

Technical Data 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.

Technical Data Skills

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>

DOC-6694159

Technical Data Skills **Qualifications and experience form**

Name:

Role:

Date employed:

Skill	Skill level	Evidence and training plan	
Policy and regulatory skills	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
GIS mapping	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Drone pilot skills	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Drone mapping	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Data management	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>		
Policy and regulatory skills	Tapuae Courses	Conservation and Natural Resources Law	In Safe Hands Toolkit
GIS mapping	ArcGIS Courses	GIS Workshop Presentation Series	
Drone pilot skills	UAV / Drone Pilot Skills and CAA101 Wings Badge	Drone 101 Airbook	
Drone mapping	3D Mapping Course	UVA / Drone Advanced Pilot Skills (for mapping and automated flight)	Introduction to Land Mapping and Surveying with Drones
Data management	Manage Data – E-Learning Series	BIT604 Database	

Tapuae Courses

Training

Delivery and content is tailored to be specific to your projects.
All training has a modern Māori perspective and New Zealand focus.

[Visit the Whetu Group website](#)

 n/a  Varied, depending on content  Flexible delivery, to meet your needs

Conservation and Natural Resources Law

NZQA Te Pūkenga

Level 6, contributes to the Bachelor of Applied Science

NOTE: Requires previous study at Level 5

[Visit the Open Polytechnic website](#)

 20 credits  \$752  Paper based, distance learning  16 weeks / 15 hrs weekly

In Safe Hands Toolkit

Training

Training includes legislation overview, health and safety risk assessment, volunteer induction, templates.
Toolkit manual and workshop aimed at community conservation groups.

[Visit the Conservation Volunteers website](#)

 n/a  Unknown

ArcGIS Courses




Training

Getting started, mapping and visualisation, analytics, data management, and more

[Visit the ESRI website for self-directed courses](#)

 n/a  Unknown  Online, self-directed

[Visit the ESRI website for instructor-led courses](#)


 n/a  From US\$750  Online, instructor-led  1 day

GIS Workshop Presentation Series

Resource only

A series of PDF formatted presentations of GIS lectures.

[Visit the MIT website](#)

 n/a  Free  Online, self-directed

UAV / Drone Pilot Skills and CAA101 Wings Badge

Training

Theory and practical skills to achieve competency as a Drone / UAV Operator.

Aimed at the forestry industry and rural fire sectors

[Visit the Interpine website](#)

 n/a  \$2,935 plus GST  In-person workshop  5 days

Drone 101 Airbook

Training

Covers appropriate NZ Civil aviation rules, flight planning and preparation, and operations

[Visit the AirShare website](#)

 n/a  \$35  Online, self-directed

3D Mapping Course

Training

Provide essential drone surveying skills and knowledge that are valuable to a field-based organisation.

Requirement: Drone Pilot Skills

[Visit the Fern Tech website](#)

 n/a  \$1,725  In-person workshop  3 days

UAV / Drone Advanced Pilot Skills (for mapping and automated flight)

Training

Covers drone use for mapping (using online mapping services), planning and executing mapping survey flights

Requirement: Drone Pilot Skills

[Visit the Interpine website](#)

 n/a  \$1,250 plus GST  In-person workshop  1 day

Introduction to Land Mapping and Surveying with Drones

Training

Successfully plan for Land Mapping and Surveying with your Drone using a variety of software including DroneDeploy & Pix4D.

Note: Training is delivered from the UK - may have a European focus.

Requirement: Drone Pilot Skills

[Visit the UAV Hub website](#)

 n/a  \$155  Online, self-directed

Manage Data – E-Learning Series

Resource only

A series of online web pages that introduce the concept of data, its use and management.

[Visit the Data.govt website](#)


 n/a  Free  Online, self-directed

BIT604 Database


NZQA Te Pūkenga


Level 6, course contributes to the Bachelor of Information Technology.

[Visit the Open Polytechnic website](#)

 20 credits

 \$750

 Online, self-directed

 16 weeks / 13 hrs weekly