



The Process for Applying for Civil Trade Certification

This document sets out the process for application and processing applications for Civil Trades Certification (**Trade Cert**). This has been set by the Civil Trades Certification Board (Board) and is current as at 2 December 2015.

All applications for Trade Cert must be made to the Civil Trades Registrar (**Registrar**).

1. The **Standard Process** will apply when an Applicant has already obtained an approved *Civil Infrastructure Trades Qualification*¹.
2. Where an Applicant is in the process of obtaining an approved *Civil Infrastructure Trades Qualification* through the Recognised Current Competence (RCC) process they may apply through the **RCC Process** for Trade Certification.

1. Standard Process for Trade Cert Application

- (1) When applying for Trade Cert the Applicant must state that they are making a standard application and must submit the following documentation:
 - (a) Correctly filled out and complete Application Form²;
 - (b) A copy of the approved Civil Infrastructure Trades Qualification held by the Applicant;
 - (c) Evidence of the required experience;
By way of one of the following pathways:
 - Practical Experience Portfolio³.
 - Record of work experience OR
 - CV, detailing general civil industry experience and the identification of projects within the specialization sector for which the applicant is seeking registration.
 - (d) A letter of recommendation from the Applicant's employer verifying the Applicant's capability (e.g. manager, supervisor, foreman);

¹ Appendix 1

² Application Form can be downloaded from the Civil Trades website www.civiltrades.co.nz

³ The Practical Experience Portfolio can be downloaded from the Civil Trades website www.civiltrades.co.nz

- (e) A letter of recommendation, attesting to the Applicant's character and suitability⁴, from a senior person outside the Applicant's organisation (e.g. manager from client organisation, local government, community organisation); and
 - (f) Application Fee⁵.
- (2) Once the Registrar has received the application, the Registrar will check the application.
- (a) If the application is missing any documentation the Registrar will advise the Applicant of what else needs to be provided and the date it needs to be submitted by.
 - (b) If the Applicant does not provide the requested information within the time frame, then the application may lapse and the Applicant will have to reapply.
 - (c) If the application is complete, the Registrar will forward the application to a Trade Cert Evaluator for evaluation.
- (3) The Trade Cert Evaluator will:
- (a) Review the application information and the Applicant's Practical Experience record;
 - (b) Contact the referees and verifiers to confirm the Applicant's competence, capability and character;
 - (c) Contact the Applicant to make a time for a discussion with the Applicant;
 - (d) Carry out a discussion based evaluation of the Applicant which will be based on questions about the Applicant's work history, roles and responsibilities and specific jobs the Applicant has worked on.
- (4) Once the Trade Cert Evaluator has completed the evaluation, they will provide a written recommendation to the Registrar as to whether the Applicant should or should not be awarded Trade Cert.
- (5) If the Trade Cert Evaluator has recommended awarding Trade Cert, the Registrar will forward a letter of recommendation to the Board who will consider the application and decide whether to approve or decline the awarding of Trade Cert to the Applicant.

⁴ See www.civiltrades.co.nz for a Referee Letter Example.

⁵ The Application Fee is set by the Board and is published on the Civil Trades website. www.civiltrades.co.nz

- (6) If the Trade Cert Evaluator has not recommended awarding of Trade Cert, the Trade Cert Evaluator will provide reasons to the Registrar why the Applicant has not met the requirements. The Registrar will then forward the recommendation and reasons for decline of Trade Cert to the Board who will consider the application, the recommendation and the reasons. Based on the information provided the Board may decline or award Trade Cert to the Applicant.
- (7) Where the Trade Cert Evaluator or the Board cannot award Trade Cert based on the information given, they may request further information to enable them to make a decision. This information must be provided within 20 business days otherwise the award of Trade Cert will be automatically declined.
- (8) Once the Board has made a decision the Registrar will provide written notification to the Applicant of the Board's decision. Where Trade Cert has been declined this will include the reasons for the decline.
- (9) Where an Applicant is not satisfied with the decision of the Board the Applicant may appeal the decision through the Trade Cert Appeals process⁶.
- (10) If the Applicant has been awarded Trade Cert, the Registrar will send the Trade Certificate to the Applicant and publish the name of the newly certified Tradesperson on the Civil Trades website.

2. RCC Process for Trade Cert Application

- (1) When making an RCC Process application for Trade Cert the Applicant must state they are making an application under the RCC process and submit the following documentation:
 - (a) Correctly filled out and complete Application Form⁷;
 - (b) A copy of the Applicant's training agreement for the *Civil Infrastructure Trades Qualification* being sought through the Connexis RCC process⁸;
 - (c) RCC Eligibility Criteria Checklist
 - (d) Evidence of the required experience;
By way of one of the following pathways:
 - Record of work experience OR

⁶ The Trade Cert Appeals policy can be found on the Civil trades website www.civiltrades.co.nz

⁷ Application Form can be downloaded from the Civil Trades website www.civiltrades.co.nz

⁸ The copy of the training agreement can be obtained from the Applicant's Connexis customer service account manager.

- CV, detailing general civil industry experience and the identification of projects within the specialization sector for which the applicant is seeking registration.
- (e) A letter of recommendation verifying the Applicant's capability from the Applicant's employer (e.g. manager, supervisor, foreman);
 - (f) A letter of recommendation, attesting to the Applicant's character and suitability, from a senior person outside the Applicant's organisation (e.g. manager from client organisation, local government, community organisation); and
 - (g) Application Fee⁹.
- (2) Once the Registrar has received the application, the Registrar will check the application.
- (a) If the application is missing anything the Registrar will advise the Applicant of what needs to be provided and the date it needs to be submitted by.
 - (b) If the Applicant does not provide the requested information within the time frame, then the application may lapse and the Applicant will have to reapply.
 - (c) If the application is complete, the Registrar will forward the application to a Trade Cert Evaluator for RCC assessment and Trade Cert evaluation.
- (3) The Evaluator will carry out the RCC assessment and Trade Cert evaluation which includes:
- (a) Reviewing the Applicant's RCC portfolio of evidence;
 - (b) Reviewing the Trade Cert application information and the Applicant's Practical Experience record;
 - (c) Contacting the referees and verifiers to confirm the Applicant's competence, capability and character;
 - (d) Contact the Applicant to make a time for a discussion with the Applicant;
 - (e) Carry out a conversation with the Applicant which will be based on questions about the Applicant's work history, roles and responsibilities and specific jobs the Applicant has worked on.

⁹ The Application Fee is set by the Board and is published on the Civil Trades website www.civiltrades.co.nz

- (4) Once the Evaluator has completed the RCC assessment and Trade Cert evaluation, they will:
 - (a) Make a decision as to whether to award the *Civil Infrastructure Trades Qualification* being applied for and:
 - (b) Make a second decision whether the Applicant also meets the criteria for Trade Cert. The Evaluator will then submit a written recommendation to the Registrar whether the Applicant should or should not be awarded Trade Cert.
- (5) If the Trade Cert Evaluator has recommended awarding Trade Cert, the Registrar will forward the recommendation to the Board who will consider the application and decide whether to approve or decline the award of Trade Cert to the Applicant.
- (6) If the Trade Cert Evaluator has not recommended award of Trade Cert, the Trade Cert Evaluator will provide reasons to the Registrar why the Applicant has not met the requirements. The Registrar will then forward the recommendation and reasons for the decline of Trade Cert to the Board who will consider the application, the recommendation and the reasons. Based on the information provided the Board may decline or award Trade Cert to the Applicant.
- (7) Where the Trade Cert Evaluator or the Board cannot award Trade Cert based on the information given, they may request further information to enable them to make a decision. This information must be provided within 20 business days otherwise the award of Trade Cert will be automatically declined.
- (8) Once the Board has made a decision the Registrar will provide written notification to the Applicant of the Board's decision. Where Trade Cert has been declined this will include the reasons for the decline.
- (9) Where an Applicant is not satisfied with the decision of the Board the Applicant may appeal the decision through the Trade Cert Appeals process¹⁰.
- (10) If the Applicant has been awarded Trade Cert, the Registrar will send the Trade Certificate to the Applicant and publish the name of the newly certified Trades person on the Civil Trades website.

Dave Connell, Chairman Civil Trades Certification Board

¹⁰ The Trade Cert Appeals policy can be found on the Civil trades website www.civiltrades.co.nz