

Guidance notes for *Journeyman* registration

What is the *Journeyman* class of registration?

The *Journeyman* class is for those plumbers, gasfitters and drainlayers who have not passed the Boards relevant licensing exam but have completed one of the following qualifications:

- the *National Certificate* (this came into effect in 1998) **or**
- *Trade Practice Certificate* (this applied before 1998) **or**
- the 3rd stage block course (this applied before 1998).

Why was the *Journeyman* class of registration created?

There are a number of people working in the industry who have completed a trade qualification but, for a variety of reasons, haven't passed their theory exam. Rather than having these people work under *exemptions under supervision*, the *Journeyman* class recognises that these people have some formal training and allows them to register and licence as a *Journeyman* in their trade.

When does the *Journeyman* class come into effect?

From 6 December 2016.

What authorised work can a *Journeyman* do?

A registered and licensed *Journeyman* can install, and work under the supervision of their *Certifier*. Unlike *exemption under supervision* holders, however, there is no requirement that they work under the direct supervision of their *Certifier* during the first two years.

The restricted work carried out by a *Journeyman* is not subject to mandatory testing by their *Certifier* or nominated person (unlike *exemption under supervision* holders); although testing of the work (or direct supervision) might still be deemed appropriate by their *Certifier* in certain circumstances.

A *Journeyman* gasfitter is entitled to work on live gas, under the supervision of their *Certifier* (unlike *exemption under supervision* holders).

A *Journeyman* cannot be a nominated supervisor, nor can they verify, or, in the case of gasfitting, commission or issue gas certificates. For the complete legislation, see the relevant Gazette notice: <http://www.pgdb.co.nz/legislation-policies/legislation.html>

What does it cost to register?

Zero fees apply until 6 December 2018. The Registrar has waived the fees if you apply for registration and a practising licence prior to 6 December 2018. This means you will not pay to be registered and you also won't pay any licence fee for what remains of the 2018 licensing year. If you apply to register after 6 December 2018, standard registration fees will apply of between \$441 and \$712 (depending on how many trades you are registering in).

How much will the annual licensing fee be?

Based on the current fees it will cost \$357 for one *Journeyman* trade, \$443 for two *Journeyman* trades and \$529 for three *Journeyman* trades.

Will I have to do the CPD course each year to renew my licence?

Yes. CPD information can be found on the Board's website: <http://www.pgdb.co.nz/trade/cpd.html>

- Your application will be processed within 10 working days of receipt.
- Registration rounds take place fortnightly. Your registration will be entered into the public register that day and you will receive your registration certificate within 10 working days. If you have applied for a licence, you will receive your card within 10 working days.
- If you have any questions about this form please call the registration team between 8am-5pm, Monday to Friday on 0800 743 262 (on the options menu press 2).

CHECKLIST

Ensure you have fulfilled these requirements otherwise your form will be sent back to you:

Part 1:

- Contact details fields are complete, including online public register information.

Part 2:

- Certified copy** of required documentation **attached**.

Part 4:

- Relevant yes/no box ticked
- Supervisor has completed their fields.

Part 5:

- Current NZ criminal record **attached**
- Current overseas criminal record(s) **attached** (read the criteria to check if this is relevant to you)
- Questions 1-7 answered.

Part 6:

- Signed and dated

Send your completed application to:

Post: PGDB, PO Box 10655, The Terrace, Wellington 6143

Email – only if you haven't attached a passport photo in Part 3 - **(scanner used, PDF only accepted. Photographs NOT accepted, nor PDF's converted from a photograph):**
registration@pgdb.co.nz

If you have any questions about this form please call the registration team on **0800 743 262 (press option 2)** between 8am-5pm, Monday to Friday.

Journeyman Drainlayer registration (and a practising licence) 2018 licensing year (expires 31 March 2019)

PART 1 – Applicant's details

COMPLETE IN CAPITAL LETTERS *Denotes information which is required

Registration number*: _____

Family name/surname*: _____

First and middle name(s)*: _____

Date of birth*: ____ / ____ / ____ (dd/mm/yyyy)

PRIVATE information:

Address where registration certificate and licence card will be sent to*:

Unit and/or house number: _____ Street name: _____

Suburb: _____

City/town: _____ Postcode: _____

Home phone (private): _____ Mobile phone (private): _____

Online PUBLIC REGISTER information:

1. Work phone number*: _____

2. Work address:

Unit number: _____ Street name: _____

Suburb: _____

City/town: _____

3. Email (if any): _____ @ _____

PART 2 – Qualifying standards for registration as a Journeyman Drainlayer

Attach a **certified copy** of either your:

- NZQA “National Certificate in Drainlaying” (1998 onwards)
- NZQA “Practice Trade Certificate in Drainlaying” (before 1998)



- **How do I get evidence of my National Certificate/Practice Trade Certificate?**

Contact the New Zealand Qualifications Authority (NZQA) on 0800 697 296. Their Tertiary Records section will be able to send you a National Certificate copy or provide you with evidence of your Practice Trade Certificate.

- **What is a certified copy?**

A certified copy of a document is one that has been officially declared to be correct by a person able to make a declaration under the Oaths and Declarations Act 1957. This can be done by taking the original document and a good quality photocopy of it to either a:

- ✓ a lawyer, or
- ✓ Justice of the Peace, or
- ✓ Court Registrar.

They will check the photocopy against the original, and then sign the photocopy to say they certify it as a true and correct copy of the original. This service is usually free of charge.

- **How do I find a lawyer, or a Justice of the Peace, or a Court Registrar?**

Use Google to find a lawyer or JP near you, or your nearest Court. Court Registrars are at your local court house. JP's are also listed in your local White Pages.

- **Why don't you recommend police officers?**

Not a lot of police officers are able to make declarations under the Oaths and Declarations Act 1957. All lawyers, JP's, and Court Registrars can make the declaration.

OR

- have had a section 52 exemption approved by the Board.

PART 3 – Photo ID

If you already have photo ID on your card, skip this section. You won't have to update your photo until 2027.

If you don't have a photo on your card, the easiest way is to use your online practitioner log-in and upload a head and shoulder photo. If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.

Example:



Alternatively, you can attach a passport photo here and post your application to us:



By submitting this passport photo you certify that this photo is a true likeness of yourself:

Signature: _____

Date: _____

PART 4 – Application for a 2018 practising licence and supervision

If you wish to be issued a practising licence so you may carry out drainlaying work once you are registered, please complete the details below with your nominated supervisor. Your supervisor must be registered in the certifying class and **hold a current licence** for the 1 April 2018 - 31 March 2019 licensing period before your application can be processed.

Do you require a practising licence for the **2018 licensing period (expires 31 March 2019)** to carry out drainlaying work?

- Yes
- No (please answer below then proceed to Part 5)
 - I am in New Zealand but not currently practising in the trade,
 - I am currently overseas.

Applicant (Journeyman Drainlayer):

I name the following person to be my supervisor: _____

I understand that :

- I may only carry out drainlaying work under the supervision of my *Certifying Drainlayer* supervisor below, or a “nominated supervisor” that my *Certifier* nominates
- I may carry out testing of drainlaying, unless it is for the purposes of verifying compliance under the Building Act 2004;
- My name, registration type and licensing information will be listed on my online public register page. My name and licence type will also be listed on my supervisor’s online public register page; and
- At all times when undertaking drainlaying I must be able to produce my current licence card on demand.

Supervisor (Certifying Drainlayer):

By signing this form, you agree to comply with your responsibilities as a supervisor and understand that:

- You must ensure that drainlaying undertaken by the applicant
 - a) Is performed competently;
 - b) Is subject to appropriate safety measures; and
 - c) Complies with the requirements of all relevant regulations, including regulations made under the Building Act 2004.
- You must ensure that the applicant
 - a) Is competent to perform the tasks undertaken;
 - b) Is adequately supervised while carrying out drainlaying;
 - c) Complies with all relevant regulations, including regulations made under the Building Act 2004; and
 - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed *Certifying Drainlayer* or *Tradesman Drainlayer* (“nominated person”) to provide physical supervision of the applicant. You remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another *Certifying Drainlayer* or *Tradesman Drainlayer* to provide physical supervision of that work.
- You must verify work where verification is required.
- You must notify the Board in writing if your supervision of the applicant ceases. You remain responsible for all drainlaying undertaken by the applicant under your supervision until the Board has received written notice that you are no longer supervising that person, or until their licence expires. Email licensing@pgdb.co.nz
Refer to the Board’s supervision guidelines (<http://www.pgdb.co.nz/trade/licensing.html>) for further guidance.

Name of supervisor

Licence number

Signature of supervisor

_____/_____/20_____
Dated

PART 5 – Fit and proper person information

1. **Attach** a copy of your **current** NZ criminal record (i.e. dated within the last month). This is available from the Ministry of Justice (<http://www.justice.govt.nz/criminal-records/get-your-own/>) within 10-20 working days.
2. **Attach** a copy of your criminal record history from all countries in which you have lived for more than 12 consecutive months within the last 10 years. Your report must be no more than three months old.
3. **Answer the following questions by circling the appropriate option:**

1. Are you currently the subject of criminal proceedings in respect of any crime or offence in Australia, New Zealand or overseas?	Yes	No
2. Have you been the subject of sanitary plumbing, gasfitting, or drainlaying disciplinary action in New Zealand or a foreign country that has resulted in a finding of guilt, however expressed?	Yes	No
3. Are you currently the subject of current plumbing, gasfitting, or drainlaying disciplinary action in New Zealand or a foreign country?	Yes	No
4. Has your sanitary plumbing, gasfitting, and or drainlaying registration or licence in New Zealand or a foreign country been cancelled or suspended, or revoked and not restored?	Yes	No
5. Do you have a mental or physical condition that may render you unable to perform the functions required for the practice of sanitary plumbing, gasfitting, and or drainlaying?	Yes	No
6. Have you engaged in sanitary plumbing, gasfitting, and or drainlaying in New Zealand when not authorised under the Plumbers, Gasfitters, or Drainlayers Act 2006?	Yes	No
7. Have you engaged in sanitary plumbing, gasfitting, and or drainlaying in a foreign country when not permitted by or under the law of that country to do so; or if permitted to do so, in contravention of a condition of the permission?	Yes	No

If you have answered “yes” to any of the questions, please ensure you attach the following documentation to your application:

- i a full written explanation of the relevant matter, and
 - ii any relevant documentary information, for example decisions, charges, letters, health certificates.
- **Fit and proper person information** is a legislated requirement under the PGD Act 2006. For more information, see the Board’s *Fit and proper person policy*: <http://www.pgdb.co.nz/legislation-policies/policies.html>

PART 6 – Confirmation of accuracy

By signing this application you verify that all information given is true and correct.

Signature of applicant

_____/_____/20_____
Date

Privacy Act 1993: The information requested in this form is collected by the Plumbers, Gasfitters and Drainlayers Board for the purpose of issuing journeyman registration and a practising licence. However, the Board may use this information for any other purposes required or permitted by the Plumbers, Gasfitters, and Drainlayers Act 2006 and the Privacy Act 1993. You have the right under the Privacy Act 1993 to access and request correction of any personal information held about you by the Board.