

Please attach this schedule to the Training Agreement

Company name:

Trainee full name:

### A. Provider (Off-Job) Training

i) Have you completed a pre-trade course?  Yes (if yes please detail below)  No (if no move to Aii)

Was it through Māori and Pasifika trades training?  Yes  No

(e.g. MPTT, Tai Tokerau, The Southern Initiative, Te Ara o Tākitimu)

Provider name:

Course name:

Course Level:

ii) Are you currently attending a course with a polytechnic/training provider?  Yes (if yes please detail below)  No (if no move to Aiii)

Provider name:

Course name:

Course Level:

iii) My preferred polytechnic/training provider for off-job training is:

Second choice:

### B. Qualification/Programme for Plumbing, Gasfitting, Drainlaying

Select the relevant Qualification/Programme for Plumbing, Gasfitting and Drainlaying below.

1A. Plumbing, Gasfitting and Drainlaying			Old Programme
Selection	Qualification/Programme	Duration Years <i>indicative</i>	Programme Number
	NZ Apprenticeship National Certificate in <b>Drainlaying</b> Level 4	2	03568V11-NZA-403
	NZ Apprenticeship National Certificate in <b>Gasfitting</b> Level 4	2	03576V5-NZA-403
	NZ Apprenticeship Programme <b>Plumbing &amp; Drainlaying</b> (Combined) Level 4	4	07362V1-NZA-403
	NZ Apprenticeship National Certificate in <b>Plumbing</b> Level 4	4	03569V4-NZA-403

Select the relevant Qualification/Programme for Plumbing, Gasfitting and Drainlaying below.

1B. Plumbing, Gasfitting and Drainlaying			New Programme
Selection	Qualification/Programme	Duration Years <i>indicative</i>	Programme Number
	NZ Apprenticeship Programme <b>Plumbing, Gasfitting &amp; Drainlaying</b> (Combined) Level 4	5	08183V1-NZA-403
	NZ Apprenticeship Programme <b>Plumbing &amp; Drainlaying</b> (Combined) Level 4	4	08182V1-NZA-403
	NZ Apprenticeship in <b>Drainlaying</b> Level 4 – Distance Learning	2	08179V1-NZA-407
	NZ Apprenticeship in <b>Drainlaying</b> Level 4 –Off-Job	2	08179V1-NZA-407
	NZ Apprenticeship in <b>Drainlaying</b> Level 4 – For Registered Plumbers	1	08179V1-NZA-407
	NZ Apprenticeship in <b>Gasfitting</b> Level 4	3	08180V1-NZA-403

## 2. Plumbers Gasfitters and Drainlayers Board (PGDB) Trainee Limited Certificate

Current Limited Certificates are required for all Plumbing, Gasfitting and Drainlaying trainees and they must be kept current by the Trainee for the period of the programme.

I already hold a current PGDB Limited Certificate in

Plumbing

Gasfitting

Drainlaying

My authorisation number is

I do not hold a Limited Certificate (Skills will organise the initial certificate; you will then need to always keep it current)

I name the following person(s) to be my supervisor(s):

I understand that:

- I may only carry out sanitary plumbing/gasfitting/drainlaying work under the supervision of my Certifying Plumber/Gasfitter/Drainlayer supervisor below, or a “nominated supervisor” that my Certifier nominates.
- During the first 12 months of holding a Limited Certificate and doing or assisting in doing sanitary plumbing/gasfitting/drainlaying I am at all times in my Certifier’s presence or the presence of a “nominated person” that my Certifier nominates.
- I may carry out testing of sanitary plumbing/gasfitting/drainlaying, unless it is for the purposes of verifying compliance under the Building Act 2004 or for the purposes of issuing a gas safety certificate.
- At all times when undertaking sanitary plumbing/gasfitting/drainlaying I must be able to produce my current authorisation card on demand.
- My name and limited certificate type will be listed on my supervisor’s online public register page.

Your Supervisor (Certifying Plumber/Gasfitter/Drainlayer) must be registered in the certifying class and hold a current licence(s) for the licensing year before your application can be processed.

### 3. Plumbing, Gasfitting and Drainlaying Certifiers Statement *Certifier to complete*

#### To the Supervisor (Certifying Plumber/Gasfitter/Drainlayer, who holds a current licence):

By signing this form, you agree to comply with your responsibilities as a supervisor and understand that:

- You must ensure that sanitary plumbing/gasfitting/drainlaying undertaken by the applicant
  - a) Is performed competently;
  - b) Is subject to appropriate safety measures; and
  - c) Complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004 and the Gas Act 1992.
- You must ensure that the applicant
  - a) Is competent to perform the tasks undertaken;
  - b) Is adequately supervised while carrying out sanitary plumbing/gasfitting/drainlaying;
  - c) Complies with all relevant regulations, including regulations made under the Building Act 2004 and the Gas Act 1992; and
  - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed Certifying Plumber/Gasfitter/Drainlayer or Tradesman Plumber/Gasfitter/Drainlayer (“nominated person”) to provide physical supervision of the applicant. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another Certifying Plumber/Gasfitter/Drainlayer or Tradesman Plumber/Gasfitter/Drainlayer to provide physical supervision of that work.
- You must ensure that during the first 12 months of holding a Limited Certificate to do or assist in doing sanitary plumbing/gasfitting/drainlaying the applicant is at all times in your presence or in the presence of a “nominated person”.
- You must verify and/or certify work where verification and/or certification is required.
- You must notify the Board in writing if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying work undertaken by the applicant under your supervision until the Board has received written notice that you are no longer supervising that person, or until their limited certificate expires. Email [licensing@pgdb.co.nz](mailto:licensing@pgdb.co.nz)
- The applicant’s name and limited certificate type will be listed on your online public register page

Refer to the Board’s supervision guidelines (<http://www.pgdb.co.nz/trade/licensing.html>) for further guidance.

Name of certifier	Authorisation number	Signature of certifier	Trade(s)		
			Plumb	Gas	Drain
			Plumb	Gas	Drain

#### C. Support Person Details

Having good support is critical to your learning journey. The Support Person is someone of influence in your life who can keep you accountable and on track. It can be a family member, a teacher, your boss, a friend, a sports coach; someone who cares about your success. By adding a Support Person, Skills will be able to contact them and discuss your learning journey and training progress.

If you would like to add a Support Person, please ask their permission and write their details here.

**First Name**

**Last Name**

**Phone**

**Email**

When we have their details, we will send them an email to welcome them on the journey and to give them some information about Skills, including who your Account Manager is.

#### D. Payment Information

Training and assessment fees are covered **until 31 December 2022** by the Government’s 2020 Targeted and Training Apprenticeship Fund. Other administration fees will be invoiced directly to the trainee. This includes Non-Attendance fee(s) if you do not attend scheduled Block Courses.

## E. Trainee Limited Certificate (Fit and Proper Person Information)

After you finish your training you will need to register with the Plumbers Gasfitters and Drainlayers Board. When you register the board will undertake a check with Police to see if you have a criminal record and then decide whether you are a fit and proper person to be registered. If you have a criminal record this might exclude you from registering. If you already have a number of criminal convictions, you might want to discuss this with the Board before you commence training; it would be a shame to complete your training and then find you are not fit and proper. There aren't many offences that would totally exclude you from getting registered and the Board views people who demonstrate they have turned their life around favourably. However, there are some offences that make the Board reluctant to find you fit and proper, given you would likely work in people's homes e.g. sex offences, burglary and dishonesty, ongoing drug offending.

## F. Checklist

### Have you enclosed:

- Training Agreement (signed by you and your employer)
- Proof of identity documentation (verified by the appropriate person- see section 6 of the Training Agreement)
- Certifier's statement signed (section B.3 of this document)
- Completed Support Person details
- Read Trainee Limited Certificate (Fit and Proper Person Information) section

I also confirm that the Qualification/Programme I am enrolling in is in the same area as, and relates to, my current occupation.

### Signed for and on behalf of the EMPLOYER

Name

Signature

Date

### Signed by the TRAINEE

Trainee name

Trainee signature

Date