

# Drainlaying Category A Evidence Guide

**Assessment Evidence Guide for applicants to prepare for  
Recommendation for Registration**

## EVIDENCE

### Compulsory – you must tick all boxes and provide these 4 pieces of evidence:

1. A certified copy of your relevant formal qualification certificate which:
  - Is dated (dd/mm/yyyy)
  - Includes the name of the institute where the training took place
  - A transcript relating to said qualification (where possible)
2. Evidence of two years working full time in drainlaying in the form of letters from current and/or past employer(s) which:
  - Covers the required 2 year time period
  - Are on headed paper
  - Signed and dated by the author
  - Lists specific drainlaying work carried out
  - Specify exact dates (dd/mm/yyyy) of employment with each employer

IF you are currently working in New Zealand you must supply a letter from this employer.

3. It is expected that you provide evidence of First Aid, Site Safe, and any other relevant Health & Safety training courses attended, e.g. General Health and Safety, Height Safety.
  - First Aid certificate or equivalent
  - Site Safe certificate or equivalent
  - Confined Spaces certificate or equivalent
  - Other Health and Safety training courses attended
4.  I have completed the drainlaying evidence guide and collected physical evidence from the given list for each of the criteria outlined in the guide.

**Other – you must provide further evidence to show you meet the competencies required. We generally expect no more than 30 documents (1-3 for each of the points in the evidence guide table), your focus should be on quality rather than quantity. If you have trouble uploading your evidence, don't worry we can accept more documents once we have your application.**

**Examples of the type of other evidence to supply:**

- A copy of your trade license card, current or expired.
- A transcript that relates to your qualification (i.e. listing the topics covered in the qualification)
- Certified copies of other relevant training, e.g. specialised training, or courses such as: Asbestos, Solar Heating, supplier training.
- BCA inspector site inspection paperwork or testimonials from Council inspectors.
- Photographic or video evidence showing range and types of work undertaken.
- Job cards verified by supervisor.
- Certified copies of invoices, tax records, contracts, design plans, Council / Territorial Authority plans, quotes, consent/permits, etc

## WHAT YOU'LL NEED EVIDENCE OF:

For each of the following competencies you will need to supply verified evidence and/or show understanding. **Use this checklist to record what evidence you will supply for each. There is an example shown in red.**

We **generally expect no more than 30** documents (1-3 for each of the points below), and your focus should be on **quality rather than quantity**.

Competency	✓	My Evidence
<i>Understanding safe excavation and trenching methods</i>	✓	<i>Transcript of your training showing this skill included or, listed in a letter from Employer Photographs</i>
Understanding safe excavation and trenching methods	<input type="checkbox"/>	
Understanding, installing, and maintaining trade waste interceptor traps including grease traps, petrol traps etc.	<input type="checkbox"/>	
Evidence of working with tools and equipment for Drainlaying projects.	<input type="checkbox"/>	
Understanding the properties of wastewater and application of less frequently used materials. Application of materials used in drainlaying, including material protection and jointing methods.	<input type="checkbox"/>	
Understanding of as built drawings & job variations. Draw job specifications	<input type="checkbox"/>	
Wing wall structures, baffles, and grates	<input type="checkbox"/>	
Wet and dry inspection chambers	<input type="checkbox"/>	
Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding.	<input type="checkbox"/>	
Installation and maintenance of surface water handling systems.	<input type="checkbox"/>	
Installation and maintenance of wastewater treatment systems.	<input type="checkbox"/>	
Pump types, installations, and maintenance.	<input type="checkbox"/>	

## WHAT YOU'LL ALSO NEED TO BE AWARE OF:

For each of the following you will need to show an understanding of how to access appropriate compliance documents for the following resources:

### NEW ZEALAND COMPLIANCE REQUIREMENTS

- Understanding of the regulatory framework for Drainlaying.
- Understanding of the registration classes and limitations/responsibilities of each.

Resources can be sourced from <https://www.pgdb.co.nz/>

- Knowledge of the applicable sections of the NZ Building code requirements and acceptable solutions.

Resources can be sourced from <https://www.building.govt.nz/building-code-compliance/>

## COMPLETING YOUR APPLICATION

Once you have compiled your evidence and completed all the requirements outlined in this guide you are ready to submit your application.

Follow the instructions on the website to make your payment, and complete and submit your application.

Please note that when you submit your application you will be confirming the following.

### Declaration

By submitting this form, I confirm that:

- I understand that payment is non-refundable.
- I have understood the eligibility criteria and I am able to supply all the required information.
- The information contained in my application is true and correct.
- I understand that if I obtained my registration or licence wrongfully, the Board may, following due process, cancel them.

## FINAL CHECKLIST

This checklist is for your reference to ensure you have completed all requirements.

I have completed the following:

- Applied for the correct category (Category A)
- Match the eligibility criteria for Drainlaying Category A
- Assembled all evidence - ticking off all points on the compulsory evidence checklists and including some further evidence from the "Other" section in your evidence checklist
- Read and understood the declaration
- Understand what the next step in the application process is