



NEW ZEALAND QUALIFICATIONS AUTHORITY
MANA TOHU MĀTAURANGA O AOTEAROA

Final date for issue of award is 31 December 2004

NEW ZEALAND CERTIFICATE IN BUILDING

WORK EXPERIENCE GUIDELINES

Introduction

The study for this certificate is closely linked to that for its two allied certificates, the New Zealand Certificate in Architectural Draughting and the New Zealand Certificate in Quantity Surveying. Work experience for one of these qualifications is valuable to the understanding and study for the other two. Each sector of the construction industry has its own technical language which required understanding by practitioners in the other two. Allied to all three to a greater or lesser degree are the disciplines of building services, structural engineering and branches of civil engineering.

Work Experience Credit for Related Qualifications

Between six months and eighteen months work experience may be credited from a completed apprenticeship, a Trade Certificate, an Advanced Trade Certificate or a National Certificate at level 3 in carpentry.

The time credited will be determined according to the details recorded in the Work Experience Record Book. Candidates should submit a certified copy of the certificate of completion of apprenticeship, Trade Certificate, Advanced Trade Certificate or National Certificate (a certified copy is one which is signed by a person such as a justice of the peace, a solicitor, or a notary public as an authentic copy of the original).

It may be possible that time can be credited from qualifications other than those above. Advice should be sought from the Qualifications Authority.

Suitable Work Experience

Experience should be gained under **each** of the headings Construction and Assistance to Site Management listed below. For the category under each heading, appropriate activities from which relevant experience might be gained are given. The process of approving Work Experience Record Books will be assisted by cross-referencing activities entered in the book to these activities.

1 Construction

- 1.1 Undertaking carpentry construction in residential, highrise and/or commercial buildings as an apprentice, tradesperson or construction supervisor for new work, alterations or remodelling.
- 1.2 Clearing sites, verifying boundaries, setting out sites, establishing working bench marks, establishing levels and verticality as construction proceeds.
- 1.3 Undertaking demolition, salvage or partial demolition for alterations and/or remodelling (renovation).
- 1.4 Excavating, dewatering, preparing for foundations by sheathing, shaft sets, shoring or similar open earthworks retention and underpinning.
- 1.5 Working on or supervising carpenters' and finishing work.
- 1.6 Constructing various types of foundation, spread, raft, driven piles or bored piles.
- 1.7 Undertaking civil engineering construction to building contractors' work (eg bridges, retaining walls, wharf construction, heavy timber work, public works).
- 1.8 Taking samples of material and testing them.
- 1.9 Erecting scaffolding and inspecting for safety (in compliance with the appropriate legislation).

2 Assistance to Site Management

- 2.1 Interpreting plans and specifications.
- 2.2 Ordering materials and checking invoices.
- 2.3 Ordering hire plant, recording working time and performance, checking for regular servicing and keeping plant diaries.
- 2.4 Taking records of contractor's plant to establish economy of usage.
- 2.5 Recording, costing and establishing work performances for estimating and tendering purposes.
- 2.6 Measuring for progress payments.
- 2.7 Supervising sub-contractors' installations.
- 2.8 Assisting tradespersons to interpret working drawings and specifications.
- 2.9 Supervising site main contract work and the work of sub-contractors.
- 2.10 Programming work and scheduling time.
- 2.11 Preparing contracts and programming contracts as inter-related ventures of the contractor in relation to plant hire and staff requirements.

2.12 Undertaking certification of materials reception and usage, plant hire and/or usage, labour attendance, sub-contractors work and labour, and sub-contractors claims.

3 Suitable Work Experience from Allied Occupations

Three months in any of the following fields will be recognised as suitable work experience. The specific activities engaged in should be listed in the Work Experience record Book.

- 3.1 Undertaking civil engineering work on site, and undertaking soil testing for civil engineering works.
- 3.2 Scheduling quantities, pricing, estimating and costing while working with a registered Quantity Surveyor.
- 3.3 Draughting cadastral surveys, establishing levels, and running traverses and offsets.
- 3.4 Working as an architectural draughtsperson at an intermediate or senior level.

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