

CERTIFICATIONS

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DOCUMENT OVERVIEW

The purpose of this document is to provide guidelines for Delivery Partners to assist with certification requirements.

CERTIFICATIONS

Certifications is a formal process by which a person develops the knowledge, experience and skills to perform a specific job.

It is important the required training is completed and evidence is provided.

PROTECTING THE NETWORK (PTN)

PTN training helps to identify and communicate real and potential hazards that can be found on a Chorus network site.

PTN training is required for all field staff or workers who touch any copper or fibre or any part of the Chorus network e.g.

- Exchanges
- Cabinets
- Closures (FATs / FFPs / control joints etc)
- Manholes
- Provisioner
- Workers who haul cable
- Workers who blow fibre etc.

PTN GUIDELINES

- PTN must be completed by all workers who touch the Chorus network components
- PTN is not required for persons who do not touch the Chorus network components e.g.
 - Civil, those who dig trenches
 - Labourers
- Certification lasts 2 years
- Renewal of certification is done by sitting the written assessment again
- PTN training is delivered by UCG and can be covered through the induction process
- For those who have not completed the PTN course and are currently working on the network will be required to complete the course

NETWORK KNOW HOW (NKH)

Network Know How courses are designed to introduce The Chorus Network and its technical concepts.

MDU Build	Installation of fibre from the communal network, into an MDU and as far as the end customer's demarcation point.
NGA C	Provisions Fibre Termination point (FTP) to Optical Network Termination (ONT). Will require work inside a customer's home.

NKH is required within 30 days of starting work on the Chorus network with the exception of NKH MDU Build which is required within 90 days of starting work.

All Technicians will undertake an assessment criteria which has been designed to screen new, intermediate and experienced technicians to identify the training needs for MDU Build & NGA C. This assessment determines the individual's competency and the course type they should complete – *refer to table 1*.

Table 1.

MDU Build & NGA C Assessment Criteria & Course type:				
Technician classification	Description	Course Type	Duration	Requirements
New	Workers who are new to industry (up to 3 months field experience on the work they currently undertake)	Full MDU Build or NGA C (depending on their work they carry out)	3-days for each course	All new workers to complete the Full training course. This is held in a classroom environment.
Intermediate	Workers with some experience to industry (4 - 6 months field experience on the work they currently undertake)	Refresher MDU Build or NGA C	1 day	All intermediate workers to complete the 1 day course if they pass the initial assessment. This is held in a classroom environment or video call depending on workers requirements.
Experienced	Workers with some experience to industry (7 months and over field experience on the work they currently undertake. With good working feedback)	Review of standards and concepts to pass the exam	1/2 day	Experienced workers to complete the ½ day course if they pass the initial assessment. This can be held in classroom environment or video call.

NKH Certification is made up of 2 parts:

1. Written assessment (either paper based or online)
2 hours of duration
Open book
2. Evidence Portfolio submission of 6 jobs signed off by a UCG Field Manager, UCG Technical Trainer or delegated authority. The jobs must contain no NCRs or rework.

NKH GUIDELINES

- All workers are to complete the relevant NKH course prior to commencing work. If there is no course availability prior to commencing work the worker must complete the next available course confirmed by UCG.
- Assessments can be completed by audio or face to face.
- A worker can be referred to UCG to be assessed.
- Length of field experience will be a good indicator of experience but 15min assessment will determine the certification requirements.
- Certification lasts 3 years.
- Training is arranged by UCG. The training is delivered by UCG in Wellington & South Island or UCG & ETEC Auckland.
- Renewal of certification is done by sitting the written assessment again.
- An evidence portfolio is only required on renewal if the person renewing has been identified as:
 - *Someone who has been found to be non-compliant (has a lot of rework and NCRs identified by Chorus or UCG)
 - *Working outside of the industry for the last 12 months.

FIRST AID

First Aid certification is required so the holder is trained to respond to a range of injury or illnesses. It allows the holder to be able to recognise life- threatening situations and to be able to offer vital first aid assistance before more experienced medical support arrives.

FIRST AID GUIDELINES

- All workers are required to hold a First Aid certificate.
- All new workers will be required to hold a current First Aid certificate before they are permitted to work on UCG construction sites.
- All existing workers where they do not hold this certification or it has expired must undertake the relevant training to meet the requirements
- Certification lasts 2years.
- Renewal is required every 2years which can be completed through a training provider.

FIRST AID TRAINING

Training can be delivered by;

St Johns – website: <http://www.stjohn.org.nz/> ph: 0800 785 646

WORK TYPE COMPETENCY (WTC)

WTC's are arranged into a framework that brings together a number of job roles and the required capabilities that the job holder must possess or acquire in order to perform the job effectively.

Outlined in Table 2 shows the WTC type that are required when performing a specific task e.g. WTC 1 is required if the individual performs trenching.

The worker can complete training with an NZQA training provider and gain NZQA Unit Standards (US) e.g 10507 – Electrical PPE which recognises the learnings the individual has undertaken. The US as shown in Table 2 are mandatory for the WTC type.

Table 2

WTC Type	Description	NZQA Unit Standards
WTC 1 (Electrical Underground Network):	Applies to any underground 'Civil' related activity carried out in the vicinity of underground services e.g. electricity, gas, water etc. Activities include hand digging, trenching, excavating, thrusting, drilling	<ul style="list-style-type: none">• US 10507- Use personal protective equipment• US 10508- Identify structures (Electrical System ID)• US 18038- Health and safety• ECP34• SMEI• Guide for safety underground• US 26551 (6401)- Provide first aid for life threatening conditions• US 26552 (6402) - Demonstrate knowledge of common first aid conditions and how to respond to them
WTC 2 (Elevated Work Platforms):	Examples of Elevated Work Platforms are: scissor lifts, bucket trucks, cherry pickers etc.	<ul style="list-style-type: none">• US 23960 - Assess the worksite, prepare and operate a scissor lift• US 23962 - Assess the worksite, prepare and operate a self-propelled boom lift.

		<ul style="list-style-type: none"> • US 23966 - Describe types of mobile elevated working platforms (MEWP), and legislative requirements for their use. • US 26551 (6401) - Provide first aid for life threatening conditions • US 26552 (6402) - Demonstrate knowledge of common first aid conditions and how to respond to them
WTC 3 (Electrical Overhead Network):	Relates to work on poles in the vicinity of other services, telco or power. It covers work on both Chorus and third party networks.	<ul style="list-style-type: none"> • US 10509- Climb structures • US 17025- Rescue from a structure • US 23229- Working at Heights Harness • SMEI parts 1 & 2 • US 26551 (6401)- Provide first aid for life threatening conditions • US 26552 (6402) - Demonstrate knowledge of common first aid conditions and how to respond to them <i>US 15757 – Required only if proprietary fall arrest systems used, not mandatory.</i>
WTC 4 (Confined space)	Covers all work involving access to and work in a Confined Space e.g manholes.	<ul style="list-style-type: none"> • Guide for safety underground • US 17599 - Plan Confined Space • US 18426 - ID Confined Space hazard • US 25510 - Conduct atmosphere test • US 26551 (6401) - Provide first aid for life threatening conditions • US 26552 (6402) - Demonstrate knowledge of common first aid conditions and how to respond to them

WTC GUIDELINES

- WTC Certification requires renewal on the same date as first aid renewals in line with unit standard 26551/6401 & 26552/6402 which combined result in a current first aid certificate. Because of this requirement, certification lasts 2 years.
- Renewal of WTC certification is done by providing evidence of renewing the first aid certificate.
- All training to be organised by the Delivery Partner
- All workers must hold current First Aid Unit Standards *Please note:* First Aid training is required for all WTCs. Any worker with a WTC and no First Aid means the WTC invalid.
- WTC's are task specific; therefore, anyone undertaking works that require a WTC must either:
 - currently hold that WTC certification to perform the task; or
 - be supervised by someone within your company who holds the certification. The worker being supervised must be able to show evidence that they are working towards that qualification.
 - These are the exceptions where a role type is required to hold a Mandatory WTC.
 - Team Lead - Surveyor must hold WTC 1
 - Team Lead - Civils must hold WTC 1
 - Team Lead – Build MDU/SDU, must hold WTC 1 & 3
 - Team Lead – Provisioning MDU/SDU, must hold WTC 1 & 3
 - Crewman – Build MDU/SDU & Civils must hold WTC 1

- Crewman – Provisioning MDU/SDU, must hold WTC 1
- WTC 2 & WTC 4 is required by a minimum of two workers at a company level within that same region.

WTC TRAINING

The below training providers can offer WTC training; some also offer First Aid training:

Iskills – website: <http://iskills.co.nz/> - Ph: 07 542 0857

Etec – website: <http://www.etec.ac.nz/> - Ph: 09 573 1964

Safety Action – website: <http://www.safetynaction.co.nz/> - Ph: 0800 222 388

Vertical Horizon – website: <http://www.verticalhorizonz.com/> - Ph: 0800 72 33 848

AMS Group – website: <http://www.amsgroup.co.nz/Course-info>

Be Safe – website <http://www.besafetraining.co.nz/> - Ph: 0800 333 899

SITE SAFE BUILDING CONSTRUCTION PASSPORT

Site Safe building construction passport is a Building industry requirement that provides basic training in regards to risk assessment or hazard identification. This then provides a standardisation of the training within the Building sector. A White Card is the Australian equivalent of the Site Safe.

SITE SAFE GUIDELINES

- Site Safe is recognised New Zealand wide where as a White Card is recognised in some areas within New Zealand.
- All workers will be required to hold the relevant certificate before they are permitted to enter UCG construction sites.
- All training must be organised by the Delivery Partner.
- Site Safe training course must be completed via an authorised training provider.
- White Card can be completed online.

SITE SAFE/WHITE CARD TRAINING

The following training providers can offer training in either Site Safe or White card

Site Safe:

website: <https://www.sitesafe.org.nz/>

Ph: 0800 748 372

Blue Dog Training:

website: <https://bluedogtraining.com.au/courses/western-australia-white-card>

Ph: + 61 7 3166 3900

TRAFFIC MANAGEMENT

Traffic management courses are fundamental as it teaches our technicians how to keep yourself and ensure other road users are safe i.e pedestrians. As there is growth in the infrastructure around the country it has become more important for your crews to know how to set up your own sites and learn about safety zones.

TRAFFIC MANAGEMENT GUIDELINES

- All Crewman must hold at a minimum L1 TC (Level 1 traffic control).
- All Team Leads must hold L1 STMS (Site Traffic Management Supervisor).
- All workers will be required to hold the relevant certificate before they are permitted to enter UCG construction sites.
- All existing Delivery Partners are to meet the requirements.
- All training must be organised by the Delivery Partner.

TRAFFIC MANAGEMENT TRAINING

The following training providers can offer training;

T8 Traffic Control - website: <http://t8traffic.co.nz/> Ph: 0800 11 73 77

Traffic Management & Control Ltd website: <https://www.trafficmanagementltd.co.nz/> Ph: 03 474 5341

FIRE STOPPING

Fire Stopping reinstatement is required by the New Zealand Building Code as per the guidance of Fire Protection Association of the New Zealand (FPANZ).

FIRE STOPPING GUIDELINES

- All workers who are involved with penetration and re-instatement of fire-stopping systems must go through a fire stopping re-instatement training.
- All new workers involved with this work will be required to complete the training within 1-2 months of starting with UCG. The preference is for the training to be completed prior to start date.
- Evidence of a booking must be provided upon request.

FIRE STOPPING TRAINING

Training can be completed by the approved UCG Fire Stopping provider;

RyanFire – website: <http://www.ryanfire.co.nz/> Ph: 09 443 0362

EVIDENCE OF CERTIFICATION

All Delivery Partners are required to provide evidence of a course completion or evidence that a training course has been booked.

The following evidence will be accepted:

- A Record of Achievement certificate from NZQA showing the unit standards completed, that has a valid date.
- A certificate or training card from the Training Provider, showing the unit standards completed that has valid date.
- A booking receipt with a chosen provider, showing: the name of the training provider, name of the Technician and the date the course will be completed.

All evidence, must show the training provider name, date and the workers name.

The following will **not** be accepted:

- A certificate or training card by an organization that is not NZQA recognized or a recognised training organisation.
- Expired evidence.