

GETTING STARTED ON YOUR

drainlaying career





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A great CAREER



Plumbing, gasfitting and drainlaying are careers that offer great rewards if you are willing to put in the time and effort to train and become qualified and licensed. By law only people who are licensed can do plumbing, gasfitting and drainlaying work, so you will be set up for life.

“I love my job. I’m never bored, I have a great lifestyle, and I make a good living”

– Certifying plumber, gasfitter and drainlayer

The skills you gain when you become a plumber, gasfitter or drainlayer are also highly sought after in other sectors. Many plumbers, gasfitters and drainlayers are employed in other related or unrelated jobs. Employers can clearly see that they are smart, hard-working and practical, attributes that are of great value in any job.

Once you are fully licensed in New Zealand you can also get a licence to work in Australia – and it will also be more likely you will be able to get licensed in other countries overseas.

Whatever your plans are for the future, a plumbing, gasfitting or drainlaying qualification will certainly be a great start to a great career.

Many people do a drainlaying apprenticeship before or after they do plumbing and gasfitting. Drainlaying is an ideal additional qualification that opens up extra work opportunities and allows a plumber and gasfitter to do all aspects of a job rather than having to rely on others for the drainlaying work. Plumbing

and gasfitting apprenticeships are almost always done together. This is because much of the learning applies to both.

Of course many people also specialise in drainlaying and don't do a plumbing and gasfitting apprenticeship. This guide provides information about a drainlaying apprenticeship. If you are interested in a similar guide covering plumbing and gasfitting please go to our website (www.ito.co.nz), email us at info@ito.co.nz or call us on 0800 277 736.

BEFORE YOU START

There are a number of things you can do to help you to decide if a career in drainlaying is right for you. Many schools run construction courses which give an introduction to a number of different trades in the building sector including drainlaying. The Gateway programme in drainlaying gives you time with an employer so you can gain both theory and practical knowledge that will count towards an apprenticeship. Bconstructive programmes and qualifications are also available at school. Career advisors, family and friends can provide information, advice and encouragement. We can also provide useful information so please don't hesitate to contact us.

Some polytechnics and private training providers offer pre-apprenticeship courses (known as pre trade) which, although not part of an apprenticeship, can give you an opportunity to get a more in depth look at what drainlaying is all about.

Once you have decided you want a career in drainlaying, the key thing you need to do is convince someone to employ you as an apprentice. Employers are interested in your attitude and willingness to work hard, so think about how you can convince a potential employer that you have got what it takes to do a great job for them.

“The most important things I look for when considering someone for an apprenticeship are attitude, presentation and communication skills” – *Certifying plumber, gasfitter and drainlayer*

Drainlaying involve complex work requiring a lot of knowledge and skill. This doesn't mean you have to have done well at school to become an apprentice,

but you will need basic reading and reasonably good maths skills. Assistance is available to help you to develop these skills if you don't already have them.

Once you have convinced someone to take you on as an apprentice, there is some simple paperwork to complete to get you formally enrolled in your apprenticeship. Government pays for a large part of the cost of your training, the rest must be paid by you (or your employer). As an apprentice you also need to have a special apprentice licence (known as a limited certificate). This free limited certificate is issued by the Plumbers, Gasfitters and Drainlayers Board (PGD Board). The ITO will arrange your limited certificate when you start but, you have to renew it each year while you are doing your apprenticeship.

Your apprenticeship agreement is not an employment contract. You need to make sure you have a separate employment contract as you do with any job. Once you complete your apprenticeship, you will probably need to agree a new employment contract with your boss.



CAREER PATHWAY

A drainlaying apprenticeship should take two years to complete, provided you regularly work through your study and then attend the block course (a practical course run at polytechnics). It's really important that you don't fall behind in your study.

The Government funding for your apprenticeship is only available for two years so if you take longer than this you will have to pay the extra yourself.

Deciding on your career:

Some ways of finding out if drainlaying is for you:

- BConstructive course
- Gateway programme
- Careers advisor
- Family & friends
- Pre-trade course
- Talk to the ITO

Your apprenticeship:

- An agreement between you, your boss and the ITO
- 2 years to complete
- You have to be supervised throughout
- National Certificate awarded on completion

Getting your license:

- You have to pass PGD Board exams after you complete your apprenticeship
- You have to pay the annual licence fee
- You still have to be supervised
- You have to do some ongoing learning each year

Getting your certifying licence:

- You have to be licensed for 2 years minimum
- You have to pass PGD Board exams
- You have to pay the annual licence fee
- You have to do some ongoing learning each year
- You can supervise apprentices and other workers

Once you have successfully completed all the requirements of your apprenticeship you are awarded your National Certificate in drainlaying. You then have to sit an exam to prove that you are ready to become a licensed drainlayer. Once you have passed the exam, which is set by the PGD Board, you can then get your license by applying to the PGD Board (and paying a one-off registration and an annual license fees).

When you first become a licensed drainlayer you still have to be supervised by a certifying drainlayer. This means that your supervisor has overall responsibility to make sure your work is done properly and is safe, but doesn't mean that they have to visit every job you do.

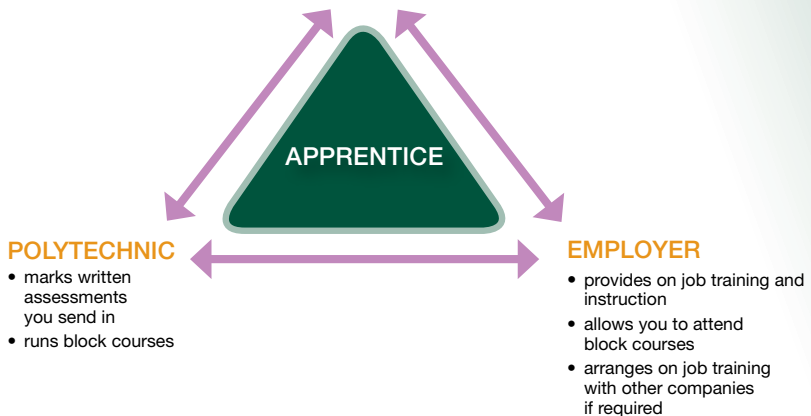
After holding a license for two years you can sit more exams to qualify you for a certifying license. Once you have passed these exams you get your certifying license by paying the registration and licence fees to the PGD Board. As a certifying drainlayer you no longer need any supervision. In fact you are now able to supervise others and will hopefully at some stage take on an apprentice yourself.

To continue to hold your annual license you have to complete a small amount of study each year to make sure your skills and knowledge are kept up to date. There are a wide range of courses and seminars you can attend to qualify you to renew your license.

PEOPLE WHO CAN HELP YOU

PLUMBING, GASFITTING, DRAINLAYING AND ROOFING INDUSTRY TRAINING ORGANISATION (ITO)

- develops the qualifications and keeps them up to date
- pays the polytechnics to mark distance learning assessments and run the block course
- provides regional staff to keep in touch with you and help you get through



Your Boss

Your boss is the person who you will learn most from. Your apprenticeship is mainly about learning on the job. Most drainlayers are very good at training, even though many of them don't realise it. Make sure you get the most from your boss by asking questions when you are not sure about how to do something. Always try to understand why something is done a particular way, rather than just doing it because you have been told to.

“My boss is really good at explaining why a job is done a particular way and what happens if it is done wrong. This is heaps more helpful than just telling me to do it his way” *–Apprentice*

Your boss will also give you time off to attend your block course. You need to make sure you talk to your boss about your block course as soon as you know when it's on. This will give them plenty of time to make arrangements for while you are away.

Developing a great working relationship with your boss is really important for you to get the most from their wealth of knowledge. It is also very important for them to get the most from you. Good working relationships don't happen by chance. If you work at it, you will get the rewards.

The Industry Training Organisation (ITO)

The Plumbing, Gasfitting, Drainlaying and Roofing Industry Training Organisation (ITO) gets government money to pay for part of your training. We then pay a polytechnic (or a private training provider) to run block courses that you must attend and to mark your written assessments.

You will have an ITO training advisor based in your region and they will stay in touch with you during your apprenticeship to make sure you are going OK. You can contact them at any time if you have any questions or problems regarding any aspect of your apprenticeship.

If you are less than 22 years old you may be eligible for extra assistance under the Modern Apprenticeship Scheme. The ITO can advise you and your boss about this scheme.

Our Eight Regional Training Advisors and Their Coverage



4/5
Gillian Abbott
 Waikato /
 Bay of Plenty
021 822 718



3/6
Sam Gilmour
 Auckland /
 East Coast
021 759 279



7
Peter Reilly
 Wellington /
 Lower Hutt /
 Taranaki /
 Central North Island
027 217 5529



1/2
Peter Gembitsky
 Northland / Auckland
021 318 435



8
Lynn Dick
 Upper Hutt /
 Wairarapa /
 Hawke's Bay
027 369 9529



9/10/11
Robyn Brown
 Nelson /
 Marlborough /
 Canterbury
021 220 7645



13
Jak Elliott
 Otago / Southland
021 569 077



10/11/12
John Bartlett
 West Coast /
 Canterbury
021 274 2224



“My ITO training advisor has been a great help to me. I know I can call him whenever I have a question or problem and he has always been able to help me.” – *Apprentice*

The polytechnics

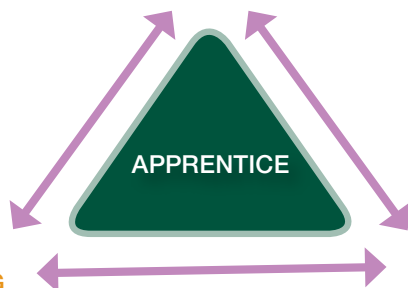
You will regularly be sent study guides by the ITO. You have to work through these and send your written assessments to the Open Polytechnic of New Zealand for marking.

One of the other polytechnics (or a private training provider) runs your block course. There are several of them around the country so you can be enrolled at one that is convenient for you. If you have any questions or problems relating to the polytechnic training programme you can contact your polytechnic tutor, or the ITO, at any time.

THE THREE COMPONENTS OF AN APPRENTICESHIP

ON THE JOB LEARNING

- your boss showing you how to do things and explaining why they are done that way



DISTANCE LEARNING

- study you must do in your own time
- gives you an understanding of the theory behind the practical work you do on the job
- it involves
 - learning from study guides
 - sending in assessments

BLOCK COURSES

- run at a polytechnic
 - hands on practical work
- covers types of work that you might not learn on the job
- designed to test the knowledge and skills that you should have gained by completing your distance learning

On-Job training

The ITO will provide you with an on-site record book where you need to record details of jobs you do that demonstrate you have gained specific skills. You need to get your boss to confirm that the information you have recorded is accurate. You also have to take this record book with you to your block course where they will check your knowledge and skills relating to the jobs recorded in your workbook.

If you are working for someone who specialises in certain types of jobs they might not be able to give you all the practical experience you need. They may need to arrange for you to spend some time with another company so you can get the broad range of practical experience necessary for you to complete your apprenticeship. The polytechnic may also be able to provide some specific hands-on training to fill any gaps.

One option to ensure you get a broad range of experience is to be employed by an organisation that then subcontracts you to different drainlaying businesses. Apprenticeship Training Trust and Masterlink are two organisations that operate in this way. Their contact details are on the back of this booklet.

Distance Learning

Distance learning is a term used to describe the part of your training that you have to do in your own time. The ITO will regularly send you study guides throughout your apprenticeship (generally sent via your work address). Your distance learning gives you an understanding of the theory behind the practical work you do on the job. It teaches you about why certain skills are important and why specific tasks are done in a certain way. It provides knowledge you might not need until later in your career, but when you need it you will be pleased you learned it.

Once you have completed each study guide you have to complete a written assessment and send it to the Open Polytechnic for marking. You will be given deadlines for completion of each assessment. It is really important that you keep up to date with your distance learning. If you fall behind you run the risk of not completing your apprenticeship within the two years and having to pay extra fees to complete.

“The apprentices that do some study every week always do much better than those who leave their study to the last moment”

– ITO regional training advisor

The amount of time it takes to do this distance learning obviously depends on the individual, but if you do a few hours every week you should be fine – and you will soon work out if you need to do more to keep on track. If you are worried that your reading and maths skills might hold you back on your distance learning talk to your ITO regional training advisor. They can arrange for you to get some help.

Block Course

There is just a single four day block course for drainlaying. It is run at a polytechnic and involves hands-on practical skills assessment. It is designed to test the knowledge and skills that you should have gained by completing your distance learning assessments and your on-job learning. Because of this you can't attend the block course until you have completed all the distance learning assessments and completed the other courses (such as first aid) required for your qualification.



CONTENT OF YOUR TWO YEAR JOURNEY

You will probably be familiar with the unit standard system from your study at school. Unit standards are just small chunks of a bigger subject (in this case drainlaying). You are awarded a National Certificate once you complete the required unit standards.

The National Certificate in drainlaying is broken down into 34 unit standards. Some of these unit standards are achieved by completing your distance learning assessments, some are achieved when you attend block courses, and a small number are achieved by attending other short courses. You may even have achieved some of these unit standards at school.

The 34 unit standards that make up the National Certificate are as follows:

Units achieved by attending a course

(The ITO can give you information about where and when these courses are held)

- 6400** Manage first aid in emergency situations
- 6401** Provide first aid
- 6402** Provide resuscitation level 2
- 18426** Demonstrate knowledge of hazards associated with confined space

Units achieved by completing distance learning assessments

- 2138** Demonstrate knowledge of asbestos and safety procedures
- 1120** Identify and describe hand tools and check equipment for drainlaying
- 1121** Identify and describe trade equipment and power tools used for drainlaying
- 21881** Describe ethical and legal considerations for plumbing, gasfitting or drainlaying services
- 21883** Demonstrate knowledge of hazards and precautions for working with gas in plumbing, gasfitting or drainlaying
- 57** Provide customer service in given situations
- 1107** Demonstrate knowledge of retention and detention tank installation, commissioning and maintenance
- 1115** Demonstrate knowledge of access chambers and their installation
- 21879** Determine job requirements and describe job pricing factors for plumbing, gasfitting and drainlaying

- 21882** Interpret drawings and specifications and draw drawings for plumbing, gasfitting and drainlaying
- 21946** Demonstrate knowledge of the installation of on-site waste water treatment systems

Unit standards achieved on the block course

- 1099** Excavate and trench for plumbing, gasfitting or drainlaying
- 1122** Establish line, level and gradient for plumbing or drainlaying
- 1106** Perform drain maintenance
- 1114** Install drains
- 1108** Install and maintain sumps
- 1109** Install surface water collection systems, and demonstrate knowledge of their maintenance
- 1104** Install sub soil drainage
- 1100** Install storm water intake and outfall structures
- 1117** Install thrust, ant-scour and anchor blocks
- 1116** Install wet and dry inspection chambers
- 1101** Install domestic waste interceptor traps
- 1102** Install trade interceptor traps
- 1112** Select and install a septic tank, and explain maintenance of a septic tank
- 23846** Install an effluent distribution chamber and disposal field, and demonstrate knowledge of their maintenance
- 1118** Install a sewage pump station
- 21904** Install and maintain pumps, filters and controls
- 4249** Demonstrate care and timeliness as an employee
- 3490** Complete an incident report
- 21209** Demonstrate knowledge of and carry out health and safety procedures for a building construction site

ORGANISING YOUR STUDY PROGRAMME

Your boss, your ITO regional training advisor, your friends and family can all help you to get through your apprenticeship, but the most important thing that will get you through is your own commitment and being well organised.



Having a written study plan that you follow and regularly review is probably the most important thing you can do to keep you on track. Your ITO training advisor can give you a plan outline that you can complete. They can even help you to develop the plan if you are not sure how to do it.

“The guys who have written down their study plan always do much better than the ones who say they have a plan but reckon they don’t need to write in down” – *ITO regional training advisor*

KEEPING TRACK OF YOUR PROGRESS

Both you and your boss can keep track of your progress through your apprenticeship by logging on to the ITO website. This online system is easy to use and gives you a simple way of regularly checking that you are on track.

If you are unsure about whether you are up to date with your study contact your ITO regional training advisor. They can tell you if you are, and also help you to catch up if you have fallen behind.

KEY ORGANISATIONS AND HOW THEY FIT TOGETHER

Plumbers, Gasfitters and Drainlayers Board (PGDB)

- issues licences to suitably competent people
- investigates complaints against people

Tertiary Education Commission (TEC)

- allocates Government funds to ITO
- monitors ITO performance

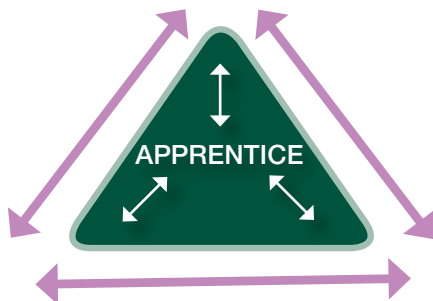
NZ Qualifications Authority (NZQA)

- records unit standards achieved
- monitors quality of ITO developed qualifications



ITO

Freephone: 0800 277 736
Email: info@ito.co.nz



POLYTECHNICS

ASSIGNMENT MARKING

The Open Polytechnic of New Zealand TOPNZ (Lower Hutt)
Freephone: 0508 650 200

BLOCK COURSE PROVIDERS

G & H Training Ltd (Auckland)

Tel: 09 273 2093

Manukau Institute of Technology MIT (Auckland)

Freephone: 0800 83 44 253

Waikato Institute of Technology WINTEC (Hamilton)

Freephone: 0800 2 WINTEC (2 946 832)

Wellington Institute of Technology WelTec (Petone)

Freephone: 0800 WelTec (935 832)

Christchurch Polytechnic Institute of Technology CPIT (Christchurch)

Tel: 03 940 6073

Southern Institute of Technology SIT (Invercargill)

Freephone: 0800 403 337

EMPLOYERS

- potentially any drainlaying business
- Masterlink (part of Master Plumbers, Gasfitters and Drainlayers)
0800 502 102
- Apprenticeship Training Trust
0800 18 78 78



