



TL CIVIL

SERVICES & TRAINING



Background

T L Civil Limited is a family owned business with over 15 years experience in civil works. We have certified workplace assessors on our team dedicated to improving the skill levels of current and future personnel in the civil infrastructure fields. We are dedicated and committed to ensuring all our clients are trained to industry standards and best practices while encouraging them to reach their full potential in the pursuit of their career. We aspire to educate our clients in obtaining a high standard of work ethics and personal growth through manākitanga.

Services

We provide a flexible combination of live and simulated work based training. Our workshops and facilities offer the following:

- WTR—Wheels, Tracks, Rollers endorsements
- Machine/Plant Operator Competency Assessment
- Practical guided workshops in civil infrastructure
- Industry best practice methods and skills-based training in the civil infrastructure industry
- Taylor-made workshops to suit clients needs (when applicable)
- Weekend workshop/training packages (when applicable)

Workshops Available

- WTR—Wheels, Track, Rollers endorsements
- Sling, Lift & Place using mobile plant for civil infrastructure
- Safely operate a concrete saw
- Pre-start & Preventative Maintenance for mobile plant
- Workplace Health & Safety requirements/practices
- Excavator Operator training (Weekends available)
- Small Plant Operations training

More Connexis level 3 & 4 workshops available upon request

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Sunday Courses
WTR License
endorsements



NZTA and Connex Approved trainers
Mangere Auckland 2024

Call - (021) 1062344

Operating specialist equipment is not a job it's a lifestyle and we have the certified trainers with years of practical industry experience to help you gain the endorsement.

Limited Seats available due to Sunday operations. Conditions Apply

BOOKINGS ESSENTIAL

Wheels, Tracks & Rollers endorsement



Machine Operator & Short Course Training Workshops

Environmental Industry Best Practice Techniques



Short Course Training Concrete Saw Lift & Sling Preventative maintenance





SERVICES & TRAINING

Competency & Assessments

HAS COMPETENCY ASSESSMENT FORM

Right to be assessed by the Trainer/Assessor (Signature): *[Signature]*
 Trainer Assessor Name: *[Name]*
 Assessor Title: *[Title]*
 Date: *[Date]*

Competency Rating Criteria

- Not to Competent/Passing, need re-assessment/training
- Needs continuous/intermittent supervision
- Assess Competent (Can work independently)
- Competent (Can work independently)

Observations to assessment criteria

- AT NO TIME IS THE WORKER TO OPERATE THE MACHINERY SUPERVISED:**
This person requires direct supervision for operation of machinery by his supervisor or the flick back operating the machine.
- THE SUPERVISOR MUST BE PRESENT AT ALL TIMES:**
This person can operate machinery whilst the supervisor is supervising out of visual contact.
- THE WORKER CAN OPERATE MACHINERY WHILST THE SUPERVISOR IS SUPERVISING OUT OF VISUAL CONTACT:**
This person can operate machinery whilst the supervisor is supervising out of visual contact.
- CAN SUPERVISE HIS OWN WORK:**
This person is fully competent to safely operate the machinery and is able to supervise others on site without supervision providing a safe system of work is in place.

ONLY the tasks observed on the front page are to be included in this assessment. This assessment does not cover another competencies for tasks not on page.

IF YOU DO NOT HAVE A COMPETENCY ASSESSMENT FOR THE TASK YOU ARE UNDERTAKING, STOP WORK AND CONTACT YOUR SUPERVISOR WHO WILL FILL IN A COMPETENCY ASSESSMENT FOR THE TASK.

HAS COMPETENCY ASSESSMENT FORM

Job Title: *[Handwritten]*
 Assessor Name: *[Handwritten]*
 Assessor Title: *[Handwritten]*
 Date of Assessment: *[Handwritten]*

Activity	Competency Rating	Observations
Machine Proficient	1	
Job Planning/Communication	1	
Personal Protection	1	
Basic Safety Operations - Participants	1	
LEADERS		
Top Leading	1	
Bottom Leading	1	
Team Practising	1	
UNCOMMON		
Training on 12	1	
Training on 13	1	
Training on 14	1	
Training on 15	1	
Training on 16	1	
Training on 17	1	
Training on 18	1	
Training on 19	1	
Training on 20	1	
Other as noted		
Proficiency		
TECHNICAL OPERATIONS		
Shovel Edge - Unassisted	1	
Shovel Edge - Unassisted	1	

A Workplace Assessor is a certified professional with at least 5 years experience in the subject matter being assessed.

In the civil infrastructure industry, an assessor will need to be accredited & certified by the ITO (Industry Training Organisation)

Connexis Assessment & Moderation

We can assist with short and verifier workshops to aid you or your staff with completing the Unit Standard based assessment set by the ITO (Industry Training Organization) through Connexis

Trainee Notes

US 17328
Demonstrate fundamental knowledge of earthworks
Level 3 | Credits 5 | Version 3

Trainee Notes

US 20866
Work safely on an infrastructure works site
Level 3 | Credits 7 | Version 2

Trainee Notes

US 30265
Apply health and safety risk assessment to a job role
Level 3 | Credits 8 | Version 1

Trainee Notes

US 31448
Operate and maintain small plant for infrastructure works
Level 3 | Credits 10 | Version 1

SAMPLE



Customised Workshops

Customised workshops for employers to fast track the training and certification for their employees

Basic Introductory to Civil Infrastructure Works And Plant Operation

The 58 credit qualifications workshop is delivered in a block course over a short six week period at our facilities and live sites. A further 32 credits are obtainable upon completion of workshops and training seminars embedded within our programme schedule. These workshops under our consultation are provided by our industry partners to aid with gaining you certification and qualifications in a more compact and timely manner. Students are required to attend all live site, in-class training and complete all assessment work books to achieve the total 58 credit NZQA qualifications.

ENTRY CRITERIA
 Applicants must be aged 18 or above working in or towards a career in the infrastructure works industry.
 * Some elements of the training require pre-requisites.
 * Full Class 1 NZ Drivers licence.

Health And Safety Machine Operation For Earthworks In Civil Construction
Quality Assurance and Communications Certifications and Endorsements
Wheels, Tracks & Rollers (Endorsement)
Class 2 Truck Licence, Fork Hoist & F (Endorsement)
First Aid Certification, Construct safe Traffic Control

More Information:
td@vialtd@gmail.com

Employment Opportunity & assistance
 Working industry employers:
 Pritchard, Hicks Construction, Dempsey Woods, Fulton Hogan, Fletchers

Recruitment:
 Stellar, National Personnel, North South, Hays and Ministry of employment.

Only 6 Weeks to a career opportunity

CONEXIS
 qualify for success

CIVIL CONTRACTORS
 Supporting New Zealand civil and general contracting industry

W R T TRAINING AND ENDORSEMENT
 Open to all

Tony Bellis

Has been Awarded US 29028
 For attending and completing our Concrete Saw Course
 Demonstrating skill and knowledge for: Concrete saw use,
 concrete saw safety, concrete saw maintenance,
 tools and equipment for concrete saw use and operation of a handheld concrete saw.

Assessed To Unit Standard 29028
 Demonstrate Knowledge of and operate handheld saw for construction works

JACOB SOWERBY
 INSTRUCTOR Course Date:

CONEXIS
 Supporting New Zealand civil and general contracting industry

Completion certificates issued to candidates who have attended and successfully completed our workshops



Team T L Civil Ltd



Jacob Sowerby (Lilomaiava)

- NZTA accredited WTR Endorser
- Connexis Workplace Assessor - Level 3 Civil Works
- Tertiary Educator Level 5
- Industry Exp: 15+yrs
- Assessor Trainer Exp: 6yrs

Henrietta Malaetele (Tuifa'asisina)

15+ years experience

- Administrator
- Accounts
- Customer Service/Support



Training Partnerships



Tony Bellis - WTR Training & Endorsement

- NZTA accredited WTR Endorser
- Connexis Workplace Assessor - Level 3&4 Civil Works incl. RCC
- Tertiary Educator Level 5
- Registered Drainlayer
- Industry Exp: 30+ yrs
- Assessor Trainer Exp: 15+ yrs



The following terms and conditions are in place to ensure we maintain a safe and fair working relationship between T. L. Civil Limited and our clients. These terms and conditions have the following expressions and meanings:

- WE and US and OUR refers to T. L. Civil Limited.
- YOU and YOUR will refer to you as the trainee or client of T. L. Civil Limited.
- Services – meaning any training workshop or assessing provided by T. L. Civil Limited.

Trainers:

T. L. Civil Limited are Connexis registered assessors and is an NZTA accredited endorser.

Pricing:

All prices are in New Zealand dollars and include 15% Goods and Services Tax (GST)

All prices are subject to change without notice.

Costs associated with training, endorsement and licencing are established for each workshop and consultation to reflect the following:

* Workshop Rates: The cost to deliver the course including any training materials and equipment required

* Credit Registration: Any additional costs associated with the workshop to register NZQA Credits

* Competency Assessment and other Onsite Verification will be charged at an hourly rate.

Variant charge rates apply to work outside of agreed training conditions and participants.

A mileage fee will also be applicable.

Course Registration:

All clients will receive a confirmation of their registration via e-mail for a workshop with T. L. Civil Limited.

Registration is not confirmed until payment has been made or prior arrangements with management has been agreed.

Payment Terms:

Payment terms are strictly pay prior to the workshop date. If a commercial account has been approved, payment is then required 7 days following the date of the workshop or 7 days from invoice received.

Direct Credit:

When registering for a workshop, the confirmation email will contain all the details required for you to make payment. It is recommended that payment is made promptly as paid registrations will be given priority.

On Account:

Account holders will be invoiced after delivery of the workshop and payment terms and prices are based on prior arrangements with management.

T. L. Civil Limited reserve the right to withhold any accredited qualifications or certification documents until full payment is made.

Cancellation Policy:

Should a client wish to postpone or cancel attendance on a training workshop, 48 hours notice is required prior to the workshop date.

Where notice is given less than 48 hours but at least 24 hours before the workshop start date, 80% of the total workshop fee will be refunded.

Any postponements or cancellations given with less than 24 hours notice will result in full workshop fees (100%) being charged.

T. L. Civil Limited Directed Workshop Cancellation Policy:

Occasionally T. L. Civil Limited will need to reschedule a workshop or cancel a workshop. This may be due to trainer availability (sickness, bereavement etc), venue availability or low course attendance for example.

While we do our very best to provide a minimum of 48 hours notice, from time to time the notice may be as little as 24 hours. We will arrange for an alternative time and date for attendance and should you not be able to attend on a rescheduled day a full refund for the workshop will be provided.

Attendance:

Where a start time for a workshop is provided, this is the actual start time. Times are given to ensure that the learning required for the workshop can be delivered in the time specified.

T. L. Civil Limited hold the right to refuse entry to any clients that do not arrive on time or deemed unsuitable to undertake training under health and safety requirement conditions.

Workshop Materials and Required Reading:

Workshop material will contain pre-course reading and in some instances workshop assessments. This will be sent as a link in your registration email. Please ensure that any pre-course reading and/or assessments are completed prior to the workshop start. This is to ensure you have sufficient knowledge and will be able to complete the required assessments.

Company Booking:

It is the responsibility of the company (purchaser of our services) to distribute the learning material to their workshop attendee's prior to the delivery of the workshop, in a time frame to allow attendee's to complete the required reading and pre-learn assessments. Workshops that include required reading and / or assessment are specified in the confirmation letters.

Privacy Act 1993:

If you are an individual, you have rights under the Privacy Act 1993 to access information held by us, and to request the correction of such personal information.

In respect of such personal information, you:

* Authorise T. L. Civil Limited to obtain personal information about you, via your registration form.

* Authorise T. L. Civil Limited to use your personal information for direct marketing and promotional activities, research and development purposes, identity verification, and otherwise in respect of the provision of Our Services to you.

* Agree that further notification to you of the purpose of the collection of your personal information is unnecessary and non-compliance with the requirements of Principle 3 of the Privacy Act 1993 is authorised.

Intellectual property:

Products and or ideas created and discussed with T. L. Civil Limited will remain solely within the agreed specified conditions of the required current training undertaken between T. L. Civil Limited and yourself. They are not to be reproduced or redistributed.

Changes to Terms and Conditions:

These terms and conditions may be changed from time to time. All changes will be effective immediately upon posting changes on the website. It is the responsibility of all T. L. Civil Limited clients to be familiar with the latest terms and conditions.