



HOT CAREER WELDING

We train you to be
NZ WELDING SCHOOL
all that you can be

Student Handbook

Student Handbook

Welcome to the NZ Welding School and congratulations on being selected for our Welding training programme.

Upon completion of this programme you should have gained valuable trade skills that are recognised by employers throughout New Zealand.

Please read this handbook carefully and discuss with your tutor any matters you do not understand or require further explanation.

If at any time you have concerns about the programme, the behaviour of any other Student or NZ Welding School Team member, or you feel uncomfortable or harassed in any way, please discuss your concerns with a Tutor or the Student Services Coordinator. Remember, many problems arise through misunderstanding and can be resolved quickly with discussion.

Thank you for choosing the NZ Welding School to provide your training requirements and we trust you will enjoy your time with us.

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The NZ Welding School Team

Your Team is:

Site Manager

Head Welding Tutor

Student Services Coordinator

Student Services Coordinator

Welding Tutor

Welding Tutor

Welding Tutor

Welding Tutor

Welding Tutor

Safety Officer

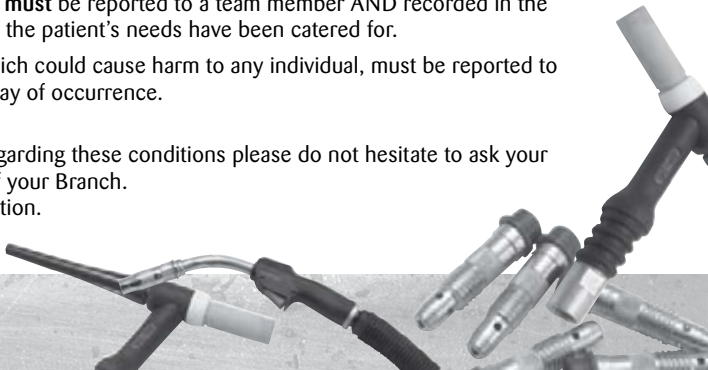
Please refer to the Organisational Chart and Organisational Roles & Responsibilities Chart situated in the Administration area to see the wider NZ Welding School Team.

IMPORTANT!

Our school is committed to providing a safe and healthy workplace. Therefore we need to bring the following safety points to your attention:

- In the event of an emergency, you must follow the instructions of your Tutor.
- Smoking is not permitted inside the building and permitted outside only in designated areas.
- All signs and procedures must be complied with.
- Safety footwear must be worn at all times in the welding and workshop areas.
- Certain areas and activities will require the **COMPULSORY** use of personal protective equipment.
- Any incident or accident **must** be reported to a team member **AND** recorded in the accident register, **AFTER** the patient's needs have been catered for.
- Any potential hazard, which could cause harm to any individual, must be reported to a team member on the day of occurrence.

If you have any questions regarding these conditions please do not hesitate to ask your Tutor or the Safety Officer of your Branch.
Thank you for your co-operation.



Responsibilities of Students

- **Primary Responsibility**
Take all practicable steps to ensure your personal safety and the safety of others. It is a legal requirement that you sign the Occupational Safety & Health Register upon arrival and departure from the school.
- **Tasks/Assignments**
Ensure your participation does not in any way affect the health and safety of fellow participants.
- **Report Accidents, Injuries and Incidents**
Report all accidents or incidents to your Tutor or Safety Officer. The School is legally required to keep a register of all accidents or incidents where someone could have been injured.
- **Training and Supervision**
You must not carry out any task or use any plant, equipment, chemicals or substances, unless you have been trained to do so. If you are not sure, report to your supervising Tutor.
- **Protective Clothing**
Always use the correct protective clothing or equipment for the task.
- **Solvents/Chemicals**
Before you use any solvents or chemicals, check first with your supervising Tutor.
- **Hand Tools**
Keep all tools in good condition. Use the right tool for the right job.
- **Food and Drink**
No food or Drink is permitted in the classroom, welding or workshop areas.
- **Environment**
All Students must respect the School environment – this means keeping the workshop and classrooms tidy, returning equipment back to its correct place and not littering in or outside the building.
- **Respect the rights of other Students**
Have respect for the rights of other Students. Treat all Students and team members with respect and consideration.
- **Harassment**
No form of harassment (sexual, verbal, racist etc) by anyone – team members and Students alike – will be tolerated. If any sort of harassment occurs it must be reported immediately to your supervising tutor.
- **Commitment**
Every Student must be committed to meeting the requirements of the course of study.
- **Attendance**
Every Student must attend regularly to meet course requirements with 100% attendance being the optimum requirement. Eligibility to sit tickets will be dependant on attendance. The Course Register is completed at the beginning of each session by your Tutor. If you are late, you will be recorded as absent for that session, unless you have a VALID reason.

IF YOU ARE UNCERTAIN ABOUT ANYTHING – DO NOT PROCEED, ASK!

Rights of Students

- Delivery of the course as advertised and agreed to, including resources that support that course.
- A safe learning environment.
- Respect for all Students human dignity, including:
 - Sensitivity towards their ethnicity, cultural needs background and individual levels of ability.
 - Freedom from any form of sexual harassment or coercion by team members or other Students.
- Access to Team members at suitable times to discuss progress and/or problems.
- Access to information:
 - Personal records and official information.
- Regular and constructive review of progress including prompt return of marked work.
- Assessment that is valid, reliable and conforms to an appropriate marking schedule.
- Opportunity to comment on and evaluate your course and Tutors.
- Effective access to the official complaints procedures.

The New Zealand Welding School has agreed to observe and be bound by the rules of the NZAPEP Quality Commission. Copies of the NZAPEP Code of Practice are available on request from the office of the New Zealand Association of Private Education Providers or from the Association's website at www.nzapep.co.nz, from the office of the Quality Commission commissioner@qualitycommission.co.nz or 0508 COMMISSION or from the participating provider.

Refer to page 10 – Complaints Procedure for details on internal processes for complaint.

Assessment

- Students will receive regular feedback on a day-to-day basis regarding assessment. Such feedback will confirm your practical skills and theoretical knowledge.
- Assessment procedures will comply with those set by the appropriate Industry Training Organisation. They are designed and carried out by a qualified and accredited assessor, and are moderated by a representative of the appropriate Industry Training Organisation.
- Assessment information will be gained through one-on-one discussions between the Tutor and Student, based on observations and practical tests.
- Your Tutor will indicate when they think you are ready for assessment once you have proven yourself ready with practice.
- The Tutor will record your progress on a daily basis and will discuss your assessment outcomes with you.
- You will be provided with clear information about each unit standard, the requirements to achieve it, the assessment procedures and timeframes. You will have information explained both orally and in writing.
- **Be sure you fully understand the Assessment Processes.**
- If you have any special needs, please discuss these with your Tutors or Student Services Coordinator.
- You have the right to appeal assessment decisions to the Operational Manager - Governance, who will, on being notified of an appeal, arrange for re-assessment by another accredited assessor.

RPL/RCC/Credit Transfer

If you believe you have legitimate expertise and/or qualifications that may cover some of our curriculum, please ensure you discuss this with the Student Services Coordinator and provide certified documentation. We may request further information and/or require a demonstration of current skill levels before the appropriate credit transfer can be sanctioned.

Re-assessment Attempts

You may be re-assessed on an assessment activity up to three times without recourse to special permission. If you work is reassessed as No Credit (NC) following the third attempt, your tutor will apply to the Head Tutor for permission to allow further re-assessment, at their discretion, on a case-by-case basis.

Course Participation Requirements

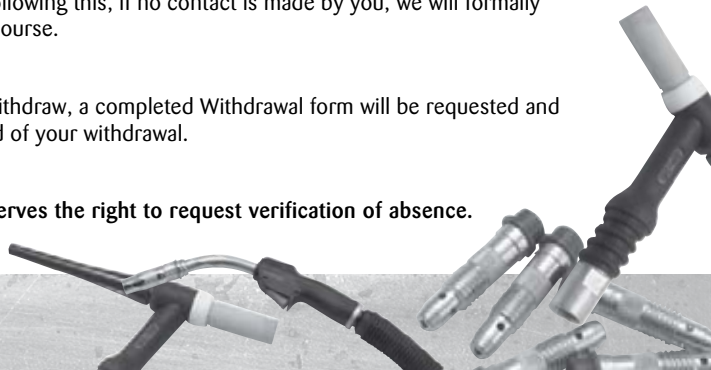
Remember – the NZ Welding School is committed to the provision of guidance and support to ensure your successful completion of the programme in which you are enrolled.

As you are enrolled at the School as a fulltime Student, you are required and expected to attend ALL scheduled sessions on your course timetable.

The following procedures will apply if you are absent, arrive late, leave early, or are otherwise not fully participating in your training:

- **First Occurrence**
The Student Services Coordinator will contact you requesting information (verbal or written) regarding your lack of participation. They will then determine if you require additional assistance.
- **Second Occurrence**
Following further contact, a meeting will be arranged with the Student Services Coordinator who will give you guidance and counselling. Possible consequences affecting completion of your course will be discussed and, if applicable, you will be warned in writing (first written warning) that your Allowance will be suspended after the next occurrence. If it is determined that you require assistance from an external support service, the Student Services Coordinator will assist with arranging access to the appropriate agency and monitor progress accordingly.
- **Third Occurrence**
Following further contact, a formal meeting will be arranged with the Head Welding Tutor and/or Student Services Coordinator which may result in the issue of a final written warning letter and, if applicable, the immediate suspension of your allowance. If it is determined that you require assistance from an external support service, the Student Services Coordinator will assist in arranging access to the appropriate agency and monitor progress accordingly.
- **Non-Contact**
If the Student Services Coordinator is unable to contact you, they will attempt to reach you by all reasonable means, including a registered letter, so that they can assist you to resume participation in the course. If applicable, failure to respond to this letter will result in your Allowance being suspended immediately; confirmed to you in a further letter. Following this, if no contact is made by you, we will formally withdraw you from the Course.
- **Formal Withdrawal**
If you wish to formally withdraw, a completed Withdrawal form will be requested and StudyLink will be advised of your withdrawal.

The NZ Welding School reserves the right to request verification of absence.



Student Guidance and Support Services

Your Student Services Coordinator has been designated as Learner Support Coordinator.

This person will maintain a network of available external agencies and organisations to which Students may be referred if in difficulty.

Listed below are some of the Agencies available (copy can be found on the Student Notice Board). Should you require information regarding other support agencies in the area, please ask your Learning Support Coordinator for assistance.

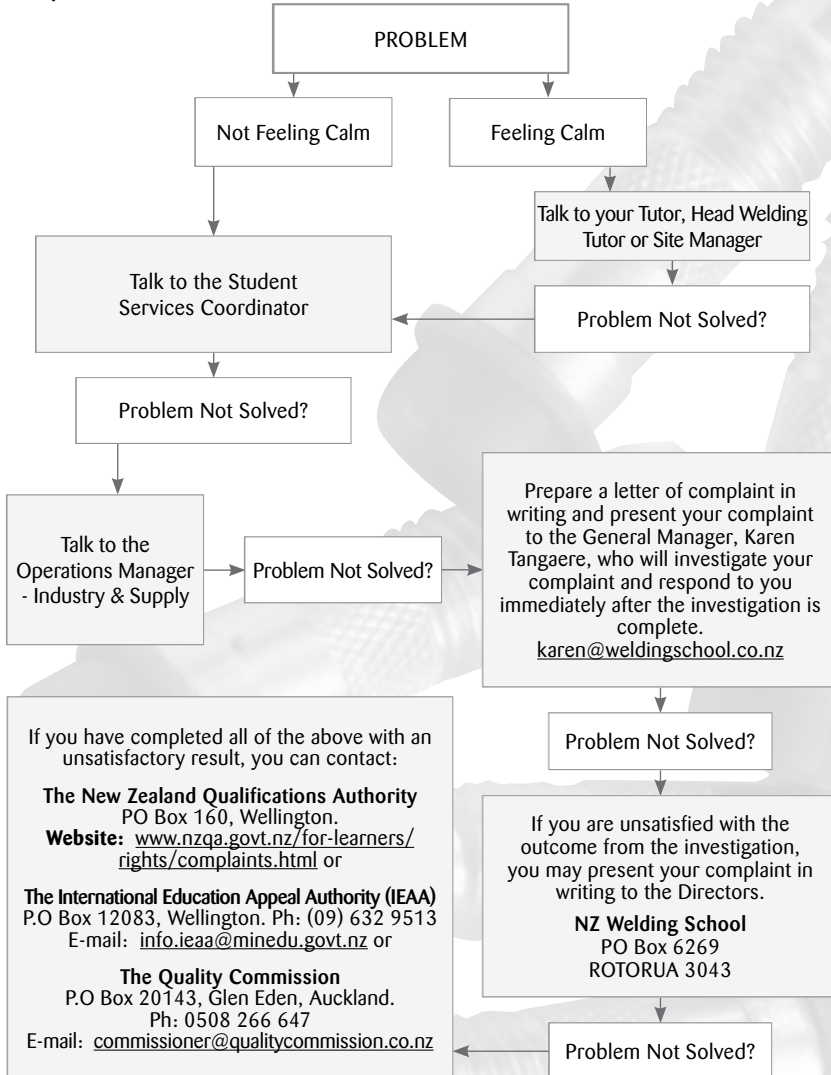
Police, Fire Service, Ambulance Service	111
Work & Income NZ (WINZ)	0800 559 009
StudyLink Student Help Desk	0800 88 99 00
Palmerston North	
International Education Appeal Authority (IEAA)	(09) 632 9513
P.O Box 12083, Wellington	
The Quality Commission	0508 266 647
P.O Box 20143, Glen Eden, Auckland	
The New Zealand Qualifications Authority (NZQA)	(04) 463 3000
Level 13, 125 The Terrace, Wellington	
Workbase Literary Support	(09) 361 3800
2 Vermont St, Ponsonby, Auckland	
Inland Revenue Department	0800 227 771
Immigration New Zealand (INZ)	0508 558 855
Alcohol and Drug Helpline	0800 787 797
Youthline	0800 376 633
Mensline	0800 636 754 (09) 522 2500
Parentline	(07) 839 4536

Complaints Procedure

It is NZ Welding School policy that complaints by Students or other persons regarding courses of training will be dealt with promptly and fairly.

It is important you follow the following steps should you have a complaint:

Complaints Procedure



Disciplinary Procedure

The following applies to ALL students:

The company reserves the right to discipline you in certain cases. Serious misconduct may result in your dismissal from the course and/or criminal charges being laid.

Removal from Course

The following are examples that may result in your removal from a course:

- Physical violence against another person.
- Consumption or possession of alcohol during training.
- Attendance at training whilst intoxicated.
- Consumption, possession or being under the influence of illegal drugs or narcotics and/or un-prescribed drugs or mind altering substances.
- Abuse or harassment towards other Students or NZ Welding School Team members. This includes verbal and physical abuse, sexual harassment or any behaviour which the recipient feels is abuse or harassment.
- Serious breach of safety requirements.
- Abuse or misuse of company tools, equipment, vehicles.
- Unauthorised possession and use of company property.
- Personal projects in any manner or form; the making of inappropriate objects, including weapons, will result in instant dismissal.
- Unauthorised possession and use of other students' property.
- Insubordination (refusal to comply with lawful and reasonable instructions).
- Negligence.
- Persistent absenteeism without a VALID reason.
- **The wearing of gang-related apparel or any other inappropriate regalia is specifically forbidden at all times.**

The above is not a complete list of all acts of misconduct, which may warrant dismissal from the course. It is an indication only and there may be other acts of misconduct, which are so serious as to warrant removal.

- **Verbal Warning:** On the first occasion of unsatisfactory behaviour, the tutor or another representative of the company, will warn you verbally:
 - that your performance/behaviour is unsatisfactory and
 - what action is required to correct the problem and
 - the consequence of continuing unsatisfactory performance/behaviour.

A written record will be made of the warning and kept in your personal file.

- **First Written Warning:** If the performance/behaviour continues after a verbal warning, you will receive a written warning.
- **Final Written Warning:** If the performance/behaviour continues to be unsatisfactory, you will receive a final written warning; issued in accordance with the first written warning and advised that further unsatisfactory performance/ behaviour may result in your dismissal.
- **Dismissal:** Any person who has received three warnings and whose performance or behaviour continues to be unsatisfactory is liable to be dismissed.
- **Instant Dismissal:** Nothing in the steps above shall prevent the School from instantly dismissing a person without notice and without warning for serious misconduct.
- **Appeal:** If at any stage a person wishes to appeal a warning they may do so to the next senior person who will hear the appeal. The decision of that person is final.



Student Drug & Alcohol Policy

Policy

Drug and Alcohol Policy

Applies To

This policy applies to all students currently enrolled on programmes with the NZ Welding School.

Policy Statement

The NZ Welding School is determined to maintain a training environment which is free of substances, whether or not they are legal, which have the potential to adversely affect a student's behaviour and performance and place their safety or health or personal well-being at risk.

The NZ Welding School will not tolerate the manufacture, possession, distribution or use in any way of illegal drugs or substances by a student or any person in or about the training premises or away from the training premises if their behaviour or performance is subsequently affected. The NZ Welding School will not tolerate the use of alcohol or substances by a student or any person in or about the training premises if their behaviour or performance is subsequently affected.

To this end, the NZ Welding School reserves the right to conduct searches for drugs or alcohol, including but not limited to, lockers, personal belongings and vehicles which are on or in a NZ Welding School property, including all NZ Welding School designated parking areas.

Breaches of this policy will be viewed very seriously. Students will face disciplinary action, including the possibility of dismissal from the programme in which they are enrolled.

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The NZ Welding School does not permit the consumption of alcohol on or around its premises at all times.

Testing

Non intrusive testing using a saliva testing device may be taken by the following circumstances.

- Reasonable Cause Testing – If the NZ Welding School has reasonable grounds to suspect that a student's performance is affected by drugs or alcohol.
- Post Accident / Post Incident Testing – Students involved in any significant accident or incident.
- Random Testing – Students involved in safety sensitive operations (where there is a significant or foreseeable risk of injury) are tested on a random unannounced basis.

Refusal To Consent

Where a student refuses to undergo a test, the refusal shall be treated as serious misconduct and disciplinary action will follow as outlines in the NZ Welding School Handbook.

Procedures

Reasonable Cause Testing

Circumstances

A student may be tested for drugs/alcohol where a NZ Welding School Team Member determines that the student's appearance, actions or behaviour suggest they may be affected by drugs/alcohol.

Post Accident/Post Incident Testing

Circumstances

A student may be tested for drug/alcohol where they are involved in any of the following circumstances:

1. An incident requiring treatment by a medical professional.
2. An incident or near miss that has significant potential to cause serious harm.
3. An incident involving damage to property or plant.

Random Testing

Circumstances

A student may be randomly selected to undergo testing. For transparency and fairness, the selection process will be carried out by a senior member of NZ Welding School management employed at the branch.



Course Fees, Refund Policies & Procedures

ALL COURSE FEES

No Student will commence a course until either a Student loan payment has been confirmed, management has agreed upon a payment schedule, or management has agreed to commencement on a case-by-case basis (conditions apply).

WITHDRAWALS AND REFUNDS PROCEDURES

Students will receive a refund as follows (where the NZ Welding School is in receipt of payment):

- Where the Student formally withdraws from the course **within** the first 8 days of commencement – refund of fees, minus costs (Administration costs of 10% of the total course fee or \$500 whichever is the lesser; the cost of the issued PPE gear if it is not returned in full and a reasonable condition; costs associated with each documented day of attendance).
- Where the Student formally withdraws from the course **after** the first 8 days of commencement, any refund of fees is at the discretion of the Company.

A Student wishing to claim a refund of fees shall submit a claim in writing to the company, at which point the Operations Manager - Governance will verify the claim and, if accepted, arrange for payment within one calendar month.

Students will not receive a refund in the following situations:

- For statutory days that fall within the course. This has been taken into account to ensure NZQA requirements are fulfilled.
- Due to reasons beyond the control of the NZ Welding School. The school will ensure the impact on delivery time will be kept to a minimal.

Where the NZ Welding School closes a course, Students will be refunded the proportion of the course tuition fees represented by the balance of the course to be taught. Additionally, the NZ Welding School will make all reasonable efforts to enable affected Students to complete course outcomes at an alternative training establishment.

NON-PAYMENT OF FEES

In the event a student commences the course, is in receipt of the issued PPE gear, then withdraws from the course prior to fees payment being received, the following procedure applies:

- You will be liable for the cost of the issued PPE gear if it is not returned in full and in a reasonable condition.
- You will be liable for administration costs of 10% of the total course fee or \$500, whichever is the lesser.
- You will be liable for costs associated with each documented day of attendance.
- You will be contacted by registered letter requesting payment within a calendar month, after which time, should you not have paid in full or arranged an approved payment schedule, your debt will be passed on to our debt recovery service (BayCorp).

NOTE – BayCorp place a charge of 25% plus GST in addition to the original debt.

Student Fees Protection

Tē Kura Tūhōnō O Aotearoa Trust Account provides Student fee protection coverage. Trustee, Barry Lane, Chartered Accountant, Iles Casey, operates the Tē Kura Tūhōnō O Aotearoa Trust Account independently of the NZ Welding School.

The Trustee may be contacted at:
Iles Casey Chartered Accountants P.O Box 1346 Rotorua

Lockers and Personal Equipment

At the beginning of each course all students are issued with a locker. It is the student's responsibility to purchase a lock to secure their locker; locks are available from your Student Services Coordinator for a nominal fee.

Students enrolled on Welding programmes are issued with safety gear. It is the responsibility of each student to ensure their safety gear is worn at all times, where applicable. Should an item of safety gear be left at home, the student, where feasible, will be advised to return home to retrieve the item, or alternatively, will be provided with other course-related duties not requiring safety gear for the duration of the session involved. In the event that an item is lost, the student will be able to purchase a replacement item (cash upon purchase) through your Student Services Coordinator; the pricelist is displayed on the Student Notice Board.

Lockers must be cleared at the end of each course and the NZ Welding School reserves the right to utilise unclaimed personal equipment as it sees fit.

Security and Surveillance

The NZ Welding School reserves the right to exercise every lawful method available when investigating 'losses', where the NZ Welding School has reasonable cause. This includes, where necessary, a search of personal effects on the premises, vehicles within the NZ Welding School's designated parking area and the use of hidden and non-hidden surveillance cameras.

Vehicles

Where the School provides car parking at your site, this is at the owner's risk. Please ensure you take adequate measures to secure your vehicle.

Mobile Phones / MP3 Players

Safety First!!! To minimise disruptions and ensure compliance with current Safety legislation, Mobiles Phones, MP3 players and all other musical instruments or equipment are banned from classroom, workshop and welding areas at all times. There are NO exceptions. These personal items are to be kept in your vehicle or secured locker.



Hoodies / Inappropriate Clothing

The NZ Welding School is committed to ensuring Staff and Students comply at all times with OSH and related Health & Safety legislation with appropriate PPE gear issued to maximise protection. To assist compliance, the wearing of hoodies or other inappropriate clothing, which can pose a serious safety risk in the workshop/welding areas, are prohibited in all areas of the school at all times.

Employment Opportunities

The NZ Welding School programmes continue to generate interest by prospective employers both in NZ and overseas to secure graduates for employment as 1st and 2nd grade ticketed welders.

These opportunities are available for graduates recommended by the NZ Welding School who have demonstrated suitability throughout the course programmes and include the following prerequisites:

- Successful completion of the Certificate in Welding & Fabrication Skills AND the Certificate in Advanced Welding. NOTE: the requirement to successfully complete the Certificate in Advanced Welding will be assessed by the prospective employer.
- 90% minimal attendance.
- Excellent personal presentation, attitude, aptitude, workplace safety and maintenance of personal protection equipment (PPE).
- Current CV. Should you require assistance please ask your Student Services Coordinator.
- Full driver's licence.
- Valid passport (overseas appointments).
- Evidence of industry experience. NOTE: the requirement for evidential industry experience will be assessed by the prospective employer.

All enquiries to be directed to:
Operations Manager - Industry & Supply
NZ Welding School
P. (07) 348 8840
M. 027 226 1198
E. enquiries@weldingschool.co.nz





Building Evacuation Procedure

To safely evacuate the building the following steps must be followed:

1. Turn off any electrical equipment you are using.
2. If you are using a welding machine, ensure you close off all gas valves.
3. Make your way in an orderly fashion to your nearest EXIT. Exits are shown on site plans displayed around the buildings.
4. Make your way to the Evacuation Assembly Point (marked on site plans displayed around the buildings) for a roll call.
5. The Site Safety Officer will collect the Health and Safety sign-in registers from the office; checks to make sure the building is clear (unless it is unsafe to do so) and conduct a roll call to ensure the building(s) have been fully evacuated.
6. No-one shall re-enter a building to check on persons unaccounted for unless authorised by the Site Safety Officer.

International Student Information

A collection of various welding tools and equipment, including cables, connectors, and a torch, arranged in a vertical stack on the right side of the page.

The NZ Welding School has agreed to observe and be bound by the Code of Practice for the Pastoral Care of International Students published by the Ministry of Education. A copy of the Code is available from this institution or from the Ministry of Education Website: www.minedu.govt.nz

Driving and Traffic Safety in New Zealand

Please ask your Student Services Coordinator for information regarding requirements for driving in New Zealand and other Road Safety issues such as cycling and pedestrian rules.

Banking

There are several banking options available to you while you are studying in New Zealand. It is advisable that you open a bank account at a local branch that offers the range of services to suit your requirements. Your Student Services Coordinator will assist you with this process if requested.

Personal Safety

New Zealand is generally perceived to be a safe country. There are, however, some practicable steps you can take to ensure your personal safety while studying and living in New Zealand.

1. Do not carry large amounts of cash around with you.
2. Do not leave your vehicle unlocked or leave valuables in your vehicle unattended.
3. Avoid walking alone at night.
4. Do not carry weapons at any time.
5. Report to the nearest Police Station should you be concerned about your personal safety or have been the victim of criminal behaviour.
6. Dial 111 for an emergency – Police, Ambulance or Fire.

Alcohol and Tobacco products

New Zealand law does not permit persons under the age of 18 years to purchase alcoholic or tobacco products and may request evidence of your age.

Privacy of Information

All personal information held by the NZ Welding School will be dealt with in accordance with the Privacy Act 1993. If you want details about this Act and how it applies to your personal information, please ask your Student Services Coordinator.

If you change your residential address or any other contact details, you must advise the NZ Welding School immediately.

As an International Student, your attendance is mandatory. Persistent absenteeism will result in Immigration New Zealand being informed and your Student Visa may be revoked.

Certificate in Welding & Fabrication Skills

Duration: 14 Weeks



Week One	Induction – Day 1, 2 & 3 Unit Standard 21911, 21912 & 21907 Workshop (Toolbox Template) Day 4 – Unit Standard 2395 & 2396 Day 5 – Thermal Theory – Unit Standard 2683 Day 5 – Thermal Practical (Gas Cutting)
Week Two	Workshop 1 – 3 (Toolbox / Scriber) Drawing / Theory – Unit Standard 2682 BOC Safety Welding 1 – Thermal Practical (Plasma / Air Arc Gouging) Welding 2 – 5 – Arc Practical
Week Three	Workshop 1 – 3 (Tool Use) Drawing / Manual Metal Arc Theory – Unit Standard 2671 Welding 1 – 5 – Arc Practical
Week Four	Workshop 1 – 3 (Drill Plate / Chisel Flat) Drawing / Stainless Steel Theory – Unit Standard 2676 Welding 1 – 5 – Arc Practical
Week Five	Workshop 1 – 3 – (Arc Pressure Box) Drawing / Gas Metal Arc Theory – Unit Standard 2672 Welding 1 -5 – Stainless Practical
Week Six	Workshop 1 – 3 (Bevel Square) Drawing / Gas Metal Arc Theory – Unit Standard 2673 Welding 1 -5 – Stainless Practical
Week Seven	Workshop 1 -3 (Chipping Hammer) Drawing / Gas Tungsten Arc Welding Ali – Unit Standard 2677 Employment Skills (CV Preparation / Career Services) Welding 1 – 5 – Stainless / MIG Practical
Week Eight	Workshop 1 – 3 (MIG Pressure Box) Drawing / Maths Theory Welding 1 – 5 – MIG Practical
Week Nine	Workshop 1 – 3 (Engineers Square) Drawing / Costing Recognition / Measurement Unit Standard 4433 Welding 1 – 5 – MIG Practical
Week Ten	Workshop 1 – 3 (MIG Pressure Box) Drawing – Candlestick (Design / Draw / Cost) Theory – Marking Out Tools Unit Standard 4436 Welding 1 – 5 – MIG / Ali TIG Practical



Week Eleven	Workshop 1 – 3 (Radius Attachment) Drawing – Candlestick / Revision Employment (Interview Techniques / Presentation) Welding 1 – 5 – Ali TIG Practical
Week Twelve	Workshop 1 – 3 (Ali TIG Pressure Box) Drawing – Advanced Exercises Theory – Drill Sharpening Welding 1 – 5 – Ali TIG Practical / Candlestick
Week Thirteen	Workshop 1 – 3 Complete Projects / Test Plate Preparation Drawing – Advanced Exercises Theory – Test Procedures Welding 1 – 5 – Complete Exercises / Test Plate
Week Fourteen	Workshop 1 – 3 Complete Projects / Test Plate Preparation Drawing – Advanced Exercises Theory – Revision Welding 1 – 5 – Complete Exercises / Test Plate

IMPORTANT POINTS TO REMEMBER

1. The Workshop Projects have been designed specifically, through consultation with industry, to teach you valuable fabrication skills and enhance your employment opportunities.
2. Under NO circumstances are private projects allowed.
3. The Theory component of a Unit Standard **MUST** be completed prior to beginning the Practical component.
4. If you miss a Theory Unit Standard you must discuss joining the next group doing that Theory Unit with the Head Welding Tutor.
5. Upon successful completion of your course at the end of week 12, you **MAY** be eligible to sit one or more (up to a maximum of three) welding tickets at the discretion of the Head Welding Tutor or Operations Manager - Industry and Supply.
6. If you can evidence prior welding experience, you can apply in writing to the Operations Manager for approval to sit a Welding Ticket not included in the programme in which you are enrolled. **This applies to Certificates in Welding & Fabrication Skills students only.**
7. Additional exercises will be issued in the event of early completion or to help further enhance your practical skills to meet the demands of the modern workplace.

To further enhance your employment and weld ticket opportunities, the NZ Welding School encourages students committed to pursuing a career in Welding to staircase to the Certificate in Advanced Welding.

Certificate in Advanced Welding

Duration: 14 Weeks



Week One

Induction
Workshop 1 – Theory Unit Standard 2417
Workshop 2 & 3 – Tooling
Drawing – Unit Standard 2414
Theory – Unit Standard 2685
Welding 1 – 5 – Arc

Week Two

Workshop 1 – 3 – Tooling
Theory / Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – Arc

Week Three

Workshop 1 – 3 – Tooling
Theory – Unit Standard 2685
Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – Arc

Week Four

Workshop 1 – 3 – Flange
Theory / Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – MIG

Week Five

Workshop 1 – 3 – Flange / Stab
Theory – Unit Standard 16954
Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – MIG

Week Six

Workshop 1 – 3 – Stab / Brace
Theory – Unit Standard 16954
Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – MIG

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Week Seven

Workshop 1 – 3 – Brace
Theory – Unit Standard 2688
Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – TIG Stainless

Week Eight

Workshop 1 – 3 – Beam
Theory – Unit Standard 20917
Drawing – Unit Standard 2414 / Projects
Welding 1 – 5 – TIG Stainless

Week Nine

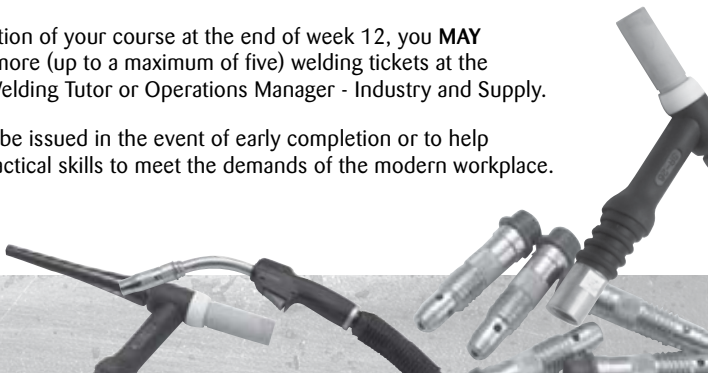
Workshop 1 – 3 – Beam
Theory – Unit Standard 2689
Revision – Theory / Drawing
Workshop (Stainless Steel Pressure Box)
Drawing – Unit Standards 2430 / 2431

Week Ten	Workshop 1 – 3 – Beam Theory – Unit Standard 2675 Drawing – Unit Standard 2414 / Projects Welding 1 – 5 – TIG Ali
Week Eleven	Work Experience (Conditions Apply) Workshop 1 – 3 – Ali Pressure Box Theory / Weld 1 – Site Visit Drawing – Unit Standard 2414 / Projects Welding 2 – 5 – MIG Ali
Week Twelve	Work Experience (Conditions Apply) Workshop 1 – 3 – Streaming Theory / Drawing – Revision / Ticket Process Welding – MIG Ali
Week Thirteen	Work Experience (Conditions Apply) Workshop 1 – 3 – Streaming Theory / Drawing – Revision / Ticket Process Welding 1 – 5 – Tickets
Week Fourteen	Work Experience (Conditions Apply) Workshop 1 – 3 – Streaming Theory / Drawing – Ticket Process Welding 1 – 5 – Tickets

IMPORTANT POINTS TO REMEMBER

1. The Workshop Projects have been designed specifically, through consultation with industry, to teach you valuable fabrication skills and enhance your employment opportunities.
2. Under NO circumstances are private projects allowed.
3. The Theory component of a Unit Standard **MUST** be completed prior to beginning the Practical component.
4. If you miss a Theory Unit Standard you must discuss joining the next group doing that Theory Unit with the Head Welding Tutor.
5. Upon successful completion of your course at the end of week 12, you **MAY** be eligible to sit one or more (up to a maximum of five) welding tickets at the discretion of the Head Welding Tutor or Operations Manager - Industry and Supply.
6. Additional exercises will be issued in the event of early completion or to help further enhance your practical skills to meet the demands of the modern workplace.

Current as 1 February 2011





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