



The Eligibility Requirements for Civil Trade Certification

This document sets out the criteria an Applicant must be able to demonstrate to be considered eligible 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.

To achieve Civil Trade Certification the Applicant must satisfy the Board that he or she:

1. Holds a Board approved *Civil Infrastructure Trades Qualification*¹.
2. Demonstrates 8000 hours practical experience within the industry sector for which Trade Certification is sought. Of these 8000 hours, 2000 hours of experience must be verified to have been completed at a Level 4 competency in accordance with the *Civil Trades Practical Experience Guidelines*².

(Note: The Board recommends Applicant use the *NZ Civil Trades Certification Board Experience Portfolio* template to record his or her hours of experience. This can be found on the Civil Trades Certification Board website.)

3. Holds both the following letters of recommendation:
 - (a) One from a senior representative of the Applicant's employer verifying the Applicant's capability; and
 - (b) One from a senior representative of an external organization attesting to the Applicant's character and suitability to be awarded Civil Trade Certification.
4. Has successfully completed an evaluation with a Trade Certification Evaluator which may include a discussion with the Applicant about their work history to establish the Applicant's competency and suitability for Civil Trade Certification.

Dave Connell, Chairman Civil Trades Certification Board

¹ Appendix 1

² The *Civil Trades Practical Experience Guidelines* can be found on the Civil Trades website www.civiltrades.co.nz

Appendix 1: Civil Infrastructure Trades Qualifications approved by the Civil Trades Certification Board

Recognition of Current Competence or Sector Qualification Pathway

If an applicant is seeking Trade Cert through the Recognition of Current Competence programme or a Sector Qualification Pathway then the applicant will need to obtain one of the following qualifications:

- (a) New Zealand Certificate in Civil Works (Level 4) with strands in Earthworks, Road Construction, Concrete (non-structural), and Road Maintenance.
- (b) NZ Certificate in Bituminous Surfacing Construction (Level 4) with strands in Bituminous Mixes, Chipseal and Slurry.
- (c) New Zealand Certificate in Bituminous Product Manufacturing (Level 4) with strands in Binder Manufacturing Operation, Bituminous Mixes Operation, and Bitumen Spraying Operation.
- (d) New Zealand Certificate in Pipe Installations (Level 4) with strands in Trenched, and Trenchless.
- (e) New Zealand Certificate in Utilities Maintenance (Level 4) with strands in Water, and Wastewater and Stormwater.

Apprenticeships

If an applicant is seeking Trade Cert through an apprenticeship, the applicant will need to obtain one of the following qualifications.

- (a) New Zealand Certificate in Civil Infrastructure Trades (Civil Works) (Level 4) with strands in Concrete (non-structural), Earthworks, Road Construction, and Road Maintenance.
- (b) New Zealand Certificate in Civil Infrastructure Trades (Bituminous Surfacing Construction) (Level 4) with strands in Bituminous Mixes, Chipseal, and Slurry.
- (c) New Zealand Certificate in Civil Infrastructure Trades (Bituminous Product Manufacturing) (Level 4) with strands in Binder Manufacturing Operation, Bituminous Mixing Operation, and Bitumen Spraying Operation.
- (d) New Zealand Certificate in Civil Infrastructure Trades (Pipe Installations) (Level 4) with strands in Trenched, and Trenchless.
- (e) New Zealand Certificate in Civil Infrastructure Trades (Utilities maintenance) (Level 4) with strands in Water, and Stormwater and Wastewater.