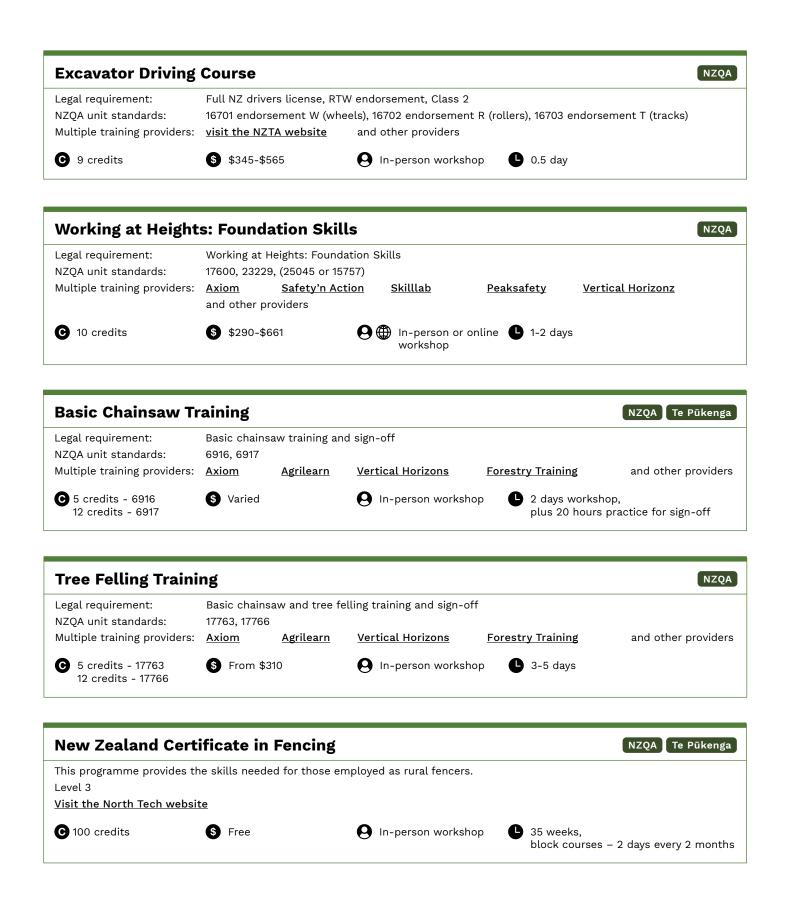
Courses currently available (Other appropriate training may also exist)

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 A.g. board walks, aised steps, barriers			
Use and maintenance of mall plant a.g. scrub bars, awnmowers	No known training currently available		
Use and maintenance of nand tools e.g. spades, shovels, grubbers			

Key:

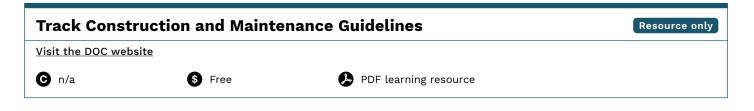
Skill **Courses currently available** (Other appropriate training may also exist) Use of power tools No known training e.g. drills, saws currently available Building maintenance and repair e.g. replace guttering, painting Track construction Tracks Workshop Track Construction and **Maintenance Guidelines**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

Key:













Archaeological Guidelines and Templates Resource only						
Legal requirement:This is a higher-level skill – requires related degree or subject matter expert adviceNumerous resources to provide advice and assistance to the archaeological communityVisit the Heritage New Zealand website						
⊙ n/a	§ Free	Online, self-directed				
Publications on Heritage Sites Resource						
Legal requirement: Numerous resources on ass <u>Visit the DOC website</u>	This is a higher-level skill – sessment, protecting and ma	- requires related degree or subject matter expert advice intaining heritage sites				
€ n/a	\$ Free	Online, self-directed				