



INDUCTION INFORMATION
**WORKPLACE
VERIFIER**



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KIA ORA

It's great to have you on board!

Congratulations on becoming a workplace verifier. Verifiers play an important role in the assessment process. This guide will provide you with useful information about your role as a workplace verifier and an overview of the assessment and verification process. You'll also find answers to frequently asked questions. Remember we're here to help, so if you have any further questions, we'd love to hear from you.

CONTACT US

If you need any help, please call us on:
0508 4ICEXL (0508 442 395)
Monday to Friday 7.30am–5pm
support@skills-group.org

STRUCTURE OF THE QUALIFICATIONS

ICE offers six PGD apprenticeship options that incorporate one or more of the following industry qualifications.

APPRENTICESHIP PROGRAMME OPTIONS:

- Plumbing, Gasfitting & Drainlaying
- Plumbing & Gasfitting
- Plumbing & Drainlaying
- Plumbing
- Gasfitting
- Drainlaying

QUALIFICATIONS:

- New Zealand Certificate in Plumbing (Level 4)
- New Zealand Certificate in Gasfitting (Level 4)
- New Zealand Certificate in Drainlaying (Level 4)

THE AIM OF THE PROGRAMMES

These work-based programmes intend to educate and train individuals to be equipped with the required skills and knowledge to carry out sanitary plumbing, gasfitting and drainlaying work. Each programme involves both theory and practical training off-job and on-job work experience.

The programmes are for individuals who are pursuing a career as a plumber, gasfitter and drainlayer in the PGD industry and who are undertaking an apprenticeship. It includes all the theoretical knowledge, and the technical skills required for learners to succeed. The programme components meet relevant criteria to enable trainees that successfully pass the programme to be able to apply for registration as a licensed plumber, gasfitter and drainlayer as per the Plumbers, Gasfitters, and Drainlayers Act. Provided they also meet the fit and proper person requirements required for registration.

STRUCTURE OF THE PROGRAMMES

The programmes are made up of a series of modules that include off-job and on-job unit standard assessments. Trainees will also complete the PGDB online registration examinations, that are delivered by Aspeq as a component of the programme.

Trainees will attend off-job training and assessment blocks during their apprenticeship, this will range from 2–5 weeks per year. The number of off-job weeks will be dependent on the specific programme they are enrolled in and the number of practical assessments that they are able to complete on-job.

Trainees will gain practical and workplace skills under the direction of their employer or supervisor. Additional theoretical industry knowledge will be gained through the completion of online learning modules and subsequent off-job training blocks.

Practical assessments will be completed on-job as workplace assessments where possible, through the collection of naturally occurring evidence. If an employer is unable to provide the type of work required by a practical assessment, the trainee will be allocated to an off-job assessment block, where the assessment will be undertaken at ICE.

All these forms of learning are designed to be done side-by-side.

There are five main components to an apprentice's training:

1. **On-Job learning** – the learning and experience gained with the employer on-job
2. **On-Job assessment** – once a trainee is proficient in an aspect of PGD work they can begin to collect evidence for on-job assessment, this will need to be 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 trainees 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** – trainees will complete a mixture of on-job, online theory and off-job assessments. Assessments ensure trainees have proficiency and can complete specific jobs at the level of a registered person

ROLES AND RESPONSIBILITIES



The **Trainee** is undertaking an apprenticeship, it is their responsibility to collect and submit the evidence required for on-job assessments via the Learning Hive, the Skills Group learning management system.



The **Supervisor** works closely with the trainee supporting their day-to-day development of skills and knowledge. To comply with PGDB supervision policy trainees must work in the presence of their supervisor or nominated person for the first 12 months of their apprenticeship (direct supervision).



The **Verifier** must be registered with ICE, this ensures the ICE Verifier meets the minimum academic requirements required by the standard setting body. The Verifier could be the trainee's employer and supervisor in a smaller business or three different people in a larger company. A signed on-job assessment verification sheet is supporting evidence of a trainee's competence that assists Assessors to make a judgment against the requirements of all on-job unit standards.



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 reviews and marks all assessments including on-job assessments.



**As a registered ICE verifier,
you complete an important
role in the on-job process**

WORKPLACE VERIFICATION

As a registered ICE Verifier, you complete an important role in the on-job assessment process. You ensure trainees are ready to formally undertake an on-job assessment and verifying that the 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.

The **Level of Performance** means that a trainee 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
- Checking trainees are adhering to workplace policies and best practices and working safely
- Supporting trainees by identifying future on-job assessments opportunities
- Providing opportunities for trainees to practice and learn skills and check for understanding by observation and asking questions
- Providing trainees with constructive technical feedback and facilitating opportunities to gain experience if improvement is required

Functions of a workplace verifier:

- Observing trainees perform tasks in the workplace and formally verifying that work completed meets the level of performance required



VERIFICATION IN PRACTICE

It's the trainee's responsibility to collect and provide all the workplace documents and evidence required. The evidence requirements for each unit standard assessment are provided to the trainee in the Learning Hive, as well as the verification forms.

As the Verifier you will be support trainees by assisting them to identifying future on-job assessments opportunities. Where you are confident in their ability to complete the type of work related to a specific on-job assessment, to the level of performance required. The assessment requirements and verification form should be reviewed before a trainee starts collecting evidence. It's also important to check that the trainee feels confident in their own ability to complete the work independently.

When a job takes place that will be used as on-job assessment evidence you will need to observe the critical stages of the work to ensure the level of performance is being achieved and check the supporting evidence they have collected is also valid and appropriate.

The key points to remember when verifying the evidence the trainee has gathered, is that the evidence must be:

- **Valid** – it must relate to the specific assessment
- **Authentic** – it must be the trainees own work, and must be conducted in a real workplace situation, by the trainee
- **Sufficient** – it must prove that they can perform the task repeatedly at the stated level of performance without assistance at an industry standard
- **Current** – verification should take place at, or close to the time of assessment, for work preidentified as an on-job assessment

ON-JOB ASSESSMENT EXAMPLE

ASSESSMENT REQUIREMENTS

30535 v2 (Level 3, Credits 2)
Install inspection chambers

For this workplace-based assessment, you need to install two inspection chambers. It is also important you collect all the evidence listed, as this shows your assessor that you can do each of the tasks competently. If any evidence is missing, your assessor will let you know.

Evidence should

- Clearly show the tasks were carried out by you, to the required industry standard, e.g., job cards, and reports, including your details and/or signature. You should be included in photos, where indicated
- Have all customer details removed, e.g., their name, address, and phone number

Assessment instructions

- This assessment is an on-job assessment, meaning you are required to do this assessment while at work
- There are four jobs to be completed in this assessment
- Your supervisor needs to verify the work you have done
- You don't have to answer all the questions at once. You can leave and come back to finish your assessment at any time. Your answers will be automatically saved

Pre-requisites

It is expected that you have completed or met the following conditions prior to completing this workplace assessment:

- Completed, or are working through, the associated theory unit standard(s)
- You have had an opportunity to carry out the tasks for this assessment on several occasions prior to being assessed
- You are confident you can carry out the tasks, with limited supervision and/or support, and are ready for assessment
- Your verifier agrees that you are ready for assessment

Verifier sign-off

- Your verifier must sign off that each job has been completed as per the Level of Performance requirements
- Evidence and work must be verified by an ICE registered verifier. If your work has not been verified by a registered, your assessment will be returned
- Your verifier may sign off your work as you progress. They must complete the sign-off section(s) of this assessment before it is submitted
- The assessor may contact your verifier to discuss your performance. If you have more than one verifier, it is important that everyone who supervised you provide their details

THE VERIFICATION FORMS

Each on-job assessment is set up to step the trainees through the collection of evidence in a logical sequence, photos and supporting documents can be easily uploaded into the Learning Hive.

Most PGD on-job assessments require multiple jobs to be completed to meet the unit standards sufficiency requirements. These individual jobs may be completed months or even over a year apart. Each job will require verification, and this should be completed after observing the work and reviewing the evidence collected by the trainee, at the completion of the job.

Completing the verification form is straightforward and can be done electronically or via a printed copy. The trainee will then upload the completed form into the Learning Hive. Some assessments also require the completion of a Testing for Soundness verification form, by the Verifier.

Providing feedback is an important part of a verifier's role. Be conscious of timing and be clear and constructive. In some cases, the verifier or the learner may determine that they are not adequately experienced to complete the job independently as an on-job assessment. In this case, stop the assessment and use this as a learning opportunity and discuss any mistakes that need to be rectified, or how to complete the remaining aspects of the job to industry standards.

Supervisor Verification Form	
Unit Standard	30535
Job	1
Learner's Name:	Trainee Example
Learner's ID:	123456
The learner's supervisor needs to verify that the learner has proven their competence in the listed tasks and related skills for this assessment.	
The supervisor must tick all the boxes in the Supervisor declaration and give feedback about the learner's performance of the assessment tasks.	
Any comments provided should align with the evidence and confirm the learner is performing these tasks effectively, competently, and in line with legal, manufacturer, workplace, or other requirements.	
Supervisor Declaration	
I have checked the evidence the learner has provided, and I verify the following:	
The learner used the correct tools/equipment for each task	<input checked="" type="checkbox"/>
The task was completed within an acceptable timeframe	<input checked="" type="checkbox"/>
The task was completed to an industry-standard quality and in an environmentally sustainable manner	<input checked="" type="checkbox"/>
The learner followed safe working practices as they carried out the task, including wearing the correct protective gear for the work they were doing	<input checked="" type="checkbox"/>
The learner followed the relevant company and manufacturers' instructions while carrying out the work	<input checked="" type="checkbox"/>
The learner met all legal requirements related to the work completed	<input checked="" type="checkbox"/>
The learner has shown the ability to carry out the task(s) in different and unfamiliar contexts	<input checked="" type="checkbox"/>
The evidence the learner has provided in this document is all their own work	<input checked="" type="checkbox"/>
Additional Supervisor comments on learner's performance:	
The installation of the inspection chamber was completed independently by the trainee at the New Street subdivision. Good planning ensured all the job specifications were closely adhered to and the workmanship of the installation was to a high standard.	
Supervisor Name & Signature	ICE Verifier <i>[Signature]</i>
Current Licence(s)	Certifier Drainlayer
License Number	0123456
Date	20/01/2025

SUBMITTED ASSESSMENTS

ASSESSMENT

Once the trainee has submitted a completed on-job assessment via the Learning Hive it will be allocated to a qualified ICE Assessor for marking. The assessor will provide feedback directly for the specific assessment to the trainee via the Learning Hive. If all the assessment requirements have been successfully met, the unit standard will be awarded.

If there is any required evidence missing from the submission, the trainee will be notified, and the assessor will identify what additional information is required in their feedback. If the trainee has access to the required information this can be added and resubmitted.

Due to the nature of PGD work gaining additional evidence from a completed job is not always feasible and, in some cases, separate evidence will need to be collected from an alternative job to pass the assessment. This additional evidence will need to incorporate all the requirements of the Job being re-attempted.

APPEALS

If a trainee feels the assessment decision is unfair, they have the right to appeal. They can contact their ICE Training Advisor who can provide independent guidance and if required assist them to lodge a formal appeal.



FREQUENTLY ASKED QUESTIONS

What qualifications do workplace verifiers need to get registered with ICE?

To verify drainlaying qualifications:

- PGDB registered Drainlayer (formerly tradesman Drainlayer) or be a Certifying Drainlayer
- Hold a current PGDB licence as a Drainlayer

To verify plumbing qualifications:

- PGDB registered Plumber (formerly tradesman Plumber) or be a Certifying Plumber
- Hold a current PGDB licence as a Plumber

To verify gasfitting qualifications:

- PGDB registered as a Certifying Gasfitter
- Hold a current PGDB licence as a Certifying Gasfitter

Verifiers need to meet the requirements above and need to be familiar with industry codes, applicable legislation, and workplace requirements. Business may apply to have more than one approved verifier.

Can anyone in my workplace do the verification for me?

Workplace verifiers must be preapproved and registered with ICE before they can verify a trainees on-job assessment. The verification can't be delegated to another trades person even if they meet the qualification requirements of a verifier. Business may apply to have more than one approved verifier if required.

How long should it take to verify an assessment?

Each learner is different, and the time it takes to go through their assessment will vary. Once you've done this a few times you'll have a better gauge of how long it usually takes. Individual job specific verification forms can be completed in a matter of minutes, while providing performance feedback to the trainee. On average set aside 15 minutes per assessment to review what's required before its undertaken and for a final review to ensure all the evidence requirements have been addressed, before the trainee formally submits the assessment.

ON-JOB UNIT STANDARDS

US #	TITLE
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DRAINLAYING

30535	Install inspection chambers
30601	Install pumps for drainage systems
30613	Install interceptor traps
33326	Maintain drainage systems
33328	Install stormwater handling systems
33330	Install foul water drains

Drainlaying optional strand

33358	Maintain on-site wastewater treatment and disposal systems
33357	Install and commission on-site wastewater treatment and disposal systems

PLUMBING & GASFITTING

30576	Maintain building integrity and weather tightness of building penetrations
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PLUMBING

30599	Determine the position of water supply backflow prevention devices, and install, test, and maintain devices
30606	Determine water supply requirements in buildings, and install, secure, and maintain pipework
33332	Install and secure foul water systems in buildings in accordance with NZBC G13 AS1
33333	Maintain foul water systems and sanitary fixtures
33334	Install and secure foul water systems in buildings in accordance with NZBC G13 AS3
33335	Maintain hot and cold-water supply systems
33336	Position, install, and commission low pressure hot water supply systems

US #	TITLE
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33337	Position, install and commission solid fuel space heaters and flues
33338	Position, install, and commission mains pressure hot water supply systems
33339	Install, test and commission water main systems
33340	Install and commission, sanitary appliances and fixtures

GASFITTING & PLUMBING

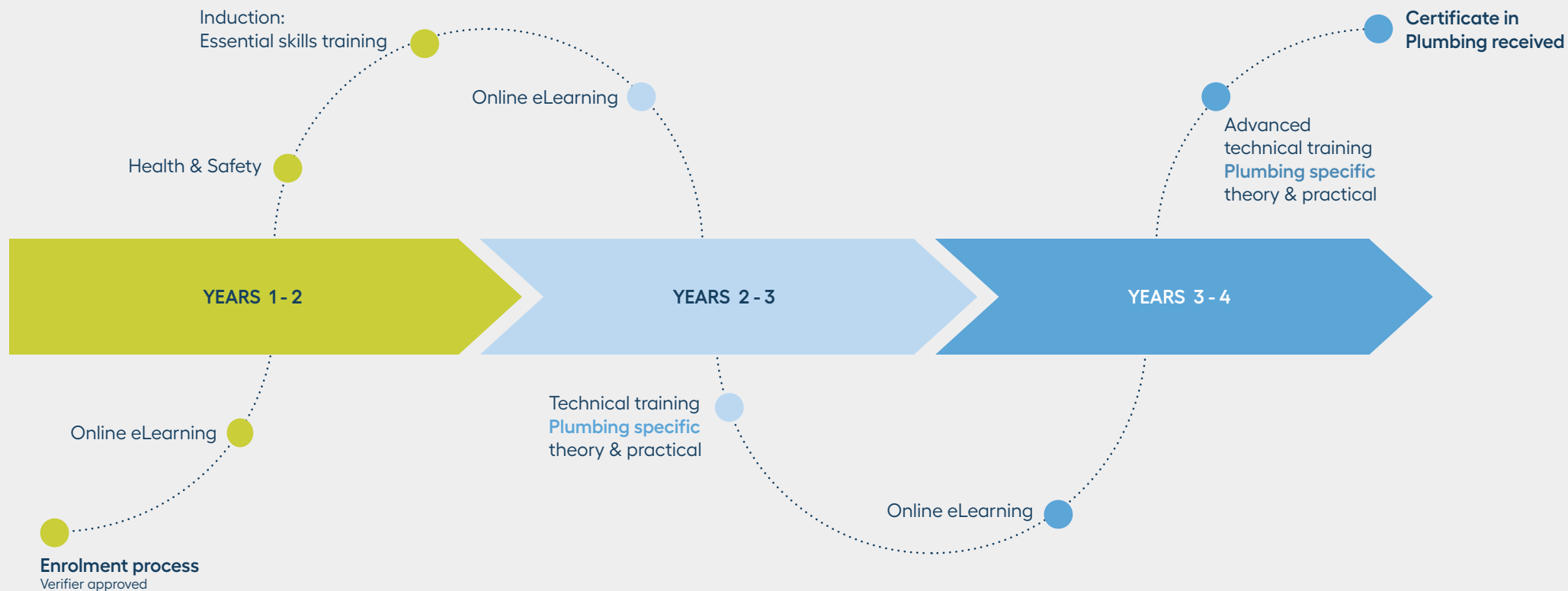
30576	Maintain building integrity and weather tightness of building penetrations
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GASFITTING

30721	Install LPG cylinder systems for gas installations in buildings
30723	Install LPG cylinder systems for gas installations in mobile applications
33410	Maintain gas appliances and associated equipment and identify and rectify faults
33411	Install, test and commission gas appliances and associated equipment
33413	Select, position, and install gas pressure and control devices
33414	Maintain consumer gas pipework
33415	Maintain gas pressure and control devices
33416	Determine supply requirements, install, and commission consumer gas pipework

PROGRESSION BY PROGRAMME

PLUMBING



ASSESSMENTS:

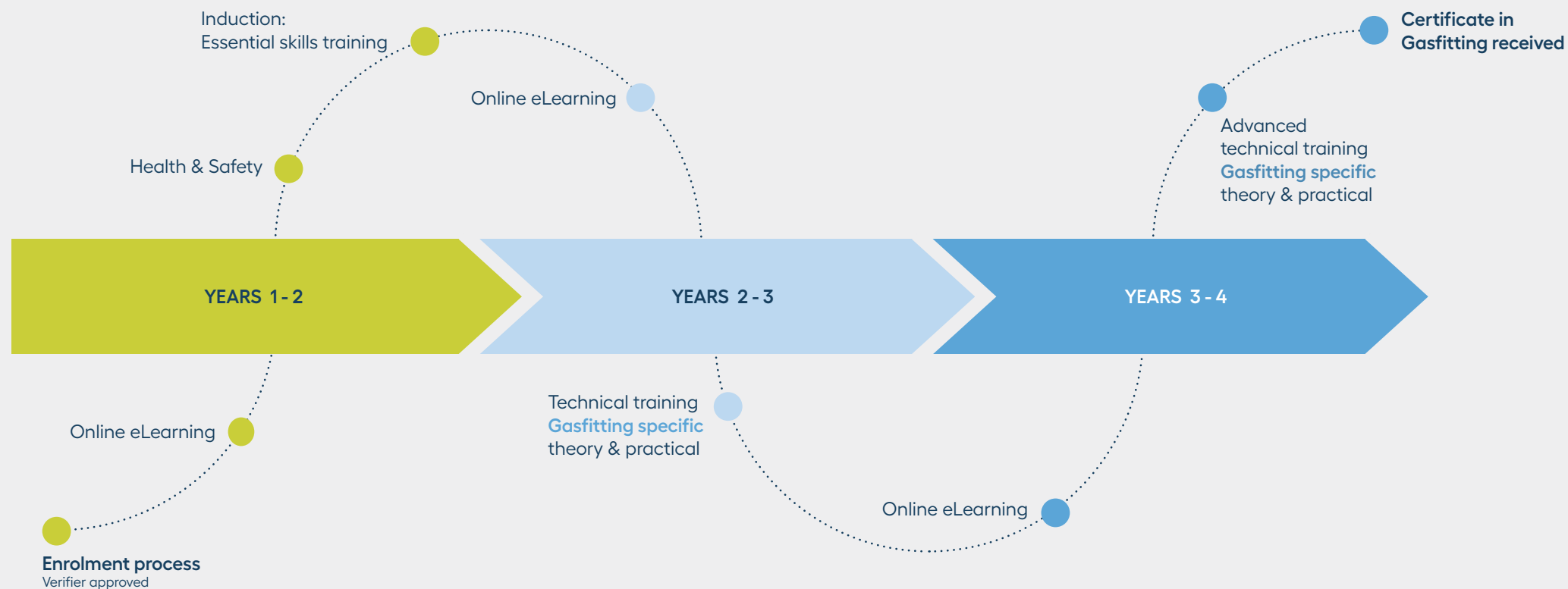
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING

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

PROGRESSION BY PROGRAMME

GASFITTING



ASSESSMENTS:

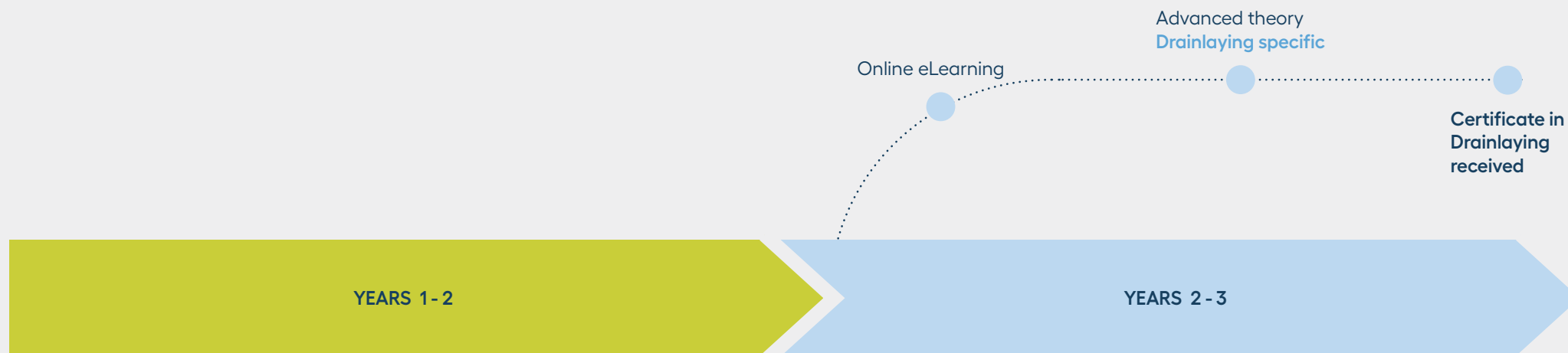
ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING

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

PROGRESSION BY PROGRAMME

DRAINLAYING



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

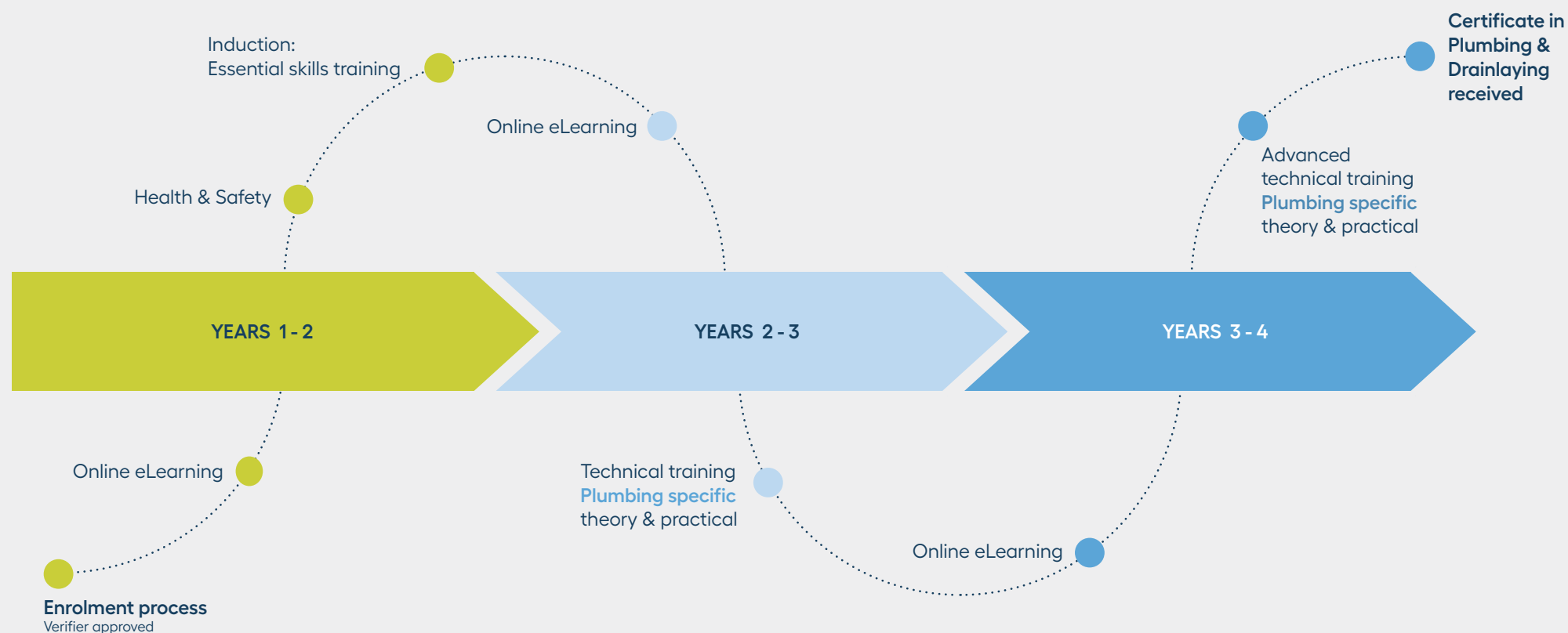
ONLINE THEORY
ON-JOB ASSESSMENTS DRAINLAYING
DRAINLAYING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

OPTIONAL DRAINLAYING STRAND
ON-SITE WASTE-WATER TREATMENT

DRAINLAYING PGDB EXAM

PROGRESSION BY PROGRAMME

PLUMBING & DRAINLAYING



ASSESSMENTS:

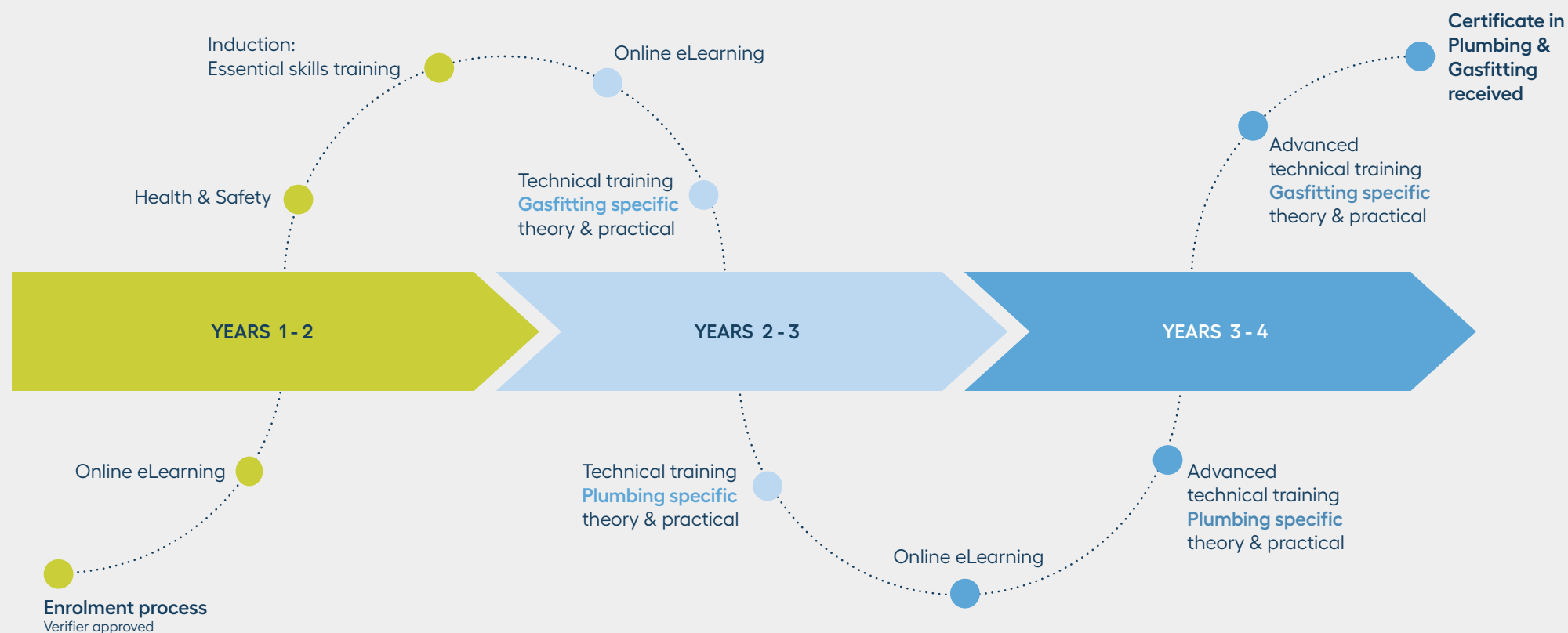
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & DRAINLAYING

ONLINE THEORY
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DRAINLAYING PGDB EXAM

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

PROGRESSION BY PROGRAMME

PLUMBING & GASFITTING



ASSESSMENTS:

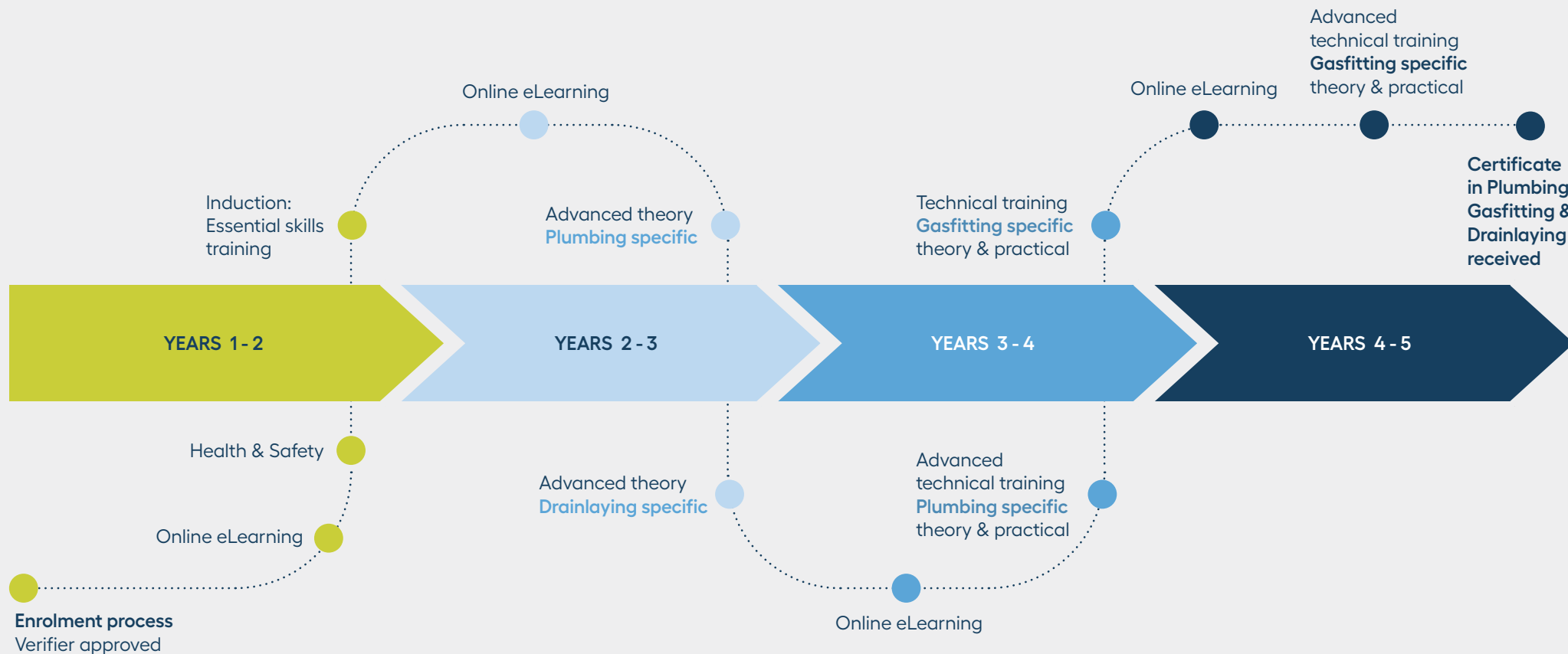
ONLINE THEORY
ON-JOB ASSESSMENTS PLUMBING & GASFITTING

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SELECTED UNIT STANDARDS
PLUMBING PGDB EXAM
GASFITTING PGDB EXAM

PROGRESSION BY PROGRAMME

PLUMBING, GASFITTING & DRAINLAYING



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
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PLUMBING PGDB EXAM

ONLINE THEORY
ON-JOB ASSESSMENTS GASFITTING

GASFITTING PRACTICAL ASSESSMENT
SELECTED UNIT STANDARDS

GASFITTING PGDB EXAM

STILL HAVE QUESTIONS?

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