



APPRENTICE HANDBOOK

Everything you need to know about your plumbing, gasfitting, and drainlaying apprenticeship.



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GETTING STARTED

Hi there – it's great to have you on board!

Congratulations on becoming an apprentice. You're on your way to a great career in one of New Zealand's biggest trades.

This handbook has all the information you need to get started. You'll also find answers to frequently asked questions so you can get the most out of your apprenticeship.

Remember we're here to help, so if you have any further questions, we'd love to hear from you.

Enjoy your apprenticeship!

LET'S GET STARTED

WELCOME PACK FOLDERS

When you sign up you will receive a welcome pack containing this Apprentice Handbook, a selection of NZBC clauses and some pre-printed verifier forms.

MEETING YOUR ICE TRAINING ADVISOR

Your ICE Training Advisor will be in touch with your employer to set up an initial meeting. They'll sit down with you, run through the ins and outs of your apprenticeship, and answer your questions. This will include identifying on-job unit standard assessments that you are likely to be able to complete in the workplace. They will also check you can access the Learning Hive and navigate around the site. During your apprenticeship you will have regular progress meetings with your Training Advisor and employer.

In the meantime, you'll find a lot of helpful information in this guide.

LITERACY & NUMERACY ASSESSMENT

Everyone has different skill levels when it comes to reading, writing, and doing maths. We want to make sure you get support if you need it.

We'll be sending you a link to access your online learning needs assessment, so keep an eye out for this in your inbox.

The first block course will incorporate a time slot to complete this assessment.

SET UP YOUR LEARNING HIVE LOGIN

Learning Hive is our online portal where you go to complete your online learning modules and related assessments. It's also where you & your employer can check your progress while you train.

When we register your training agreement you will be set up with a Learning Hive login. You should have received an email from us with these details. We need you to log on to the portal and reset your password.

Just follow the steps below:

1. Go to <https://icexl.co.nz>
2. Click on "Online Portal" link
3. Click on "Password Reset"
4. Click on "I need a code"
5. Enter your details and reset your password

If you need any help, please call us on: **0508 4ICEXL (0508 442 395)**

FIRST AID COURSE, CONFINED SPACES & HEIGHT SAFETY*

First Aid saves lives and limbs, so it's important you know what to do if there's an accident onsite.

You will be booked on to these courses at an ICE contracted provider as part of the enrolment process. Check your email inbox for course dates and confirmation. Contact your Training Advisor, if you have not received a booking confirmation email or are unable to attend the proposed dates.

*Height Safety is not in the Drainlaying Apprenticeship.

LEARNING STRUCTURE

There are five main components to your training as an apprentice:

1. **On-Job learning** – the learning and experience you gain with your employer in the workplace.
2. **On-Job assessment** – once you are proficient in an aspect of PGD work you can begin to collect evidence for on-job assessment, you will need to have it verified and submit it via the Learning Hive for marking.
3. **Online learning** – all theory assessments are supported with online learning modules in the Learning Hive, it's important that you work through these before attending a training block.
4. **ICE off-job training blocks** – these are typically two-week training blocks delivered at ICE, incorporating a mix of theory and practical training.
5. **Assessment** – you will complete a mixture of on-job, online theory and off-job assessments. Assessments ensure you have proficiency and can complete specific jobs at the level of a registered person.

During a normal working day, you will gain practical and workplace skills under the direction of your boss or supervisor. Industry knowledge and theory will be gained when you work through your online learning modules and subsequently attend a provider for your off-job training blocks. Practical assessments will be completed on-job as workplace assessments where possible, through the collection of naturally occurring evidence. If your employer is unable to provide the type of work required by a practical assessment, you will be allocated to an off-job assessment block and you will be assessed at ICE. All these forms of learning are designed to be done side-by-side.



PGDB (ASPEQ) EXAMS

To finish your qualification, you'll need to pass a registration exam. Plumbing, gasfitting, and drainlaying all have their own exams, so depending on which trade you're learning, you may sit up to three exams.

The programme is designed so that you don't have to sit all the required exams at the same time, they are staged at relevant periods through your apprenticeship.

1. ON-JOB LEARNING

Most of your learning will happen on the job, and your employer is a key partner in your apprenticeship training. As a first-year apprentice you will work under a qualified supervisor, who will show you how to do things and explain why they are done in a certain way. Your supervisor will also make sure you learn good work practices to ensure you, and others are safe in the workplace.

Once you have gained experience and on-job training in specific practical tasks you may be ready to gather evidence towards a practical unit standard assessment. This should be discussed with your registered ICE Verifier, who may also be your employer or supervisor. They need to be confident that you are working at the required Level of Performance before you can be verified and assessed. These on-job assessments can be done in any order and will depend on the range of work you are doing and when you are doing it. Your ICE Training Advisor will provide planning guidance for you and your employer and verifier, relating to practical on-job assessments.



LEVEL OF PERFORMANCE

Before undertaking a practical on-job assessment, both you and your verifier must be confident that you can complete the task to the Level of Performance. The level of performance also applies to any practical assessments completed off-job at an ICE practical assessment block. Off-job training blocks will provide prior exposure before assessment, if you are not exposed to this type of work on the job.

The **Level of Performance** means that you must be capable of consistently performing the requirements:

- To current and relevant legislation, standards and codes (including safety)
- In an environmentally sustainable manner
- Within an acceptable timeframe
- In the workplace
- In different and unfamiliar contexts

2. ON-JOB ASSESSMENT



APPRENTICE EVIDENCE COLLECTION

When you and your verifier are confident you can complete the on-job assessment requirements at the required Level of Performance, you are ready to start collecting evidence towards the assessment.

The on-job assessments are in the Learning Hive and are set up the same way as an online theory assessment, just with the ability to upload photos and other supporting evidence like plans, inspection sheets and the verifier sign off sheet.

The on-job assessment will provide all the specific evidence requirements you will need to submit to meet the requirements. You can open and review these at any time and can add additional evidence as you collect it. The assessment is only locked once you have submitted it for marking.



VERIFICATION

Your registered ICE Verifier has a critical role in the on-job assessment process. They ensure you are ready to formally undertake an on-job assessment and verify that your work meets the Level of Performance required for assessment. This ensures the work is compliant, completed to a professional industry standard and within an acceptable timeframe.



ASSESSMENT

Only an ICE Assessor can sign off a completed on-job assessment and award the unit standard. This is a person who is registered as an ICE Assessor. They are a Certified Plumber Gasfitter or Drainlayer and hold the Assessor unit standard 4098. ICE Tutors are also ICE Assessors. An ICE approved assessor will then review and mark your submitted assessment. If additional evidence is required, you will receive an email notification, and you can review the assessor feedback that will outline what you need to add to meet the assessments requirements. In some cases, this may require you submitting evidence from an additional job, as it may not be feasible for you to return to the original site. Because of this it is important that both you and your verifier review the evidence requirements and ensure that these will be fully met before making a submission.

▼ Pumps for drainage systems



US 30601 Version: 2 Level: 4 Credits: 2
Install pumps for drainage systems

This unit standard is for people who work in the drainlaying industry. People credited with this unit standard are able to install pumps for drainage systems.

In this unit standard you will learn about:

- Positioning and installing pump and associated fittings, and connecting discharge pipework to an appropriate outfall.
- Setting and commissioning pump and discharge pipework for correct operation and roundness of installation.

US 30601 On-job Assessment To do: Review a plan
To do: Review a piping plan

US 30601 Test of Soundness Verification Editable PDF

US 30601 On-job Assessment

Back

Question 3
Not yet answered
Marked out of 1
Flag question

Job 1 - Specifications for the job

For Job 1, firstly, you are required to provide the details of the pump and the plan or specifications for the job:

- Describe the type of pump you are installing and the outfall.
- Upload the document(s) that shows the plan or specification of the job. The document(s) could be photographs of the plan, PDF documents, or any maintenance document that shows the plan or specifications for the job. Alternatively, you can provide a description of the job specifications.

1 A B I [Rich text editor icons]

Maximum size for new files: 750 MB

Files

⬇️

You can drag and drop files here to add them.

Accepted file types
 Document files: doc, docx, epub, gdoc, odt, oth, otm, pdf, rtf
 Image files: ai, bmp, gif, ico, jpeg, png, ppt, pptx, svg, xlsx, xslx

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ON-JOB SUBMISSION CHECKLIST

If your on-job assessment is incomplete the unit standard cannot be awarded and you may have to gather evidence from a future job. To save this hassle please ensure you have done the following:

- Correct evidence attached – please ensure you include all evidence required by the assessment. Check all the specific evidence requirements you will need to submit to meet the assessments requirements. You can open and review these at any time and can add additional evidence as you collect it. The assessment is only locked once you have submitted it for marking.
- All sections completed – verifier sheets signed and dated by your ICE approved verifier.
- Trainee Limited Certificate is current – you must have a valid TLC or your assessment will not be processed. Talk to your TA if you need help applying for or renewing your TLC.

SUBMITTING COMPLETED ON-JOB ASSESSMENTS

All on-job assessments are submitted via the Learning Hive, you will upload your evidence including photos, supporting documents and signed verifier forms. You can do this using a PC, tablet or smartphone. Some documents may need to be scanned to upload them if you don't have access to a scanner, there are a number of smartphone apps that enable this function.

DON'T HAVE A SCANNER?

If you don't have access to a scanner, there's a range of free smartphone apps that will take photos of your documents. Microsoft Lens or Adobe Scan are examples of these apps.

3. ONLINE eLEARNING

SELF-DIRECTED LEARNING

As you progress through your apprenticeship you will need to complete the Learning modules. They have been developed to provide and test your topic specific knowledge to preparing you for the unit standard theory assessments. All the learning modules are located within your courses in the Learning Hive. It's important that you work through these before attending an ICE of-job training block, the Learning module must be completed to unlock access to the corresponding assessment.

The screenshot shows a learning interface for the 'Regulatory Framework of the Plumbing, Gasfitting, and Drainlaying Sector'. The course is 0% complete. The table of contents includes: Introduction to the regulatory framework for plumbing, gasfitting, and drainlaying; Legislation and standards; Gasfitting legislation and the Building Code; Regulatory Compliance: PGDB Overview; Complying with the New Zealand Building Code; New Zealand Building Consent Guidelines; and Summary.

The main content area is titled 'Complying with the New Zealand Building Code' and is Lesson 5 of 7. It contains a text box stating: 'In your assessment, you will be asked to describe the control measures to minimise and eliminate the hazards of high current, high voltage, and low voltage.'

Below this is a diagram titled 'NZ building code' showing a pyramid structure. The pyramid is divided into three horizontal layers:

- Top Layer:** Building Act
- Middle Layer:** Building Code (Objectives, Functional requirements, Performance criteria)
 - Left Side:** Alternative Solutions (Must demonstrate compliance with performance criteria)
 - Right Side:** Verification Methods (Acceptable Solutions) (Must demonstrate compliance with performance criteria)
- Bottom Layer:** Standards and Cited Standards

 Below the pyramid, it says 'Guidance issued under the Building Act' and 'Information'.

At the bottom, a note states: 'The Building Code is made up of general and technical clauses. These are grouped and described by a letter as shown below.'

4. OFF-JOB LEARNING

Throughout your apprenticeship, you will attend off-job training blocks at ICE. These are one or two-week training blocks delivered at ICE, incorporating a mix of theory and practical training. During these blocks you will attempt online the linked online theory assessments, so it's important that you set aside sufficient time to complete the related online learning, before attending these block courses.

OFF-JOB TRAINING BLOCKS

- Induction block (Generic core)
- Technical training blocks (trade specific)
- Advanced technical training blocks (trade specific)

BEEN A WHILE SINCE YOU LAST STUDIED?

If you haven't studied in a while, then it's time to start thinking about refreshing your study and learning skills.

A good way to kick this into action is to find out what type of learner you are. Do you like to read things? Watch someone show you? Or pull something to bits and figure out how it goes back together?

Knowing what type of learner you are can help you greatly with your study.

YOU'RE GOING TO NEED A WEB-READY DEVICE AND STATIONERY

We've listed below some basic items to get you started:

- Laptop/netbook or tablet
- Pens, pencils, and eraser
- Highlighters
- Calculator (Casio FX-82 or similar)
- Good sturdy notebook

TIME FOR STUDY

Set aside regular time during the week to work through the Learning modules.

The amount of time you need will depend on how well you're progressing through your study. Start with at least a couple of hours study a week and add more hours if required.

When you attend your block courses, the best thing you can do is have a positive attitude, be open-minded, get involved and ask questions.

Get to know your classmates – you are all in the same boat, working towards the same goal and will most likely be studying together for the next few years.

AMP UP YOUR STUDY

Studying is about **Planning, Preparation, and Practice.**

Start practising these habits now and your confidence will grow!

PLANNING

- Make a plan and stick to it. Managing your time is important for success.
- Work out a timetable. Work out how often you can study, what time works for you and a suitable, regular study location. Make sure the time and space works for you, your family, work and other commitments.
- Plan study breaks and don't go over time.
- Talk to tutors, workmates, classmates and mentors about your course. Why not start a study group? Talking with others can reinforce what you know or clarify things you're not sure about.
- Work out what your strengths are, identify your weaknesses and organise your study accordingly.
- Always ask if you need help getting started. People are not born with built-in study skills! Find someone to talk to who is willing to help, such as your tutor, employer, mentor or ICE Training Advisor.

PREPARATION

- Know how you learn. Do you like studying when it's quiet or prefer some music playing? Do you learn best by discussing things with others or writing it over and over until you know it? Use this information to identify study techniques that work for you.
- Get your brain fit. Your brain will work more effectively and remember more information if you:
 - Drink plenty of water.
 - Get plenty of fresh air and do some exercise.
 - Eat healthy snacks (not high sugar/high carb ones) when studying.
 - Get enough sleep. This is especially important the night before an exam.
- Organise your study tools before each study session. At the start of your session make sure you have all the information and resources you need, that way you won't need to leave the room every 5 minutes, and you'll avoid distractions.

PRACTICE

- The PGDB exams are multi choice and will be similar to the online theory assessments you complete during your training. Knowing how to navigate NZBC clauses and Standards is an important skill you will need to develop in preparation for the exam.
- Identify the study techniques that work best for you and practice using them. For example:
 - Try reading aloud. Some people learn by hearing, as well as speaking the information.
 - Summarise long explanations by highlighting and learning the key points.
 - Learn how to make and use mind maps, flash cards, acronyms, and other memory aids.
 - Discuss difficult topics with a study group, your mates, your employer and others.

REMEMBER: PLANNING, PREPARATION, AND PRACTICE WILL GIVE YOU CONFIDENCE.



HERE ARE A FEW TIPS TO NAIL YOUR PGDB EXAMS

- Create an exam checklist. Make sure you know what you can take into your exam, like writing and drawing tools and any reference materials.
- Go into the exam with a strategy. You don't have to do the questions in the order they appear on the exam paper. Start answering the ones you find easy – this will give you confidence for the rest of the exam.
- Divide up the exam time and give yourself a certain amount of time to answer each question. Read each question carefully. Then read it again to make sure you understand what you're being asked to do. When you have finished the exam, do a final check of your answers. Always take the time to check your paper to make sure you have:
 - answered all the questions
 - labelled all your diagrams
 - attached your working sheet and notes

HELP AND SUPPORT

Need advice with your training, study, finances or anything to do with your apprenticeship? We're here to help you through your training and we want you to succeed.

We often see trainees who don't have the confidence to ask for help. Rest assured, you're not the first and you won't be the last. If you're feeling like you need a hand, try one of these options:

- Ask your class tutor for help – you may not be the only one with that problem.
- Make notes of what you don't understand and ask your work mates or supervisor to explain it. This will help you relate what you're learning in your off-job training to what you're doing on the job.
- Form a study group with your classmates and together bounce ideas around and solve any problems.

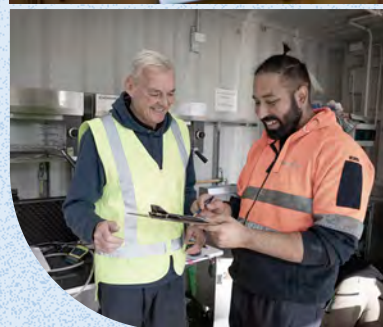


WHAT IF I HAVE A LEARNING DIFFICULTY?

No problem – we can arrange personal tuition or extra help, such as a reader/writer for exams, to help you succeed in your training. Please contact your ICE Training Advisor to discuss any learning difficulties.

FINISHING YOUR APPRENTICESHIP

You're almost there! When you're about six months out from finishing your apprenticeship, there's a few things you need to do to make sure you're ready to register with the PGDB. Call your ICE Training Advisor to ask for details on what needs to be done.



IMPORTANT INFORMATION

IMMUNISATION – TETANUS, HEPATITIS A AND B

The work you'll be doing is hands-on and you're at a higher risk of infection. We strongly recommend you get immunised against Hepatitis A and B, and Tetanus. If you're unsure about getting immunised, you should seek professional medical advice before making a decision.

LICENCES

You'll need to have a current Trainee Limited Certificate to do plumbing, drainlaying, and/or gasfitting work while you're an apprentice. When you sign up for your apprenticeship with ICE we send your details to the Plumbers, Gasfitters and Drainlayers Board (PGDB). The Board will then process the application and assign you with a TLC number. Your TLC needs to be renewed every year that you are in your apprenticeship. You are responsible for ensuring that this is done by applying to the PGDB.

For the first 12 months of holding a Trainee Limited Certificate, you must work under the direct supervision of a licensed person. This person could be your supervisor, or another licence holder who has been nominated by your supervisor.

PGDB licence cards are virtual and are viewable on the PGDB licensing app. The app can be downloaded on the below link:
www.pgdb.co.nz/manage_your_licence/

CONTRACTS

An ICE Training Agreement is not an employment contract. Make sure you have a separate employment contract, as you would with any job.

ACC

If you're not fit for work and are on ACC, you're not allowed to attend block courses. You need to contact ICE as soon as possible to discuss your circumstances and arrange to be re-scheduled once you're back at work.

ASSESSMENT

Assessments ensure you have technical proficiency and can complete practical assessment tasks at the Level of Performance, this applies to both On-job and Off-job assessments.

Assessments will be conducted in three formats:

- **On-job** – for every practical assessment there is a On-job assessment option, this is the preferred method of completing practical assessments.
- **Off-job** – if your employer is unable to provide the type of work required by a practical assessment, you will be allocated to an Off-job assessment block and you will be assessed at ICE. Before attending Off-job assessment block you will have gained experience relevant to

the assessment while attending a Technical training or Advanced training block. The Off-job assessments will replicate the type of installation tasks you might undertake in the workplace.

- **Online theory** – all theory units standards are completed as Online theory assessments, most of these will be completed during an Induction or Technical training block at ICE. Some selected Online theory assessments are self-directed. You will have access to one Year of the programme and will need to complete all that Years assessments to progress. E.g. when you complete all the online assessments from Year 1 you will gain access to the Year 2 assessments.



FREQUENTLY ASKED QUESTIONS

We've been doing apprenticeships for a while now and we get all sorts of questions. To make life a little easier for you, here's a list of common questions. Remember, if you have a question that's not answered in this guide, just give us a call.

GENERAL

What if there are assessments missing from my progress report?

First check you have submitted the assessment correctly for marking and that it was graded as a pass 100%. Your Training Advisor can provide an update, if required.

(Note: assessment results normally take around a month to appear on your NZQA record).

Do I get copies of Australian Standards/ New Zealand Standards (AS.NZS)?

These are available to you from the PGD Website, via the Trade Login.

Note: by accessing these standards, you must follow the StandardsNZ rights of use policies, which can be viewed on their website.

PLUMBERS, GASFITTERS, AND DRAINLAYERS BOARD (PGDB)

Who organises my Trainee Limited Certificate (TLC)?

ICE will organise your TLC as part of starting your apprenticeship. Thereafter, you are responsible for renewing your TLC each year of your apprenticeship.

From 1 April 2021, the PGDB license cards will be virtual and will be viewable on the PGDB licensing app. The app can be downloaded on the below link: www.pgdb.co.nz/trade/licensing/licensing-app

How long is the license valid for?

You're Trainee Limited License is valid for one year. You will need to renew this each year by applying to the PGDB.

How do I get hold of the PGDB?

Email: licensing@pgdb.co.nz

Phone: 0800 743 262

Website: www.pgdb.co.nz

ON-JOB ASSESSMENTS

How often do I need to complete on-job assessments?

The more On-job assessments you can complete the faster you can progress through your apprenticeship. Regularly discuss upcoming work with your employer or supervisor and target specific jobs for the collection of evidence. Also ensure your ICE approved verifier is going to be onsite to complete their role and fill in the verifier approval form. If you think you'll have problems completing these have a chat to your employer or your ICE Training Advisor before it gets out of hand.

Remember, the faster you finish your on-job assessments the shorter your apprenticeship. Many tradies regret not putting in the effort with their paperwork when their apprenticeship takes longer than expected.

Do I need to complete the on-job assessments in order?

No. The idea behind your on-jobs is to complete them as you gain exposure and experience doing the normal range of work you would be normally exposed to. Once you have reached a level of competence (The Level of Performance) you are able to undertake the On-job assessment. The experience you gain at work will often determine the order in which you complete your assessments and is likely to be different for every apprentice.

How do I submit On-job assessments?

All on-job assessments are submitted via the Learning Hive, you will upload your evidence including photos, supporting documents and signed verifier forms. You can do this using a PC, tablet or smartphone. Some documents may need to be scanned to upload them if you don't have access to a scanner, there are a number of smartphone apps that enable this function.

How do I get my results?

All on-job assessments are saved and recorded in the Learning Hive providing a live running record of your progress, you will also receive an email notification when an on-job assessment has been marked.

OFF-JOB BLOCK COURSES

When do my block courses start?

Block courses are planned for each year of your apprenticeship. ICE will send you and your employer a notification by email when you have been allocated to a block course. You will also receive follow up text messages as reminders.

Remember the Learning modules must be completed to unlock access to the corresponding assessment's, and you will need to achieve this before attending each block course.

The first Off-job block course you will attend is the Induction block course. In year 2 you will progress to technical training blocks and later advanced technical training blocks.

If your employer is unable to provide the type of work required by a practical assessment, you will be allocated to an off-job assessment block and you will be assessed at ICE. This will take place after you have attended a corresponding training block.

What if I can't make it to a day of my block course?

While you are required to attend all off-job training, we understand that from time to time, for exceptional reasons, you may not be able to make a day of your block course. You will need to inform your employer and ICE Support in advance that you can't make it. A reallocation fee will be charged if your absence is not justifiable, or not provided.

Email: support@skills-group.org
Phone: 0508 4ICEXL (0508 442 395)

What if I'm unable to attend an entire block course?

At times, this does happen. You may get an injury at sports training or there's a family emergency. You'll need to let your tutor, employer and ICE Training Advisor know ASAP to ensure it doesn't affect your training.

Missing a block course may have an adverse impact on the duration of your apprenticeship. Depending on the circumstances you could be re-scheduled you to a future block course.

What happens if I fail to complete some assessments?

If you realise you're beginning to fall behind, you need to talk to your tutor, supervisor or ICE Training Advisor. We can help get you back on track before you fall too far behind. Online theory assessments can be continued after a training block if required. If you fail an off-job practical assessment you will have to be re-scheduled to a future off-job practical assessment block course.

Can I swap training providers?

While we don't encourage it due to the differences between the delivery sequence, you could transfer to an alternative provider

to ICE. If you are considering a transfer, contact your ICE Training Advisor, to ensure it is managed as smoothly as possible.

Transferring between ICE campuses is much easier as all locations are operating to the same programme and assessments.

What do I need to do if I've changed companies?

If you've got a new employer, you'll need to contact your ICE Training Advisor as soon as possible to ensure the information we hold in relation to your apprenticeship is kept up to date. A new training agreement will need to be completed and signed as part of this process.

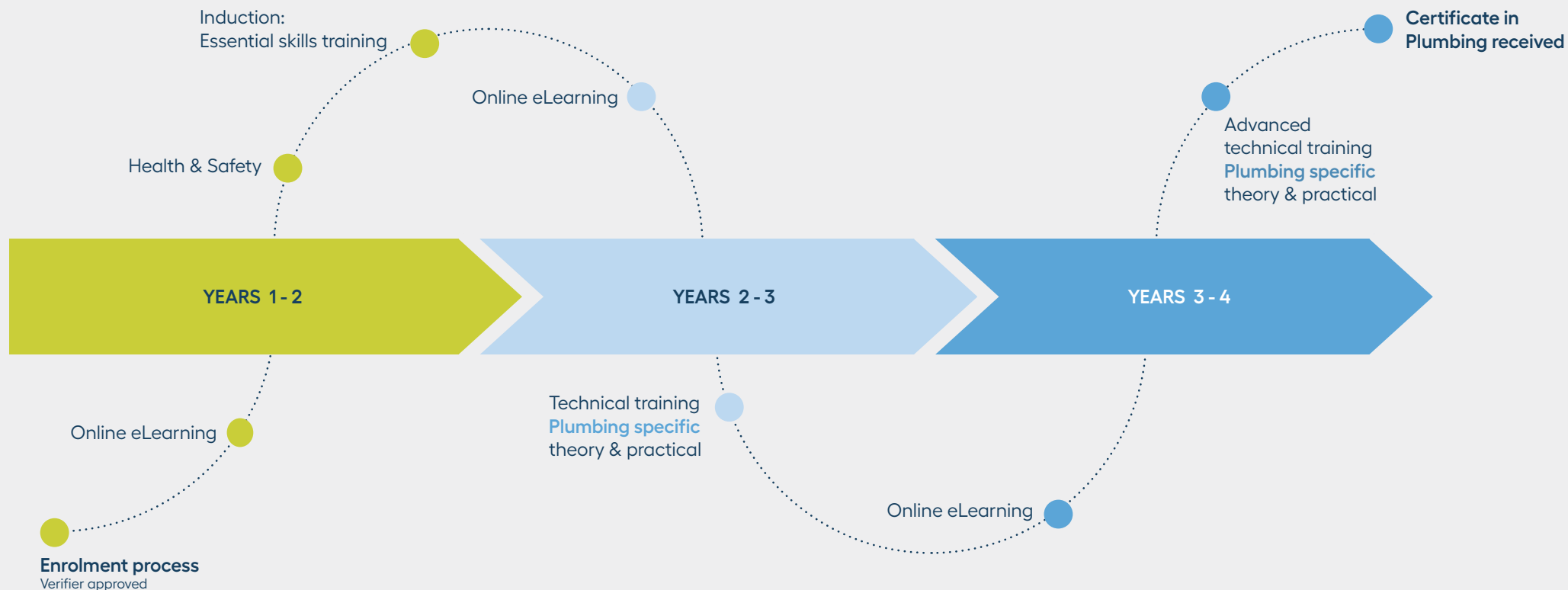
Every step in your learning journey builds confidence and competence



APPRENTICE JOURNEY MAP

PLUMBING

Your ICE Apprentice Manager will be in contact regularly throughout the programme to provide support and ensure progress is on track



ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING

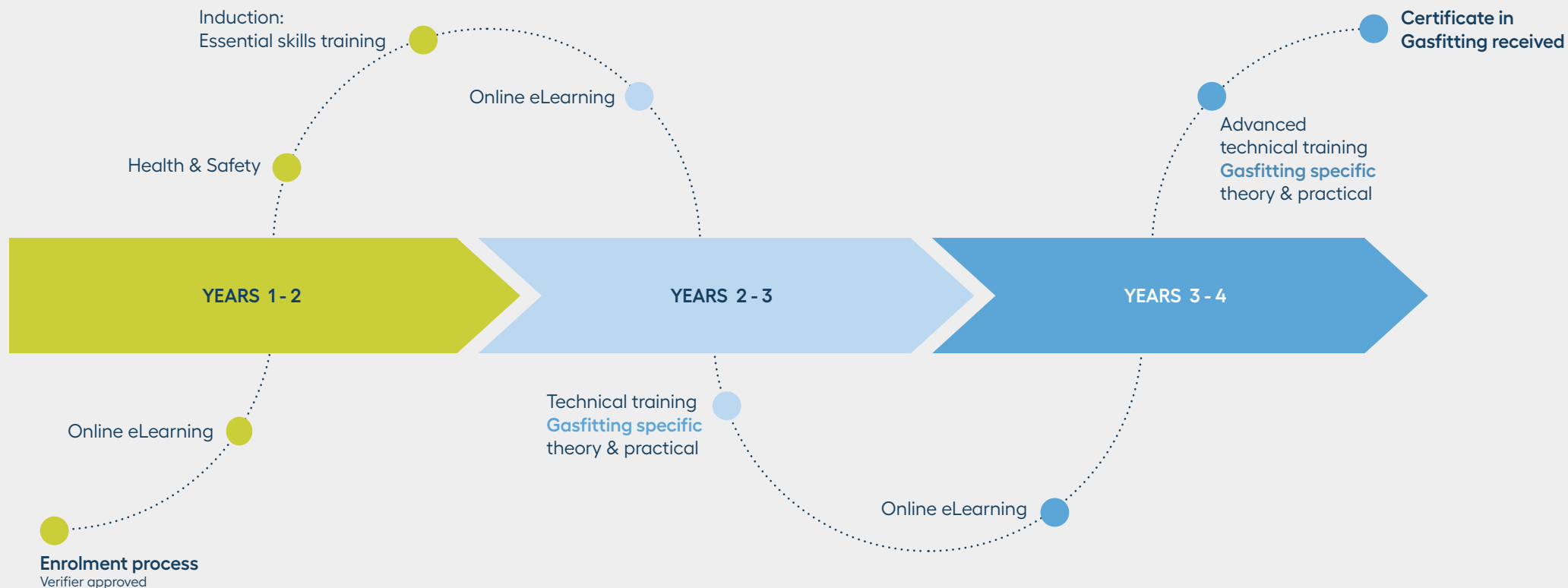
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING
PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING
PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
PLUMBING PGDB EXAM

APPRENTICE JOURNEY MAP

GASFITTING

Your ICE Apprentice Manager will be in contact regularly throughout the programme to provide support and ensure progress is on track



ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING

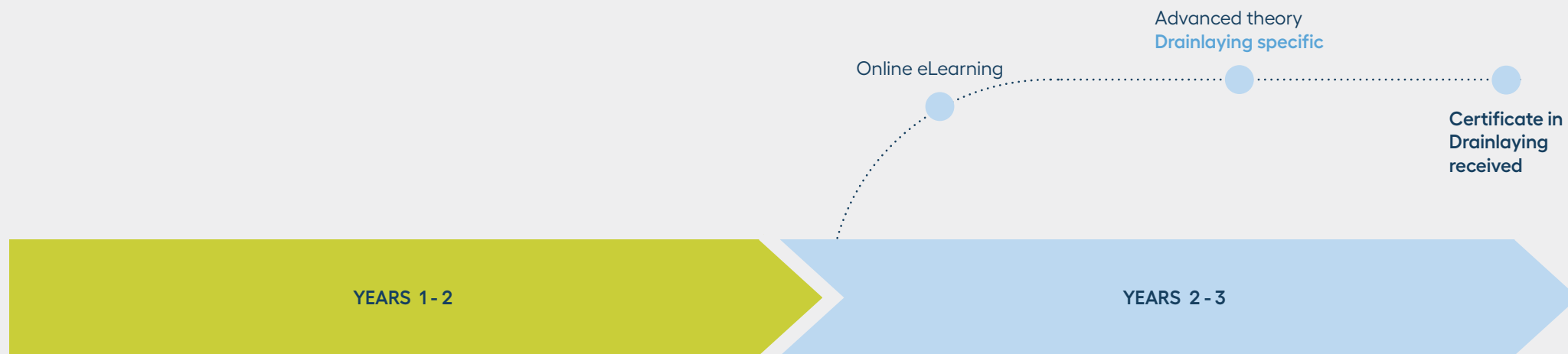
ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING
GASFITTING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING
GASFITTING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
GASFITTING PGDB EXAM

APPRENTICE JOURNEY MAP

DRAINLAYING

Your ICE Apprentice Manager will be in contact regularly throughout the programme to provide support and ensure progress is on track



Enrolment process
Verifier approved

Online eLearning

Health & Safety

Induction:
Essential skills
training

Online eLearning

Advanced theory
Drainlaying specific

Certificate in
Drainlaying
received

ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS DRAINLAYING

ONLINE THEORY
ON-JOB ASSESSMENTS DRAINLAYING
DRAINLAYING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

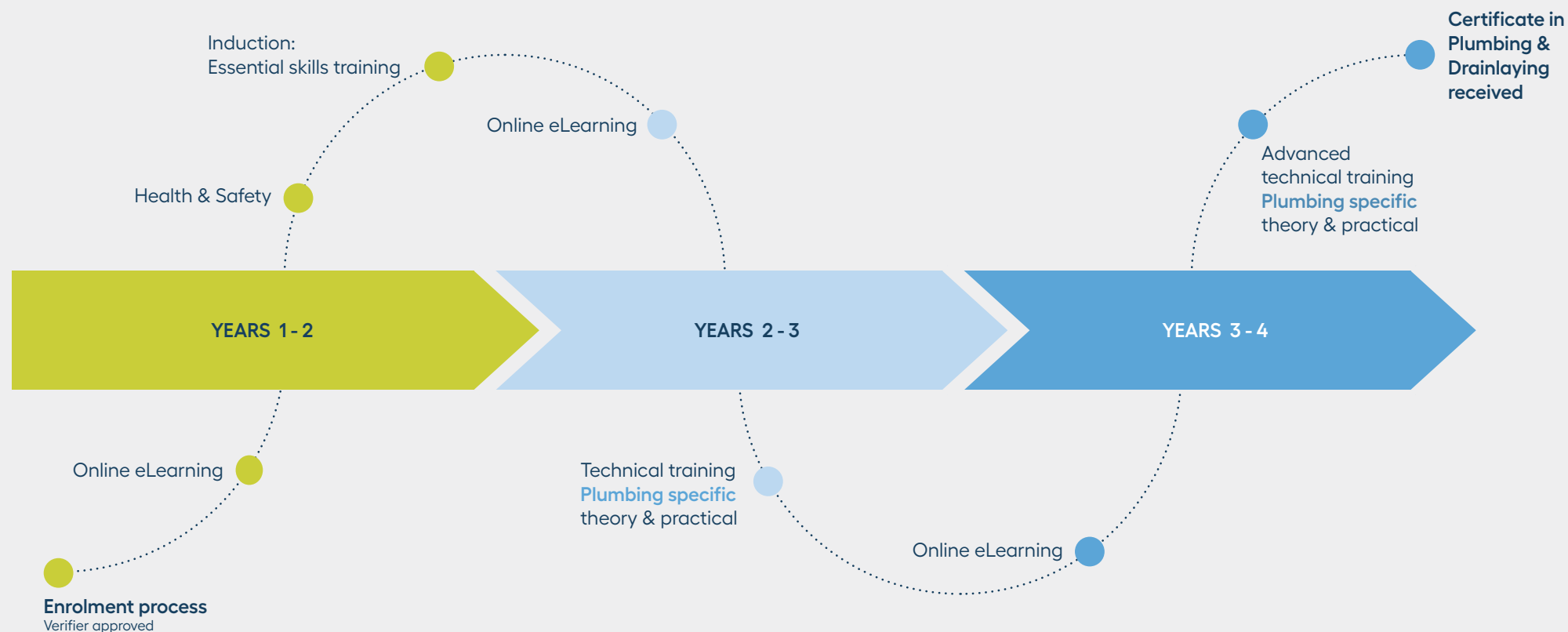
OPTIONAL DRAINLAYING STRAND
ON-SITE WASTE-WATER TREATMENT

DRAINLAYING PGDB EXAM

APPRENTICE JOURNEY MAP

PLUMBING & DRAINLAYING

Your ICE Apprentice Manager will be in contact regularly throughout the programme to provide support and ensure progress is on track



ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & DRAINLAYING

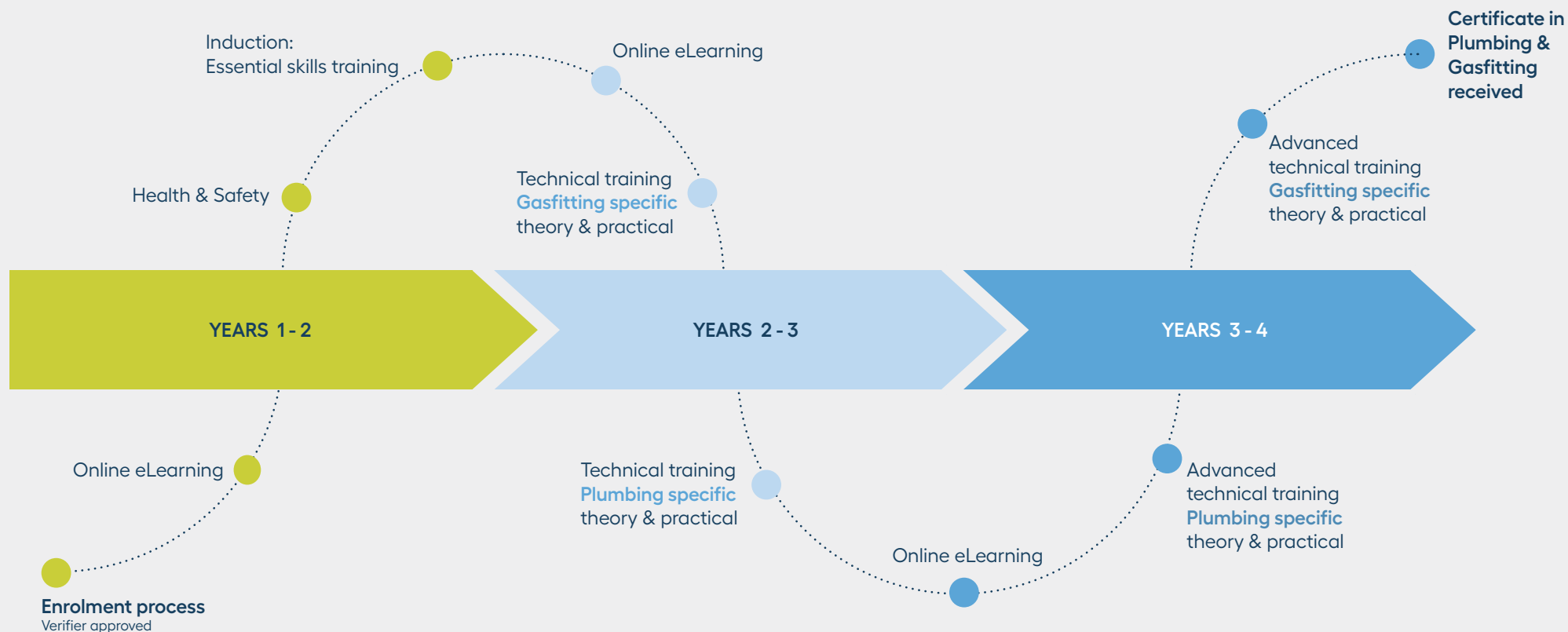
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & DRAINLAYING
PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
DRAINLAYING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
OPTIONAL DRAINLAYING STRAND
ON-SITE WASTE-WATER TREATMENT
DRAINLAYING PGDB EXAM

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING
PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
PLUMBING PGDB EXAM

APPRENTICE JOURNEY MAP

PLUMBING & GASFITTING

Your ICE Apprentice Manager will be in contact regularly throughout the programme to provide support and ensure progress is on track



ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & GASFITTING

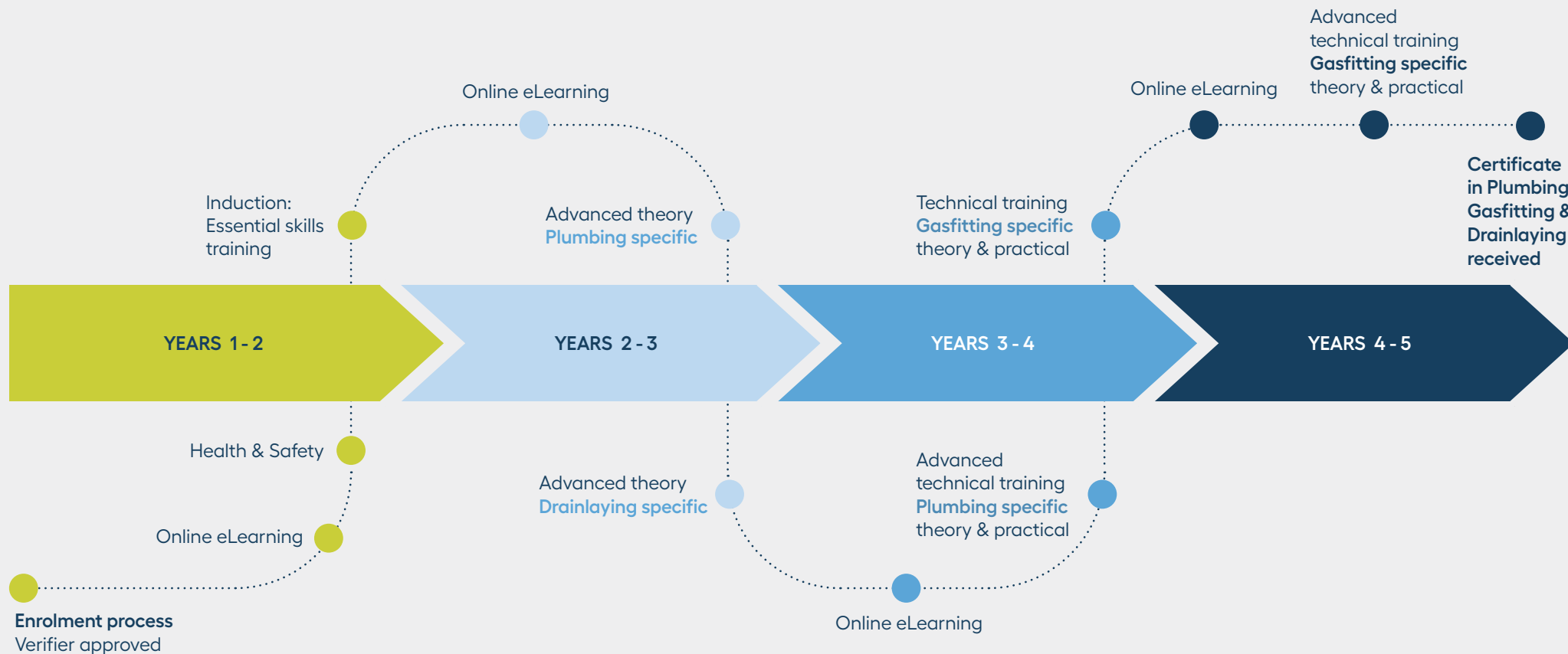
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & GASFITTING
PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
GASFITTING PRACTICAL ASSESSMENT
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ONLINE THEORY
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APPRENTICE JOURNEY MAP

PLUMBING, GASFITTING & DRAINLAYING

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ASSESSMENTS:

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING, GASFITTING & DRAINLAYING

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING, GASFITTING & DRAINLAYING

PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
DRAINLAYING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

OPTIONAL DRAINLAYING STRAND
ON-SITE WASTE-WATER TREATMENT
DRAINLAYING PGDB EXAM

ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & GASFITTING

PLUMBING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS
GASFITTING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

PLUMBING PGDB EXAM

ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING

GASFITTING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

GASFITTING PGDB EXAM

UNIT STANDARDS

US NUMBER	TITLE	CREDITS
GENERIC CORE MODULES		
<i>Health & Safety (Generic)</i>		
6400	Manage first aid in an emergency situation	1
6401	Provide first aid	2
6402	Provide basic life support	2
17599	Plan a confined space entry	4
18426	Demonstrate knowledge of hazards associated with confined spaces	5
15757 <small>(P&G only)</small>	Use, install and disestablish temporary proprietary height safety systems when working at height	4
23229 <small>(P&G only)</small>	Use safety harness system when working at height	4
<i>Year 1 Online Theory (Generic)</i>		
21881	Describe ethical and legal considerations for plumbing, gasfitting, or drainlaying services	2
30532 <small>(D only)</small>	Demonstrate knowledge of excavating and trenching for plumbing, gasfitting, or drainlaying	3
30537	Demonstrate knowledge of working in plumbing, gasfitting, or drainlaying on a shared worksite with other trades and services	4
30596	Demonstrate knowledge of asbestos and safety measures for asbestos-related work	3
<i>Induction Block Course (Generic)</i>		
21883	Demonstrate knowledge of working in gas contaminated environments in plumbing, gasfitting, or drainlaying	3
25413 <small>(P&G only)</small>	Draw and form simple patterns for plumbing and gasfitting sheet metal components	3
30264	Describe duties, rights, representation and the regulator in terms of New Zealand health and safety legislation	3
30526	Demonstrate knowledge of interpreting job documentation for plumbing, gasfitting, or drainlaying jobs	10

US NUMBER	TITLE	CREDITS
30658	Demonstrate knowledge of fundamental electrical safety in the workplace	2
30692	Perform basic calculations used in a given trade situation	2
33331	Demonstrate knowledge of the regulatory framework and compliance methods for plumbing, gasfitting, and drainlaying	8
PLUMBING SPECIFIC		
<i>Year 2 Online Theory (Plumbing)</i>		
30616	Demonstrate knowledge of water, material properties, and of less frequently used materials in plumbing and drainlaying	3
30575	Demonstrate knowledge of maintaining building integrity and weather tightness of building penetrations	8
<i>Technical training block (Plumbing)</i>		
30542	Demonstrate knowledge of foul water systems	9
30550	Demonstrate knowledge of the installation, commissioning, and maintenance of hot water supply systems	10
30553	Demonstrate knowledge of the installation and maintenance of sanitary appliances and fixtures	8
30604	Demonstrate knowledge of pumps used for water supply and disposal systems in plumbing	6
30605	Demonstrate knowledge of installing, securing, and maintaining water supply pipework in buildings	7
30614	Demonstrate knowledge of the installation and maintenance of water mains and water supply systems	4
<i>On-Job Assessments / Practical assessment block A (Plumbing)</i>		
30606	Determine water supply requirements in buildings, and install, secure, and maintain pipework	6
33335	Maintain hot and cold water supply systems	5
33336	Position, install, and commission low pressure hot water supply systems	6

US NUMBER	TITLE	CREDITS
33338	Position, install, and commission mains pressure hot water supply systems	4
33339	Install, test and commission water main systems	3
33340	Install and commission, sanitary appliances and fixtures	5
Year 3 Online Theory (Plumbing)		
30545	Demonstrate knowledge of profiled metal and translucent roofing	5
30549	Demonstrate knowledge of the installation and maintenance of rainwater handling and harvesting systems	4
Advanced technical training block (Plumbing)		
30548	Demonstrate knowledge of making and installing flashings for profiled metal roofing and cladding	5
30598	Demonstrate knowledge of the installation, testing, and maintenance of water supply backflow prevention devices	4
30603	Demonstrate knowledge of plumbing aspects of domestic fire sprinkler systems	3
30607	Demonstrate knowledge of the installation and maintenance of solid fuel space heaters and flues	3
30609	Demonstrate knowledge of alternative water supply and water storage for sanitary plumbing	3
30610	Demonstrate knowledge of the installation, testing, commissioning, and maintenance of solar water heating systems	5
On-Job Assessments / Practical assessment block B (Plumbing)		
30576	Maintain building integrity and weather tightness of building penetrations	7
30599	Determine the position of water supply backflow prevention devices, and install, test, and maintain devices	3
33332	Install and secure foul water systems in buildings in accordance with NZBC G13 AS1	4
33333	Maintain foul water systems and sanitary fixtures	2

US NUMBER	TITLE	CREDITS
33334	Install and secure foul water systems in buildings in accordance with NZBC G13 AS3	4
33337	Position, install and commission solid fuel space heaters and flues	4
PGDB Registration Exam (Plumbing)		
28347	Demonstrate knowledge of theory for registration of plumbers	10

GASFITTING SPECIFIC

Year 2 Online Theory (Gasfitting)

30575	Demonstrate knowledge of maintaining building integrity and weather tightness of building penetrations	8
30597	Demonstrate knowledge of the installation and maintenance of ducting systems for warm air heating.	3
30710	Demonstrate knowledge of flues for gas appliances	3

Technical training block (Gasfitting)

21900	Demonstrate knowledge of safety requirements in gasfitting	4
30709	Demonstrate knowledge of electrical and electronics work for gas appliances	3
30711	Demonstrate knowledge of rules relating to flueless gas appliances	2
33412	Demonstrate knowledge of requirements for ventilation to provide combustion air	5
33415	Demonstrate knowledge of the installation, commissioning, and maintenance of consumer gas pipework	6
30717	Demonstrate knowledge of trade science for gasfitting	4

On-Job Assessments / Practical assessment block A (Gasfitting)

30576	Maintain building integrity and weather tightness of building penetrations	7
33414	Maintain consumer gas pipework	2
33416	Determine supply requirements, install, and commission consumer gas pipework	6

US NUMBER	TITLE	CREDITS
Advanced technical training block (<i>Gasfitting</i>)		
30713	Demonstrate knowledge of the installation and maintenance of gas control and safety devices	8
30719	Demonstrate knowledge of the key features of high consumption gas appliances and equipment	8
30720	Demonstrate knowledge of the gasfitting of LPG cylinder systems for gas installations in buildings	4
30722	Demonstrate knowledge of the gasfitting of LPG cylinder systems for gas installations in mobile applications	5
30724	Demonstrate knowledge of the installation and maintenance of gas measurement systems, and interpretation of meter data	3
33409	Demonstrate knowledge of the installation and maintenance of gas control and safety devices	15
33412	Demonstrate knowledge of the key features of high consumption gas appliances and equipment	10
On-Job Assessments / Practical assessment block B (<i>Gasfitting</i>)		
30721	Install LPG cylinder systems for gas installations in buildings	5
30723	Install LPG cylinder systems for gas installations in mobile applications	6
33410	Maintain gas appliances and associated equipment and identify and rectify faults	10
33411	Install, test and commission gas appliances and associated equipment	15
33413	Select, position, and install gas pressure and control devices	3
33415	Maintain gas pressure and control devices	3
PGDB Registration Exam (<i>Gasfitting</i>)		
28348	Demonstrate knowledge of theory for registration of gasfitters	10

US NUMBER	TITLE	CREDITS
DRAINLAYING SPECIFIC		
Year 2 Online Theory (<i>Drainlaying</i>)		
30534	Demonstrate knowledge of wet and dry inspection chambers	2
30616	Demonstrate knowledge of water, material properties, and of less frequently used materials in plumbing and drainlaying	3
Advanced Theory block (<i>Drainlaying</i>)		
30530	Demonstrate knowledge of the installation and maintenance of foulwater drains	10
30538	Demonstrate knowledge of installation, commissioning, and maintenance of on-site wastewater treatment systems	12
30577	Demonstrate knowledge of the installation and maintenance of stormwater handling systems	9
30600	Demonstrate knowledge of pumped drainage systems	5
30612	Demonstrate knowledge of trade waste interceptor traps	4
On-Job Assessments / Practical assessment block (<i>Drainlaying</i>)		
30535	Install inspection chambers	2
30601	Install pumps for drainage systems	2
30613	Install interceptor traps	2
33326	Maintain drainage systems	2
33328	Install stormwater handling systems	3
33330	Install foulwater drains	4
PGDB Registration Exam (<i>Drainlaying</i>)		
28349	Demonstrate knowledge of theory for registration of drainlayers	10
Optional strand in Onsite Wastewater Treatment System Installation (<i>Drainlaying</i>)		
33357	Maintain on-site wastewater treatment and disposal systems	3
33358	Install and commission on-site wastewater treatment and disposal systems	7

Need help? Got a burning question?
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