**Recognition of Current Competency**

**New Zealand Certificate in Scaffolding (Level 5)**

 **Process Overview C**

For experienced scaffolders who:

- hold the National Certificate / New Zealand Certificate in Scaffolding Level 4 or have the Advanced Certificate endorsements1 see footnote, and hold a current workplace first aid certificate; and

- have/ will obtain the New Zealand Certificate in Scaffolding (Proprietary Suspended) or have the Suspended Certificate endorsements2 see footnote before completing this Level 5 qualification.

**STEP 1**

**Process Overview –** Read, understand, and submit

* **Qualification Overview** – Read
* **Eligibility Checklist** –Submit to Skills
* **Declaration** –Submit to Skills
* **Training Agreement** – Submit to Skills
* **Payment** – Contact Skills
* Your assessor will give you the learner guide and will provide you with access to the final assessment.
* You will need to build your portfolio, including:
* supporting evidence for the completed eligibility checklist
* logbook (or similar) showing work experience
* work referee form
* evidence of meeting the minimum requirements
* evidence of formal qualification
* completed final assessment.
* You will submit these to your assessor.
* Your assessor will review your evidence and provide feedback.

**STEP 2**

**STEP 3**

* If you do not meet the pass mark required in the final assessment, you will be allowed **one** re-sit.
* Overall, if there are **minor** gaps, your assessor will discuss the best way to bridge the gaps, and Skills will award the qualification on successful completion it.
* Overall, if there are **major** gaps:
* the assessor may ask you to go to a provider to bridge them (this will be at your own, additional cost); and
* the assessor will award you with the unit standards you have achieved.

The assessor’s decision will be based on the types of gaps identified and the extent of the gaps. The assessor will make a holistic judgement on your competency for the qualification at this level.

**Qualification Overview C**

The qualification overview outlines qualification requirements, including the topics covered and skills expected. Read through the below carefully and check you have (or are near) the skills, knowledge and experience required.

##### To achieve the New Zealand Certificate in Scaffolding (Level 5) you must be able to:

* Apply design principles in the design of scaffolding and manage the handling of advanced scaffolding components as specified in the Health and Safety Regulations competence endorsements, and non-proprietary suspended scaffolding.
* Design, erect and dismantle multi-faceted and complex scaffolding as specified in the Health and Safety Regulations competence endorsements, and non-proprietary suspended scaffolding.
* Provide site-wide leadership for scaffolding, including the supervision of staff on medium to large projects.

**To be eligible for RCC, you will need to:**

* Hold the New Zealand Certificate in Scaffolding (Trade) Level 4,
 Or
Have the Advanced Certificate endorsements including:
* Barrow ramp (sloping platform)
* Catch nets (fans)
* Hoist (load not exceeding 250 kilograms)
* Mast climbers
* Scaffolding associated with perimeter safety screens or shutters
* Spurred scaffolds
* Tube and coupler scaffolding
* Hold a current workplace first aid certificate, including the following unit standards
* 6400 Manage first aid in an emergency situation
* 6401 Provide first aid
* 6402 Provide basic life support

Or

* 26551 Provide first aid for life threatening conditions
* 26552 Demonstrate knowledge of common first aid conditions and how to respond to them
* Have the skills, knowledge, and experience at (or are near) the level required by this qualification
* Have at least seven years’ experience in scaffolding and be currently employed
* Provide the names and contact details of at least two work referees

**You will need to provide evidence of the above to your assessor.**

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| **If you do not already hold the following qualification or endorsements, you will need to get either of these at any time before qualification completion.****If you have any questions about this, call Skills on 0508-SKILLS** |
| The New Zealand Certificate in Scaffolding Level 3 (Proprietary Suspended) Or the following Suspended Certificate endorsements:* Bosun's chair - handheld or mechanical
* Swinging stage - handheld or mechanical
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| **If you do not already hold the following unit standards, you will need to get these from a provider at any time before qualification completion.****If you have any questions about this, call Skills on 0508-SKILLS** |
| 3789 v1-8 or3789 v930072 | Sling varied regular loads and safely direct a crane during crane operationsSling varied regular loads and safely direct a crane during crane operations; andDemonstrate 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 |
| 30266 | Demonstrate knowledge of workplace health and safety culture and practices |

##### You will be required to provide evidence to show you have skills at Level 5.

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| The table below shows you the content of the qualification which your assessor will assess you on.  |
| **Level 5** |
| 26596  | Apply design principles in the design of scaffolding |
| 26597  | Manage advanced scaffolding components |
| 26598  | Design, erect, and dismantle advanced cantilevers |
| 26599  | Design, erect, and dismantle hanging scaffolds |
| 26600  | Design, erect, and dismantle a covered way and gantry |
| 26601  | Design, erect, and dismantle loading platforms |
| 26602  | Design, erect, and dismantle a roof saddle scaffold |
| 26603  | Design, erect, and dismantle advanced falsework |
| 26604  | Design, erect, and dismantle advanced support systems for suspended scaffolding |
| 21336  | Lead a team to achieve a project outcome |
| 23722  | Supervise the erection and dismantlement of scaffolding |
| 30628  | Demonstrate and apply knowledge of leadership skills and communicate instructions on a scaffolding project |

**Eligibility Check C**

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| The eligibility check outlines our entry requirements to the qualification as an experienced scaffolder. You are required to conduct a self-assessment by answering the questions below. You must complete this yourself. It is important you do an honest and accurate self-assessment because if major gaps are identified when your assessor reviews your evidence, you may be required to bridge the gap at an additional cost, through a provider. |

Complete this eligibility checklist by answering the questions below.

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| 1 | Do you:[ ]  Hold the New Zealand Certificate in Scaffolding (Trade) Level 4 or[ ]  Have the following Advanced Certificates endorsements?*Please tick the endorsements you have (if applicable)*[ ] Barrow ramp (sloping platform)[ ] Catch nets (fans) [ ] Hoist (load not exceeding 250 kilograms)[ ] Mast climbers[ ] Scaffolding associated with perimeter safety screens or shutters[ ] Spurred scaffolds[ ] Tube and coupler scaffolding | [ ] Yes | [ ]  No |
| 2 | Do you hold:[ ]  A current workplace first aid certificate, and [ ]  The unit standards listed below?Please tick the unit standards you hold[ ]  6400 Manage first aid in an emergency situation[ ]  6401 Provide first aid[ ]  6402 Provide basic life supportOr[ ]  26551 Provide first aid for life threatening conditions[ ]  26552 Demonstrate knowledge of common first aid conditions and how to respond to them | [ ] Yes | [ ]  No |
| 3 | Do you believe you have the skills, knowledge, and experience at (or are near) the level required by this qualification and can provide evidence to support this? | [ ] Yes | [ ]  No |
| 4 | Do you have at least seven years’ experience in scaffolding and are currently employed? | [ ] Yes | [ ]  No |

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| 5 | Can you provide the names and contact details of at least two work referees? Referees must be people you have reported to (for example your supervisor, manager) | [ ] Yes | [ ]  No |
| **If you answered No to any of the above, do not continue as you do not meet the eligibility criteria for RCC. Contact Skills to find out about the standard pathway programme.****If you answered Yes, please continue to the next section.** |
| 6 | Do you hold the following qualification or endorsements?*Please tick the qualification or endorsement you hold*[ ] The New Zealand Certificate in Scaffolding Level 3 (Proprietary Suspended) Or[ ] The following Suspended Certificate competence endorsements:[ ] Bosun's chair - handheld or mechanical[ ] Swinging stage - handheld or mechanicalI**f you do not hold the above qualification/ endorsements**, **you will need to obtain either of them at your own additional cost,** as part of the qualification completion requirements. | [ ] Yes | [ ]  No |
| 7 | Do you hold the following unit standards?**Please tick the units you already hold (if any)**[ ]  3789 (versions 1-8) Sling varied regular loads and safely direct a crane during crane operations, or[ ]  3789 (version 9 onwards) Sling varied regular loads and safely direct a crane during crane operations; and [ ]  30072 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☐ 30266 Demonstrate knowledge of workplace health and safety culture and practicesI**f you do not hold the above unit standard/s**, **you will need to obtain them from a provider at your own additional cost,** as part of the qualification completion requirements. |  |  |

**Build your portfolio evidence list**

Read the list below to get an idea of suggested evidence to show you have the necessary skills, knowledge, and experience to achieve the qualification.

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| 1 | [ ]  1 scaffold plan with calculations that shows you can determine the load bearing  capacity for scaffolding components along with the calculations for it[ ]  1 gear list of the supporting structure [ ]  1 SWMS (Safe Work Method Statement) that show you have considered the ground  capacity to take load based on the type of scaffolding and the ground conditions. |
| 2 | [ ]  1 scaffold plan with calculations that shows you can design support mechanisms for a  scaffold **supported by an existing structure** [ ]  1 gear list of the supporting structure[ ]  1 drawing that shows you can design ties and bracing, and design attachment  methods and designate attachment points.  |
| 3 | [ ]  1 scaffold plan with calculations that shows you can design support mechanisms for  scaffolding and scaffold attachments **supported by or attached to another scaffold  (**other than cantilever)[ ]  1 inspection sheet that shows you have assessed the existing structure to support  additional scaffolding, have considered the impact of the additional scaffolding on the  existing one and have strengthened existing scaffolding as needed.[ ]  1 drawing that shows you can design ties and bracing, and design attachment  methods and designate attachment points.[ ]  1 scaffold notification form for Worksafe [ ]  1 manufacturers specification for equipment used or engineer's report for equipment  used  |
| 4 | [ ]  1 scaffold plan with calculations that shows you can safely **manage advanced  scaffolding components** [ ]  1 equipment inspection register that shows you can inspect advanced scaffolding  components for damage, test them and perform routine maintenance on them.[ ]  1 Standard/ Safe Operating Procedure (SOP) for advanced scaffolding components[ ]  1 gear list of the advanced scaffolding components used in the scaffold plan and  transported to site[ ]  1 transport docket that shows you have arranged the load of the advanced scaffolding  components on the transport safely and according to the scaffold plan.  |
| 5 | [ ]  2 scaffold plans with calculations for **tube and fitting cantilevers** one constructed from [ ]  an existing scaffold and one [ ]  directly from a supporting structureone of the plans must have [ ]  at least two liftsGather the set of documents below for **each of the two plans**:[ ]  1 scaffold plan with calculations that shows you can calculate loads on a cantilever  supporting structure on outboard, inboard and fulcrum points[ ]  1 gear list of the supporting structure[ ]  1 inspection sheet that shows you have assessed the existing structure to support  additional scaffolding, have considered the impact of the additional scaffolding on the  existing one and have strengthened existing scaffolding as needed. It must also  show that you can erect and dismantle a cantilever and that the structure is  compliant when erected (US 26598 1.1 – 5.4)[ ]  1 drawing that shows you can design ties and bracing, and design attachment  methods and designate attachment points.[ ]  1 scaffold notification form (for Worksafe) [ ]  1 manufacturers specification for equipment used or engineer's report for equipment  used [ ]  1 job sheet [ ]  1 SOP for Personal Protective Equipment (PPE)  |
| 6 | [ ]  one scaffold plan with calculations for **proprietary cantilevers.**The plan must have [ ]  at least two lifts.Gather the set of documents below:[ ]  1 scaffold plan with calculations that shows you can calculate loads on a cantilever  supporting structure on outboard, inboard and fulcrum points[ ]  1 gear list of the supporting structure[ ]  1 inspection sheet that shows you have assessed the existing structure to support  additional scaffolding, have considered the impact of the additional scaffolding on the  existing one and have strengthened existing scaffolding as needed. It must also  show that you can erect and dismantle a cantilever and that the structure is  compliant when erected (US 26598 1.1 – 5.4)[ ]  1 drawing that shows you can design ties and bracing, and design attachment  methods and designate attachment points.[ ]  1 scaffold notification form (for Worksafe) [ ]  1 manufacturers specification for equipment used or engineer's report for equipment  used [ ]  1 job sheet [ ]  1 SOP for Personal Protective Equipment (PPE)  |
| 7 | [ ]  1 scaffoldplan that show you can design, erect and dismantle a **single drop** **hanging  scaffolds**Between the two scaffolds required in 7 and 8 below, one of them must be erected from a standing scaffold and one from an existing structure. Tick the one you have chosen in your example of the single drop hanging scaffold.[ ]  a **standing scaffold** [ ]  an **existing structure** Multiple drop hanging scaffolds must consist of [ ]  at least two drops with [ ]  at least one working lift beyond the first drop.Gather the following set of documents:[ ]  1 scaffold plan with calculations that shows you can design, erect and dismantle  **hanging scaffolds**[ ]  1 gear list for hanging scaffolds[ ]  1 job sheet for hanging scaffolds[ ]  1 notification form for Worksafe[ ]  1 SOP for hanging scaffolds[ ]  1 rescue plan for hanging scaffolds[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 inspection sheet for hanging scaffolds |
| 8 | **1 scaffold plan** with calculations that show you can design, erect and dismantle a **multiple drop** **hanging scaffolds**Between the two scaffolds required in 7 above and 8, one of them must be erected from a standing scaffold and one from an existing structure. Tick the one you have chosen in your example of the multiple drop hanging scaffold.[ ]  a **standing scaffold** [ ]  an **existing structure**Multiple drop hanging scaffolds must consist of at least two drops with at least one working lift beyond the first drop. Confirm the scaffold plan you have selected for multiple drop hanging scaffold meets these requirements by ticking the boxes below: [ ]  at least two drops with [ ]  at least one working lift beyond the first drop.Gather the following set of documents:[ ]  1 scaffold plan with calculations that shows you can design, erect and dismantle  **hanging scaffolds**[ ]  1 gear list for hanging scaffolds[ ]  1 job sheet for hanging scaffolds[ ]  1 notification form for Worksafe[ ]  1 SOP for hanging scaffolds[ ]  1 rescue plan for hanging scaffolds[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 inspection sheet for hanging scaffolds |
| 9 | [ ]  1 scaffold plan with calculations that shows you can design, erect and dismantle a  covered way constructed for protection from falling debris or similar[ ]  1 gear list [ ]  1 job sheet [ ]  1 notification form for Worksafe[ ]  1 rescue plan [ ]  1 Safe Work Method Statement (SWMS)[ ]  1 inspection sheet [ ]  1 pre-start document[ ]  1 hazard identification document |
| 10 | 2 scaffold plans with calculations that shows you can design, erect and dismantle a **gantry**[ ]  one of which is an engineer-designed heavy-duty gantry.Gather the following set of documents for **each of the two examples** of the gantry:[ ]  1 gear list [ ]  1 job sheet [ ]  1 notification form for Worksafe[ ]  1 rescue plan [ ]  1 Safe Work Method Statement (SWMS)[ ]  1 inspection sheet [ ]  1 pre-start document[ ]  1 hazard identification document |
| 11 | [ ]  1 scaffold plan that shows you can design, erect, and dismantle a **loading platform erected using tube and fitting components**At least one of the loading platforms in 11 or 12 below must be a special duty loading platform. Confirm the plan you have selected meets the requirement by ticking the box below:[ ]  special duty loading platform.[ ]  1 scaffold plan with calculations[ ]  1 inspection sheet[ ]  1 Safe Work Method Statement[ ]  1 gear list[ ]  1 notification form (for Worksafe) |
| 12 | [ ]  1 scaffold plan that shows you can design, erect, and dismantle a **loading platform erected using proprietary system (**with additional tube and fitting components if required)At least one of the loading platforms in 11 or 12 below must be a special duty loading platform. Confirm the plan you have selected meets the requirement by ticking the box below:[ ] special duty loading platform.[ ]  1 scaffold plan with calculations[ ]  1 inspection sheet[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 gear list[ ]  1 notification form (for Worksafe) |
| 13 | [ ]  1 scaffold plan with calculation that shows you can design, erect and dismantle a **roof  saddle scaffold** constructed from mixed proprietary systems and tube and fitting  components; which includes both [ ]  upright and [ ]  hanging cantilevered scaffold  elements[ ]  1 inspection sheet[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 gear list[ ]  1 notification form (for Worksafe) |
| 14 | [ ]  1 scaffold plan with calculation that shows you can design, erect, and dismantle  **advanced falsework** using primary beam support with shoreload (propping) frames[ ]  1 inspection sheet[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 gear list[ ]  1 notification form (for Worksafe) |
| 15 | [ ]  1 scaffold plan with calculations that shows you can design, erect and dismantle  **advanced support systems for suspended scaffolding**[ ]  1 inspection sheet[ ]  1 Safe Work Method Statement (SWMS)[ ]  1 gear list[ ]  1 notification form (for Worksafe) |
| 16 | [ ]  3 pre-start documents that show you lead a team to achieve a project outcome and  appropriately supervise the erection and dismantling of scaffolding[ ]  3 toolbox minutes that show you lead a team to achieve a project outcome and  appropriately supervise the erection and dismantlement of scaffolding |

Please complete the Application form and Declaration.

**Declaration C**

I, (learner name) Click or tap here to enter text. declare that:

Qualification overview

* I have read and understood the requirements from the qualification overview.
* I believe I have the skills, knowledge, and experience at (or near) the level required by the qualification.
* I can provide evidence to support this.

Eligibility check

* I have read and understood the eligibility criteria.
* I believe I meet the eligibility criteria.
* I can provide evidence to support it.
* I have completed the eligibility check honestly and accurately myself.

Portfolio of evidence

* I have read and understood the process I would have to complete to gain the qualification.
* I can provide evidence of my formal qualification.
* I can provide evidence of my work experience.
* I have/will let my two work referees know that the assessor will contact them.

I confirm I have completed this Declaration myself and the information I have provided is true and correct.

Learner signature: Click or tap here to enter text.

Date: Click or tap here to enter text.