

NEW ZEALAND CERTIFICATE

IN STUDY AND CAREER PREPARATION

16 Week Course

LEARN TO EARN



COMMERCIAL TRANSPORT

HEAVY, LIGHT or CIVIL

LEVEL 3

FEES FREE AND STUDENT LOANS AVAILABLE TO ELIGIBLE PARTICIPANTS

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COMMERCIAL TRANSPORT (LEVEL 3)

This qualification is for people intending to pursue focused development in the skills, capabilities, knowledge and attributes needed to enter an industry where light, heavy and civil transport assets are used, and to further progress onto the larger vehicle assets at the higher licence class levels.

DURATION

This programme is run full-time for 16 weeks where you will spend 4 to 5 days each week participating in classroom training, self-directed study, industry site visits and work experience.

PROGRAMME DATES

For up to date programme dates, please check out the 'Course Schedule' on our website.

COURSE FEES

There is a Course fee of \$2500 that applies to this programme, which is approved by NZQA and Student Loan funding is available. Visit the Studylink website at www.studylink.govt.nz to apply.

Please note: AMS Group covers Medicals, Licensing, Endorsements and PPE Gear costs.

EDUCATION PATHWAY

This qualification builds on broad qualifications at NZQF Levels 1 and/or 2, including the National Certificate of Educational Achievement (NCEA) Levels 1 [Ref: 0928] and/or 2 [Ref: 0973]. Holders of this qualification will be able to progress to further study or training related to the context of their study, i.e. commercial transport or earth moving machinery operations, at NZQF Levels 3 and above, including the New Zealand Certificate in Study and Career Preparation (Level 4).

EMPLOYMENT PATHWAY

Graduates of this certificate may have enhanced opportunities in employment and professions associated with the context of their programme, i.e. commercial transport and civil works.

DELIVERY

This practical programme is led by industry-experienced trainers and gives the necessary skills and knowledge to safely work in a range of roles associated with the commercial transport and civil works industries and those other industries in which transport and machinery assets are employed.

COURSE LOCATIONS



UNIT STANDARDS

COMPULSORY COURSES

Unit No	Course Title	Compulsory or Elective	Credit	Level
Course 1 – Maintain Safety and Wellbeing in a Transport Workplace				
17459	Demonstrate and apply knowledge of safe manual handling practices in the workplace	C	3	3
17592	Identify the causes of back injury and methods to prevent back injury in the workplace	C	4	3
17593	Apply safe work practices in the workplace	C	4	2
Course 2 – Effectively Communicate for Working in a Transport Workplace				
9677	Communicate in a team or group which has an objective	C	3	2
1304	Communicate with people from other cultures	C	2	3
1312	Give oral instructions in the workplace	C	3	3
10791	Participate in an informal meeting	C	3	2
11097	Listen actively to gain information in an interactive situation	C	3	3
Course 3 – Manage Personal Career Opportunities				
4251	Plan a career pathway	C	3	3
4252	Produce a personal targeted CV (curriculum vitae)	C	2	2

**LEARN
TO EARN**

REGISTER FOR OUR NEXT INTAKE NOW!

Call us on **0800 267 476** or visit **www.amsgroup.co.nz**

UNIT STANDARDS

OPTIONAL COURSES

Unit No	Course Title	Compulsory or Elective	Credit	Level
Course 4 – Introduction to Heavy Transport Skills (must have full class 1 drivers licence)				
10851	Operate a powered industrial lift truck (forklift)	E	7	3
15158	Carry out pre-drive vehicle checks on a heavy motor vehicle, start it up, and shut it down	E	4	3
16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	E	5	3
17574	Operate a rigid vehicle to meet the requirements for a full Class 2 driver licence	E	7	3
18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)	E	2	3
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	E	5	3
Course 5 – Introduction to Light Transport Skills (for Learners and Restricted Licence Holders)				
3462	Demonstrate knowledge of traffic law for the purpose of safe driving	E	3	2
3465	Describe driving hazards and crash risk reduction strategies and response to driving hazards	E	3	2
3466	Apply risk reduction techniques and strategies while driving	E	4	3
10851	Operate a powered industrial lift truck (forklift)	E	7	3
16718	Demonstrate and apply knowledge of law and practice for the transport of Dangerous Goods by road	E	5	3
17676	Carry out pre-drive vehicle checks on a light motor vehicle, and start and shut down the vehicle	E	3	2
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	E	5	3

UNIT STANDARDS

Unit No	Course Title	Compulsory or Elective	Credit	Level
Course 6 – Introduction to Civil Works Transport Skills (must have full class 1 drivers licence)				
10851	Operate a powered industrial lift truck (forklift)	E	7	3
16701	Demonstrate knowledge and skills for driving on a road for endorsement W (wheels)	E	3	3
16702	Demonstrate knowledge and skills for driving on a road for endorsement R (rollers)	E	3	3
16703	Demonstrate knowledge and skills for driving on a road for endorsement T (tracks)	E	3	3
17574	Operate a rigid vehicle to meet the requirements for a full Class 2 driver licence	E	7	3
18496	Demonstrate knowledge and skills for driving a forklift on a road for endorsement F (forklifts)	E	2	3
24089	Demonstrate knowledge of fatigue management, work time, and driver logbook requirements	E	5	3

FREQUENTLY ASKED QUESTIONS

HOW DO I APPLY?

Register your interest online through our website or call **0800 267 476**. Your information will be forwarded to our Programme Administrators who will contact you with further details.

WHEN IS THE PROGRAMME ON?

For up to date programme dates check out the Course Schedule on our website.

WHERE IS THE PROGRAMME HELD?

In most main centres at AMS Group branches or as advertised on our Course Schedule on our website.

IS THERE A COST?

Yes, there is a Course cost of \$2500 that applies to this programme. It is approved by NZQA, and Student Loan funding is available. Visit the Studylink website at www.studylink.govt.nz to apply.

CAN I GET FEES FREE?

Yes, eligible Students can apply for Fees Free by visiting the Fees Free website on www.feesfree.govt.nz. You will need your NSN to check your eligibility status.

WHAT WILL HAPPEN IF I'M ON A BENEFIT?

Changes could apply to your benefit. We advise you to contact the Ministry of Social Development (Work and Income) on **0800 559 009**. If your benefit ceases, you will need to test your eligibility for access to Student Allowance, and Student Living Costs at www.studylink.govt.nz.

CAN I WITHDRAW AFTER THE START OF THE PROGRAMME?

Yes, but penalties can apply in certain circumstances. It would pay to check with your Tutor or the Tertiary Programme Coordinator, before withdrawing.

WHAT QUALIFICATIONS WILL I GAIN FROM THIS PROGRAMME?

Heavy Transport Learners will gain their Class 2 Licence, Logbook, Dangerous Goods Endorsement, Forklift Operators Certificate and Forklift Endorsement.

Light Transport Learners will gain their Full Class 1 or Restricted Licence, Forklift Operators Certificate, Dangerous Goods and Log Book, however, will not achieve their Forklift Endorsement.

Civil Transport Learners will gain their Class 2 Licence, Logbook, Forklift Operators Certificate, Forklift Endorsement, Wheels Endorsement, Tracks Endorsement and Rollers Endorsement.

HOW LONG IS THE PROGRAMME?

The programme is full-time for 16 weeks.

DO I NEED TO HAVE A FULL LICENCE?

This will depend on the course option that you select (i.e. Heavy, Light or Civil).

You will need to have held a minimum of:

- ▼ **Heavy** - A full NZ Class 1 Licence for a minimum of 6 months.
- ▼ **Light** - A Class 1 Learner Licence for a period of 6 months or a Restricted Licence for a period of 18 months; or
- ▼ **Civil** - A full NZ Class 1 Licence for a minimum of 6 months.

If you have not held the appropriate licence for the minimum required periods, you can enrol on a later intake by registering your interest with us.

WHAT IF I WANT TO DO MORE TRUCK LICENCES?

You can only qualify on this programme once. If you wish to do more licences, these will have to be arranged separately. It is suggested that you discuss the options available to you with our Tertiary Programme Coordinator.

APPLICATION PROCESS

1

REGISTRATION

- ▼ Register your interest online through our website or call us on **0800 267 476**.

2

INTERVIEW

- ▼ Our Programme Administrators will then contact you to arrange an Interview.
- ▼ This provides us with the opportunity to fully inform you about the programme.
- ▼ Please bring your Birth certificate or Passport, Drivers Licence, IRD No. and Bank Account details.

3

ENROLMENT

- ▼ If after the Interview you wish to Enrol onto the programme, you will be provided with an Enrolment Form and additional documents for completion.

4

APPLY FOR FEES FREE OR A STUDENT LOAN

Once you have completed an enrolment form and submitted the necessary ID documents you will need to do the following:

- ▼ Check fee-frees eligibility - www.feesfree.govt.nz. You will need your National Student Number (NSN) to do this. If you do not have your NSN, our Programme Administrators can assist you.
- ▼ If you do not agree with the fees free outcome, you can appeal - feesfreereview@tec.govt.nz.
- ▼ If you are not eligible for fees free, you will need to apply for a student loan with Studylink www.studylink.govt.nz. If you can't apply online, call Studylink on **0800 88 99 00**.

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PROGRAMME CONFIRMATION

- ▼ Once we have confirmed your acceptance, a confirmation letter with the details of your delivery location, start date and start time will be emailed or sent to you via post.