

Applicant Evidence Guide and Checklist

Recognition of Current Competency

New Zealand Certificate in Scaffolding (Level 4) (Trade)

Applicant name	
National student number (NSN) (if known)	
Organisation name	

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Introduction

This guide outlines the assessment process, provides you with guidance on what evidence to collect, and a checklist to ensure you have completed and included all required components to achieve the New Zealand Certificate in Scaffolding (Trade), Level 4.

Please read it carefully and follow the instructions in each section to ensure a smooth, and successful outcome. You will be required to submit this document to Skills as part of your application.

The next section, **What will you be assessed against**, lists the unit standards that are in the level 4 qualification.

The **Build your evidence** section, lists the evidence you need to provide to meet the requirements of the qualification.

In the **Final Assessment** section, information about the final capstone assessment can be found.

After the Assessment explores the possible next steps after an assessor has reviewed the evidence you have provided.

It is important that you use the final checklist provided at the end of this guide to ensure you have completed everything required before you submit your application.

If you have any questions about the assessment process, need help or have any special requirements for assessment please email us at recognition@skills.org.nz.

What you will be assessed against:

To achieve the New Zealand Certificate in Scaffolding (Level 4) Trade you must be able to:

- Apply technical knowledge of maintaining safety and slinging loads to develop a safety plan and a rescue plan to manage risks when working at heights.
- Lead a team to complete complex scaffolding works.
- Erect, alter and dismantle simple and complex scaffold structures, ensuring compliance with health and safety legislation and the Good Practice Guidelines for Scaffolding in New Zealand.
- Apply technical knowledge of loading and material properties to design simple and complex scaffold structures to meet client requirements.

The table below shows you the content of the qualification and tells you how you will be assessed for competency.

Please note that level 3 is embedded as part of the level 4 qualification

The following unit standards are part of the prerequisite training for this qualification. If you do not already hold these you will need to get them from a provider **before** you apply. Refer to the website for details on where to do this.

Pre-requisites for Level 4

3789 or 30072	Sling varied regular loads and safely direct a crane during crane operations Or Demonstrate and apply knowledge of slinging regular loads safely
15757	Use, install and disestablish temporary proprietary height safety systems when working at height
23229	Use safety harness system when working at height
30264	Describe duties, rights, representation, and the regulator in terms of New Zealand health and safety legislation.
23719	Erect, operate, and dismantle proprietary winches on scaffolding
23720	Erect, operate, and dismantle mast climbers

These remaining unit standards will be assessed by your Skills assessor.

19621	Interpret and apply legislative requirements in the design of scaffolding works
20856	Plan and prepare for the erection of scaffolding
19623	Use tube and coupler in standing proprietary scaffolds

20858	Base out tube and coupler scaffolding
20859	Base out proprietary frame scaffolding
20860	Base out individual component proprietary scaffolding
20861	Demonstrate, at height, safety procedures for the erection of scaffolding
20862	Demonstrate, at height, safety procedures for the dismantling of scaffolding
23223	Base out returns for tube and coupler scaffolding
23224	Erect and dismantle standing tube and coupler scaffolding
23225	Erect and dismantle mobile scaffolding
23226	Erect and dismantle proprietary falsework
23227	Erect and dismantle standing proprietary scaffolding
23228	Complete a scaffolding inspection compliance report
23715	Design, erect, and dismantle scaffolding ties
19620	Interpret and apply scaffolding health and safety legislative requirements
19622	Use and maintain scaffolding hand and portable power tools
30266	Demonstrate knowledge of workplace health and safety culture and practices
30628	Demonstrate and apply knowledge of leadership skills and communicate instructions on a scaffolding worksite
23231	Develop a safety plan to manage risks when individuals are working at height and fall prevention strategies are required
23232	Develop a rescue plan for recovery of a suspended individual after a fall
23722	Supervise the erection and dismantlement of scaffolding
23716	Erect and dismantle vessel scaffolding
23717	Erect and dismantle birdcage scaffolding
23718	Erect and dismantle Catch Fans
23721	Erect and dismantle sloping platforms
26606	Erect and dismantle simple cantilevers from an existing scaffold

Confirm eligibility and build your evidence

Please tick the boxes to confirm you meet the eligibility criteria

Eligibility criteria	
I have at least 5 years' experience in scaffolding	
I am based in New Zealand and currently working in scaffolding	
I can supply 2 work referees	
I already hold or have completed the pre-requisite unit standards	

Below is a list of evidence you need to put together for your application.

Please tick the boxes and complete the notes column as you gather the related evidence for submission.

Evidence required	✓	Notes	Use this column to note what evidence you are supplying with your application
Evidence of achievement of a qualification in Scaffolding (e.g. completion certificate or similar)		Note the name and origin of your qualification Where no qualification is held note "N/A"	
A transcript of the qualification course/s (where possible)		A transcript usually accompanies a qualification certificate and details the modules/topics covered.	
Completed work referee form (on the next page)		You must provide 2 referees who are or have been your manager or supervisor.	
Evidence of work experience		This can be a logbook or similar, and/or written work history including all employment held and dates of that employment, verified by your manager. A detailed CV is acceptable. Employer references or statements of employment on company letterhead are good additional evidence.	

Evidence required	✓	Notes	Use this column to note what evidence you are supplying with your application
<p>NZQA Record of Learning showing you have achieved the following prerequisite unit standards:</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3789 Sling varied regular loads and safely direct a crane during crane operations <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> 30072 Demonstrate and apply knowledge of slinging regular loads safely <input type="checkbox"/> 15757 Use, install and disestablish temporary proprietary height safety systems when working at height <input type="checkbox"/> 23229 Use safety harness system when working at height <input type="checkbox"/> 30264 Describe duties, rights, representation, and the regulator in terms of New Zealand health and safety legislation <input type="checkbox"/> 23719 Erect, operate, and dismantle proprietary winches on scaffolding <input type="checkbox"/> 23720 Erect, operate, and dismantle mast climbers 		<p>Prerequisite Training requirements are detailed on the website. Certificates from the providers showing achievement of the unit standards is also acceptable.</p>	

Work referee form

Please complete the forms below. The referee must be a person for whom you have worked within the last 5 years (for example a supervisor or a manager).

Referee 1

Name	
Organisation	
Position	
Phone or Mobile	
Email	

Referee 2

Name	
Organisation	
Position	
Phone or Mobile	
Email	

Final Assessment

The final assessment is a written theory assessment that requires you to answer a number of knowledge questions about the planning and application of techniques to perform scaffolding activities safely and competently. Your assessor will let you know when you can sit your final assessment and will ensure the assessment is taken in a supervised environment.

The assessment involves the following:

- You will have **two hours** to complete the assessment.
- You will need to answer **questions** covering all the topics within the qualification. You will need to solve some mathematical problems.

If you achieve **80% or over**, your assessor will work with you to bridge any gaps in knowledge.

If you score **less than 80%**, you will have one opportunity to re-sit the final assessment. You will be marked as achieved when the assessor has evidence of your competency across all the topics covered in the final assessment.

- Calculators are permitted; however, no mobile phones are allowed.

To prepare for this assessment, you will need to be familiar with:

- Current Approved Code of Practice for load lifting and Scaffolding
- Good Practice Guidelines
- Own company Standard Operating Procedures (SOP), tools, Safe Work Method Statements (SWMS) for all Scaffolding work
- Company's equipment and inspection and out of service procedures
- New Zealand health and safety regulations.

You will need to submit your completed assessment to your assessor for marking.

After the assessment

The assessor will review all the evidence you have submitted and determine if you have met the requirements of the qualification. There may be one of the following three possibilities.

Qualification requirements met

If the assessor has found that you meet the qualification requirements, they will report the credits to Skills. Skills will verify qualification completion with NZQA. On successful verification, Skills will award you the qualification. The qualification along with the individual unit standards achieved within this programme will be reflected on your NZQA Record of Achievement.

Minor gaps

If the assessor has found minor gaps, your assessor will provide you with feedback and discuss the best way to bridge gaps. Some ways in which gaps can be bridged are:

▀ Verbal discussion

The assessor will have a conversation with you to address the gaps identified. The assessor may ask you some questions and you will have to answer them verbally. The assessor will either make notes to summarise your discussion or will record the conversation with your permission. Recordings will be used for assessment and moderation purposes only.

▀ Observation of practical tasks

The assessor may require observations as evidence of practical tasks. You can choose to have the assessor arrange a visit to observe you (this may incur an additional cost) or you may request the assessor provide you with a list of tasks that you need to be observed on, and you can have your manager observe you perform the task. The manager will then have to provide a verification of the observation to your assessor.

▀ Workplace documents

The assessor may ask you to provide workplace documents to address gaps. The assessor will work with you to determine the type of evidence needed and the quantity and quality expected.

➤ **Completing a unit standard through an NZQA registered provider**

The assessor may recommend that you approach a NZQA registered provider to bridge the assessment gaps. This would usually be recommended if the gaps identified are large or critical to assessment.

➤ **Other forms of evidence**

If you have something you think will be good evidence, discuss this with your assessor. Your assessor will be happy to consider other forms of evidence outside this as long as it satisfies the unit standard requirements.

The assessor will consult with you to agree on a plan to bridge the gaps within an agreed timeframe.

Once you have produced the additional evidence required to bridge the gaps as agreed with your assessor; your assessor will decide on your competency against the unit standards within this qualification. If they have found you have achieved the requirements, the assessor will follow the process outlined in Qualification requirements met above.

If you are unable to produce the evidence to bridge the gaps, your assessor will report the unit standards that you have achieved to Skills. These will be reflected on your NZQA Record of Achievement. Please note that if there are unit standards that are not achieved, then the qualification cannot be awarded.

Major gaps

If there are major gaps, the assessor will provide you with feedback, take you through the gaps identified and make recommendations for you to bridge the gaps. This may include recommending you go to a provider to bridge the gaps. Any work done with a provider will be at your own cost. Your assessor will report the units you have achieved to Skills. These will be reflected on your NZQA Record of Achievement.

If you are unhappy with your assessor's decision, you are entitled to appeal it. The Recognition appeals process is available here:

[Skills Recognition Assessment Appeals Process - Skills](#)

Completing your application

Once you have compiled your portfolio of 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 agreeing to the following declaration.

Declaration

By submitting this form, I confirm that:

- I understand that payment is non-refundable.
- I have understood the eligibility criteria and evidence requirements and I am able to supply all the required information.
- I believe I have the skills, knowledge and experience at (or near) the level required by the qualification.
- I have completed all the required prerequisite training for the qualification I am applying for.
- The information contained in my application is true and correct and all evidence is my own.
- I am aware that the evidence in my portfolio of evidence and a record of the competency discussion will be subject to quality assurance processes by The Skills Organisation (e.g. moderation, verification, validation).

FINAL CHECKLIST

Complete this checklist to ensure you have completed all requirements.

I have completed the following:

Prerequisite training/or I already hold units 3789 or 30072; 30264; 15757; 23229; 23719 & 23720.

Assembled my portfolio of evidence and filled out the evidence checklist in this guide.

Provided the details of two professional referees.

Filled out the Training Agreement and Programme Schedule forms.

Read and understood the Declaration