



LAND BASED TRAINING

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# CORPORATE TRAINING PACKAGES

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EDUCATION & EMPLOYMENT SPECIALISTS



# LAND BASED TRAINING

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## LAND BASED TRAINING

Land Based Training Ltd was incorporated on the 9<sup>th</sup> day of December 1996 and is registered as a private training establishment by the New Zealand Qualifications Authority (NZQA) under the provisions of the Education Act 1989 and its subsequent amendments. Land Based Training is an innovative Tertiary Education Provider with its head office based in Wanganui and branching out with courses and facilities throughout the North Island of New Zealand.

### Quality

Land Based Training is focused on quality and safety. Our Quality Management System (QMS) is based on the NZQA guidelines and policies for registration and accreditation. Land Based Training is a Category 1 Provider with NZQA, achieving **Highly Confident in Educational Achievement** and **Highly Confident in Self Assessment**.

### **Corporate Courses:**

Land Based Training offers a number of NZQA accredited short courses designed to meet company health and safety requirements or for individuals to up-skill in a specific area for employment opportunities.

*As well as the corporate courses shown in this booklet, Land Based Training can tailor short course packages to meet your needs. This includes, feed budgeting, motorbike safety, HR Management, fencing, digger training and much more*

All prices are on application, unless otherwise stated. Minimum of 8 participants per course.

All participants who successfully complete their course will be issued with a Certificate, and the corresponding unit standards will be registered on their NZQA Record of Learning.

If you would like to discuss options for your company or yourself, please contact Land Based Training.

Phone: 0508 872 466  
 Email: [info@landbasedtraining.co.nz](mailto:info@landbasedtraining.co.nz)  
 Visit: [www.landbasedtraining.co.nz](http://www.landbasedtraining.co.nz)

- *Over the past three years, LBT has consistently exceeded Tertiary Education Commission contract performance targets*
- *Since 2008, LBT has been progressively implementing well-structured and planned systematic self-assessment and organisational review process. Staff at all levels are actively involved and provide input to reviews. LBT's self-assessment system is well integrated into the organisation's periodic staff and management meetings, as well as into programme and organisational review processes.*
- *The organisation has demonstrated it has an excellent understanding of the needs of the communities within which it is offering training*
- *The organisations self-assessment processes identify that trainees are gaining significant growth in essential job-seeking skill areas such as timekeeping, problem-solving, interpersonal skills, conflict resolution, literacy and numeracy, as well as significant personal growth such as with confidence and self-esteem*
- *The tutors employed at LBT are highly effective*
- *Teaching practice reflects a "mastery of learning" approach*
- *The two directors of LBT have a very clear focus on educational achievement*
- *LBT provides excellent physical and learning resources*
- *LBT programmes are based on a strengths-based approach, and trainees and staff discussed the help and support provided and sense of community and belonging at LBT*

## Quad Bike Safety

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**Course Type:**

Safety and Use

**Duration:**

2 Days

**Brief Description:**

A course designed to focus on Quad Bike use and safety for regular users of Quad's in farming, spraying, and construction and compliance areas.

**Course Details:**

Quad bike skills, knowledge and safety for flat and hill country, with trailed equipment and mounted equipment.

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
24554	Ride a Quad Bike on flat terrain in the workplace	2	4
24557	Demonstrate knowledge of the safe operation of a Quad Bike	2	3
24559	Ride a Quad Bike on hilly terrain	3	4
24561	Ride a Quad Bike with trailed equipment	3	4
24563	Ride a Quad Bike with mounted equipment or a load	3	3

## Quad Bike Safety Refresher

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Land Based Training offers a prior experience Quad Bike Safety Refresher Course covering all the WorkSafe New Zealand Assessment Guidelines. This course will enable your staff to fully understand the safety requirements of operating a Quad on your property.

Duration:

1 day

Numbers:

Minimum of 8 participants per course

***A Safety Certificate will be presented to the farm business and for all participants who successfully complete the course***

# Tractor Safety

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**Duration:**

2 Days

**Brief Description:**

A course designed to focus on tractor use and safety for regular users of tractors in Farming, Civil Construction and Open Spaces.

**Course Details:**

Check and drive a basic wheel tractor on flat terrain, and describe the legal requirements and occupational hazards associated with tractor use. Attaching and pulling an attached implement

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
19044	Describe the legal requirements and occupational hazards associated with tractor use	2	3
24552	Check and drive a basic wheel tractor with an attached implement on flat terrain	2	5

# Tractor Safety Refresher

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Land Based Training offers a prior experience Tractor Safety Refresher Course covering all the WorkSafe New Zealand Assessment Guidelines. This course will enable your staff to fully understand the safety requirements of operating a Tractor on your property.

Duration: 1 day

Numbers: Minimum of 8 participants per course

*A Safety Certificate will be presented to the farm business and for all participants who successfully complete the course*

## Light Utility Vehicle (LUV)

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**Duration:**

2 Days

**Brief Description:**

A course designed to focus on Light Utility Vehicle (LUV) use and safety for regular users of LUV's in farming, spraying, and construction and compliance areas.



**Course Details:**

LUV skills, knowledge and safety for flat and hill country, with trailed equipment and mounted equipment.

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
24553	Drive a Light Utility Vehicle (LUV) on flat terrain	2	4
24556	Demonstrate knowledge of the safe operation of a Light Utility Vehicle (LUV)	2	3
24558	Drive a Light Utility Vehicle (LUV) on hilly terrain	3	4
24560	Drive a Light Utility Vehicle (LUV) with trailed equipment	3	3
24562	Drive a Light Utility Vehicle (LUV) with mounted equipment or a load	3	3

## LUV Safety Refresher

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Land Based Training offers a prior experience LUV Safety Refresher Course covering all the WorkSafe New Zealand Assessment Guidelines. This course will enable your staff to fully understand the safety requirements of operating a LUV on your property.

Duration:

1 day

Numbers:

Minimum of 8 participants per course

***A Safety Certificate will be presented to the farm business and for all participants who successfully complete the course***

# 4WD Safety

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**Course Type:**  
Safety and Use

**Duration:**  
2 Days

**Brief Description:**  
Designed by the industry and very practical. Demonstrate knowledge of 4WD operation including operation of a 4WD on and off road.



**Course Details:**  
Theory and practical training which covers, controls, pre & post trip inspections, hill stall procedures, water crossings, mud and sand, ascents and descents and basic 4WD recovery.

- Trainee must have their full Class 1 Licence
- Supply own 4WD

**Course Numbers:**  
8 minimum, 10 maximum

Note: Courses will run when there are sufficient numbers

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
17976	Demonstrate knowledge of operating a light four wheel drive (4WD) vehicle in an off-road environment	3	4
17978	Operate a light four wheel drive (4WD) vehicle in an off-road environment	3	4
20848	Demonstrate knowledge of and skills for driving a light four wheel drive (4WD) vehicle on-road	3	4
17676	Carry out a pre-drive vehicle check on a light motor vehicle, and start and shut down the vehicle.	2	3

This course can also be offered as a one day refresher

## Wheels, Tracks and Rollers

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### Endorsement:

Wheels, Tracks and Roller Assessment for licence endorsement purposes (W) (R) (T).

### Duration:

Up to two hours to complete all three endorsements. Time taken reduces according to number of assessments completed.

### Brief Description:

Minimum licence required: Class 1 full car.

Operators undertaking assessment must hold the appropriate full class of licence to cover the weight of the special-type of vehicle to be operated.



Operators can choose to undertake all three endorsements, any two or one only.

It is the responsibility of the trainee to provide suitable equipment to be used for the practical assessment which must be consistent with the class of licence held. Suitable equipment can be hired from a hire company if required.

### Pre Assessment Preparation:

The trainee will be provided with the Operator Safety Manual to study prior to meeting with the tutor for assessment purposes.

### Theory Assessment:

The trainee is assessed on his/her theoretical knowledge as per the Operator Safety Manual prior to the practical assessment.

### Practical Assessment:

The practical assessment requires that the operator demonstrate that he/she can prepare the equipment for driving on a public road. Tuition is not included however some basic techniques will be covered.

### Unit Standards:

- 16701 - Meet driver licensing requirements for endorsement W (wheeled special-type vehicles)
- 16702 - Meet driver licensing requirements for endorsement R (special-type vehicles that run on rollers)
- 16703 - Meet driver licensing requirements for endorsement T (self-laying tracked special-type vehicles)

# Chainsaw Safety

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**Course Type:**  
Safety and Use

**Duration:**  
2 Days

**Brief Description:**  
A 2 day contact course, designed for industry use. A very practical course, training people in the safe use of chainsaws.

**Course Details:**  
Content includes:

- The factors and hazards in the use of chainsaws
- Maintaining chainsaws
- Demonstrate knowledge of use
- Personal safety whilst using chainsaws

Participants will need steel-capped footwear and sturdy clothing

## Unit Standards Gained:

Unit Standards	Descriptors	Level	Credits
6916	Demonstrate knowledge of the Approved Code of Practice relating to chainsaw use	2	5
6917	Demonstrate basic chainsaw operation	2	8



# Traffic Management

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## Course Type:

Basic Level 1 TC Course

## Duration:

1 Day

## Brief Description:

The Traffic Controllers Course includes NZTA requirements and ID card and the Unit Standards 20877 and 20878- Demonstrate Knowledge of working safely at sites under Temporary traffic management. Assist with temporary traffic management for low volume and level 1 roads.



## Course Details:

On successful completion of the course attendees will be able to:

- Demonstrate knowledge of Traffic Management plans
- Set up worksites according to traffic management plans
- Manual control of traffic at roadworks sites
- How to work safely within protected areas and traffic safety for plant and vehicles at roadworks sites

## Course Numbers:

6 min trainees

## Unit Standards Gained:

Unit Standards	Descriptors	Level	Credits
20877	Demonstrate knowledge of working safely at sites under temporary traffic management	2	2
20878	Assist with temporary traffic management for low volume and Level 1 roads	2	1

# STMS

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**Course Type:**

Level 1 advanced STMS Course

**Duration:**

2 Days

**Brief Description:**

Level 1 Roads advanced course encompasses the safety requirements for Site Traffic Management Supervisors, with the training needs of both NZTA and the NZCITO. Participants attending the STMS course must have completed the basic level 1 TC at least one month prior and / or hold a current TC registration.

**Course Details:**

The course is for people responsible for the planning and supervision of traffic safety at roadwork sites.

People credited with this unit standard are able to:

- Describe traffic safety for roadwork sites
- Design layouts for temporary traffic control
- Supervise the implementation of and maintenance of temporary traffic control; and
- Audit temporary traffic control

**Course Numbers:** 6 minimum

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
5628	Operate as a Site Traffic Management Supervisor (STMS) for low volume and Level 1 roads	5	3

Please Note:

Work is required outside of the 2 day course before unit is achieved.



# Confined Space

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**Course type:**

Safety and Use

**Duration:**

2 Days

**Brief Description:**

Plan a confined space entry, identify hazards and controls within a confined space, develop an emergency procedure and complete documentation. Demonstrate knowledge of hazards associated with a confined space. There is a theory and practical component.

**Course Details:**

- Demonstrate knowledge of hazards associated with Confined Space
- Plan a confined space entry
- Permit notification and implementation requirements
- Identify and take control of measures to eliminate, isolate and minimize the risk of hazards
- Demonstrate knowledge of monitoring and confined space testing requirements
- Describe the responsibilities and duties of people entering confined spaces or conducting observation duties for confined spaces
- Identify hazards and controls within confined spaces
- Develop an emergency procedure plan
- Complete documentation required for confined space entry

**Day 2 Practical Exercise:** Requires the student to plan a confined space entry program and then, using your organisations testing and rescue equipment, undertake a confined space entry at one of your sites or alternatively a place organised by the tutors from LBT. Safety boots, protective clothing and safety gear.

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
18426	Demonstrate knowledge of hazards associated with confined space	3	4
17599	Plan a confined space entry	4	5

## Unit 167 – Food Safety

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**Duration:**

2 Days (one day theory, one day practical)

**Course Details:**

Participants will learn the basic practices that result in safe food handling. They will be shown how to maintain effective personal hygiene when working with food as per their establishment requirements. How to prevent cross contamination in a food business; and measure, record, and act on temperature of high risk food, that are in the danger zone. They will be able to prepare, serve, and store food hygienically and safely.

**Unit Standards Gained:**

Unit Standard	Descriptors	Level	Credits
167	Practice food safety methods in a food business	2	4

A Food Handlers Certificate will also be issued from Service IQ.

## Job Safe

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**Introductory Certificate**

Unit Standards – 497 and 17593

**Advanced Certificate**

Unit Standards – 497, 17593 and 17602

**Duration:**

2 Days per unit standard

**Brief Description:**

Our Job Safe Certificates give both theory and practical application to workplace safety. Participants are able to: identify and describe legislative rights and responsibilities for workplace health and safety; describe the systems approach to workplace health and safety; and explain how hazards are defined in the Health and Safety at Work Act 2015 (HSWA). – Followed by a practical assessment including reporting to senior management.

**Unit Standards Gained:**

Unit Standards	Descriptors	Level	Credits
497	Demonstrate knowledge of workplace health and safety requirements	1	3
17593	Apply safe work practices in the workplace	2	4
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4

## NZTA – Waste Collection Team Leader Course (WCTL)

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All existing drivers operating a waste collection team should attend this course. All new drivers should obtain a Waste Collection Traffic Leader qualification within four months of commencing employment. This training may be required by your local Road Controlling Authority (check with your local RCA) and is considered to be industry best practice.



### **Course Content:**

This half day course promotes the safe working practices, standards and operating procedures in a mobile waste collection operation. All mobile work teams (usually a driver and collectors) must be led by a WCTL. This is a unique qualification for the Waste Collection Industry and must be renewed every three years.

The WCTL course covers the standards and operating procedures required by the Code of Practice for Temporary Traffic Management (COP/TTM). Qualified staff must be available to brief all team members on the safe operation of the Waste Collection Team.

Cost includes the NZTA fees for registrations and ID Cards (*some travel and accommodation costs may apply depending on course location*).

Minimum number of students required is 10 – maximum 15.

## Driver Licensing & Endorsements

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Land Based Training Transport Training Services (TTS) offer training to get your passenger, dangerous goods, HT and forklift licence.

The training offered by TTS is provided to a high standard and focuses on safety in a professional way.

The following public courses are conducted each month in Palmerston North with a forklift course also being conducted each month in Wanganui.



- Classes 2 – 5
- Passenger (P)
- Forklift (F) and Department of Labour (formerly known as “OSH”),
- Dangerous Goods (D) and
- Wheels (W), Tracks (T) and Roller (R) – in any combination

**Company groups** – can be accommodated.

**Training is also available for:**

- Forklift for Supervisors
- Pre-employment, Competency Assessments, In-Cab Assessments
- SafedNZ (Fuel Efficient Driving)
- Safe Driving Techniques (theory)
- Driver Assessments
- Company Audits

National Certificates and Limited Credit Programmes for Transport Industry Training can be tailored to suit requirements.

# Computer Training

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Land Based Training's aim is to increase business productivity and profitability through up-skilling team members' computer skills.

Land Based Training provides personalised computer training services within the Microsoft Office suite – Excel, Outlook, PowerPoint and Word for businesses both large and small from beginner to advanced level.

*Our training options are designed to address the unique nature of your business. We offer: Scheduled courses – half or full day*

*Customised corporate training, conducted at your place of work or off-site, tailored to meet the needs of your team*

*Individual 1:1 training*

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**Testimonial** "McCain Foods is one of the world's most respected companies, and is proud to be a responsible, family-owned business that has grown to become a market leader in the world of frozen food. McCain knows that continued success depends on the ability to attract and develop diverse people who want to learn and grow and who care passionately about results.

*Over the last few months the Hastings site has contracted Kerry's services to up skill and train our factory and administration staff in the use of Microsoft Excel, with a learning range from Introduction to Advanced. Kerry was very flexible and accommodating around our needs and delivered training packages in house to meet our requirements. Staff feedback has been 100% positive and we will be looking to engage Kerry again in the New Year for more training. For prompt, thorough and capable delivery of Microsoft Office training, I recommend Kerry to those wanting to add value to their business through staff training." Rachel Hannan, Training Co-ordinator, McCain Foods*

# Workplace Literacy

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Workplace literacy describes the basic skills required for effective performance and communication in today's workplaces. This includes core functions such as speaking, reading, listening, writing and numeracy.

Addressing low workplace literacy in your business will help you to develop a more competent workforce, improve productivity and give you a greater competitive edge.

It is important to incorporate learning into actual workplace training to foster and build these skills and Land Based Training is expert at producing and delivering these types of programmes.

Our programmes are based on the needs of individuals or the company whether they are based on unit standard or non unit standard content.

We assess each individuals needs and then create a Learning Plan specific for their level of learning, this may include pre-entry literacy and numeracy support or higher level support in order for them to complete New Zealand Certificates through the appropriate ITO or with the company. All learners will be enrolled and measured on the Literacy and Numeracy for Adults Assessment Tool.

We will work in-conjunction with the Employer to establish and identify the learning needs for your employees. We will then develop an individualised programme. We would work with employees one on one or in small groups to complete in-house assessments, identify goals and pathways, offer self directed learning and follow up.

Programmes will be based around sharing knowledge, comparing ideas, reciprocal learning, and peer support. These are important elements in adult learning environments when the participants may be anxious and / or struggle with entering a learning situation.

***Please ask for our full WPL Portfolio***

*Craig La Hood, General Manager of Programmed Property Services*

*'Those who attended and completed the course benefited in many ways.*

*Not only the obvious improvements with literacy and numeracy but also confidence and belief to enhance awareness and understanding of their work environment'*



Thank you to our Sponsors .....



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