



The Eligibility Requirements for Civil Trade Certification

This document sets out the criteria an Applicant must be able to demonstrate to be considered eligible for Civil Trades Certification (Trade Cert). This has been set by the Civil Trades Certification Board (Board) and is current as at January 2023.

To achieve Civil Trade Certification the Applicant must satisfy the Board that he or she:

1. Holds a Board approved Civil Infrastructure Trades Qualification¹
2. Demonstrates 8000 hours practical experience within the industry sector for which Trade Certification is sought. Of these 8000 hours, 2000 hours of experience must be verified to have been completed at a Level 4 competency in accordance with the *Civil Trades Practical Experience Guidelines*²
3. Holds both the following letters of recommendation:
 - (a) One from a senior representative of the Applicant's employer, on business letterhead, verifying the Applicant's capability (e.g. manager, supervisor, foreman); and
 - (b) One from a senior representative of an external organisation, on business letterhead, attesting to the Applicant's character and suitability to be awarded Civil Trade Certification (e.g. manager from client Organisation, local government, community organisation).

Unless the Applicant owns their own business in which case:

- (c) Two external letters of recommendation from a senior representative of two external organisations, on business letterhead, attesting to the Applicant's character and suitability to be awarded Civil Trade Certification.
4. Has successfully completed an evaluation with a Trade Certification Evaluator which may include a discussion with the Applicant about their work history to establish the Applicant's competency and suitability for Civil Trade Certification.

¹ Appendix 1

² The Civil Trades Practical Experience Guidelines can be found on the Civil Trades website www.civiltrades.co.nz

David Howard, Chairman Civil Trades Certification Board

Appendix 1 Civil Infrastructure Trades Qualifications approved by the Civil Trades Certification Board

This document sets out the qualifications that an Applicant for Civil Trades Certification (Trade Cert) must hold in order to be eligible to apply for Trade Cert.

This has been set by the Civil Trades Certification Board (Board) and is current as at January 2023

1. New Zealand Certificate in Infrastructure Works (Bitumen Surfacing Construction) [Ref:3775]
2. New Zealand Certificate in Infrastructure Works (Civil) with Strands in Earthworks, Road Construction and Road Maintenance [Ref:2725]
3. New Zealand Certificate in Infrastructure (Forestry Earthworks) [Ref:3782]
4. New Zealand Certificate in Infrastructure Works (Pipeline Construction and Maintenance) with strands in Drinking-water, Wastewater and Stormwater, and Trenchless Technologies [Ref:3858]
5. New Zealand Certificate in Civil Works (Level 4) with strands in Earthworks, Road Construction, Concrete (non-structural), and Road Maintenance [Ref:2688]
6. NZ Certificate in Bituminous Surfacing Construction (Level 4) with strands in Bituminous Mixes, Chipseal and Slurry [Ref:2686]
7. New Zealand Certificate in Bituminous Product Manufacturing (Level 4) with strands in Binder Manufacturing Operation, Bituminous Mixes Operation, and Bituminous Spraying Operation [Ref:2687]
8. New Zealand Certificate in Pipe Installations (Level 4) with strands in Trenched, and Trenchless [Ref:2694]
9. New Zealand Certificate in Utilities Maintenance (Level 4) with strands in Water, and Wastewater and Stormwater [Ref:2695]
10. New Zealand Certificate in Civil Infrastructure Trades (Civil Works) (Level 4) with strands in Concrete (non-structural), Earthworks, Road Construction, and Road Maintenance [Ref:2725]
11. New Zealand Certificate in Civil Infrastructure Trades (Bituminous Surfacing Construction) (Level 4) with strands in Bituminous Mixes, Chipseal, and Slurry [Ref:2961]
12. New Zealand Certificate in Civil Infrastructure Trades (Bituminous Product Manufacturing) (Level 4) with strands in Binder Manufacturing Operation, Bituminous Mixing Operation, and Bituminous Spraying Operation [Ref:2960]
13. New Zealand Certificate in Civil Infrastructure Trades (Pipe Installations) (Level 4) with strands in Trenched, and Trenchless [Ref:2965]
14. New Zealand Certificate in Civil Infrastructure Trades (Utilities maintenance) (Level 4) with strands in Water, and Stormwater and Wastewater [Ref:2967]
15. New Zealand Certificate in Infrastructure (Piling) (Level 4) [Ref 3966]

16. New Zealand Certificate in Road Marking (Testing) (Level 4) [Ref 3236]