

Trainee Limited Certificate application

under section 14 of the Plumbers, Gasfitters, and Drainlayers Act 2006

1 April 2018 - 31 March 2019 licensing year

- **USE THIS FORM** if you:
 - 1) are currently enrolled for the New Zealand Certificate in Plumbing/Gasfitting/Drainlaying (Level 4) with either the ATT, Ara, Masterlink, The Skills Organisation, or Unitec.
or
 - 2) are currently enrolled in a Level 2 or 3 pre-trade course
or
 - 3) have completed the New Zealand Certificate in Plumbing/Gasfitting/Drainlaying (Level 4) within the last 12 months and you will be sitting the 9192 Tradesman/9193 Tradesman Gasfitter/9197 Tradesman Drainlayer exam in 2018.
- Your application will be processed within 5 working days of receipt and the authorisation(s) are valid from the date of issue until the following 31st of March *e.g. if we receive and process your form on 1 June 2018, then your authorisation(s) are valid from 1 June 2018 until 31 March 2019.*

PART 1 – Applicant's details

COMPLETE IN CAPITAL LETTERS

*Denotes information which is required

Authorisation number*: _____ (if you have held an authorisation from the Board before)

Family name/surname*: _____

First and middle name(s)*: _____

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

Postal address (where all correspondence will be directed e.g. card)*:

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

Suburb: _____

City/town: _____ **Postcode:** _____

Work phone*: _____

Home phone: _____

Mobile phone: _____

Email: _____ @ _____

PART 2 – Trade(s) you are enrolled for

Tick the trades you are enrolled for. We'll confirm with your training provider.

NB if you want to work in any trade(s) for which you are **not** enrolled, your supervisor will need to notify the Board of an Exemption Under Supervision (e.g. you are only enrolled for plumbing and gasfitting and want to carry out drainlaying work. You can apply for Trainee Limited Certificates in plumbing and gasfitting, but your supervisor will need to notify the Board of an Exemption Under Supervision for drainlaying).

Plumbing

Gasfitting

Drainlaying

PART 3 – Training provider

Tick the training provider you are enrolled with:

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

- The Skills Organisation** (go to part 4)
- Masterlink** (go to part 4)
- Apprenticeship Training Trust** (go to part 4)
- Ara** (go to part 5)
- Unitec** (go to part 5)

2) Pre-trade (levels 2 or 3)

- (**attach copy of enrolment confirmation letter to this form**) (go to part 5)

OR

- National Certificate completed within the last 12 months and you will be sitting the 9192 Tradesman Plumber/9193 Tradesman Gasfitter/9197 Tradesman Drainlayer in 2018. You **MUST** enclose either:*
 - confirmation from your training provider that you've attended your last block course/practical assessment
 - or a print-out of your NZQA record of learning showing attainment of National Certificate;
 - or a certified copy of your relevant National Certificate (a photocopy that has been certified by a person authorised to make such declarations, for example, a Justice of the Peace) with your application form.

PART 4 – The Skills Organisation trainees

If you have a training agreement with **The Skills Organisation** complete this section.

I confirm that I have signed a training agreement with The Skills Organisation in which I authorise The Skills Organisation to disclose information, including my personal information, to the Plumbers, Gasfitters and Drainlayers Board for the purposes of my application for a limited certificate.

Signature of applicant: _____

PART 5 – Photo ID

If you're renewing:

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, email licensing@pgdb.co.nz



Alternatively

If this is your very first application (which means you won't have a log-in yet) 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 6 – Supervision

Your Certifier(s) will need to complete this section. **Your Certifier(s) must be registered in the certifying class and hold a current licence(s) for the 1 April 2018-31 March 2019 licensing period before your application can be processed.**

Note to the supervisor

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

- You must ensure that sanitary plumbing/gasfitting/drainlaying (where relevant) 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 and the Gas Act 1992 (for gasfitting).
- You must ensure that the applicant:
 - a) Is competent to perform the tasks undertaken;
 - b) Is adequately supervised while carrying out sanitary plumbing/gasfitting/drainlaying;
 - c) Complies with all relevant regulations, including regulations made under the Building Act 2004 and the Gas Act 1992 (for gasfitting); and
 - d) Can produce their current authorisation card on demand.
- You may nominate another currently licensed *Certifying Plumber/Gasfitter/Drainlayer* (where relevant) or *Tradesman Plumber/Gasfitter/Drainlayer* (where relevant) (this is called a “nominated person”) to provide physical supervision of the applicant. However, you remain responsible at all times for all aspects of the work done by the applicant even where you have nominated another *Certifying* or *Tradesman Plumber/Gasfitter/Drainlayer* to provide physical supervision of that work.
- You must verify or certify (for gasfitting) work where verification or certification is required.
- You must notify the Board in writing if your supervision of the applicant ceases. You remain responsible for all sanitary plumbing/gasfitting/drainlaying undertaken by the applicant until the Board has received written notice that you are no longer supervising that person, or until their authorisation expires. Email licensing@pgdb.co.nz
- The applicant’s name and authorisation type will be listed on your online public register page as being under your supervision.
- You must ensure that for the first 12 months of holding a limited certificate and doing sanitary plumbing/gasfitting/drainlaying the trainee works at all times in your presence, or the presence of a nominated person.

Plumbing

Name of Certifier: _____

Authorisation number: _____

Signature of Certifier: _____

Date: _____

Gasfitting

Name of Certifier: _____

Authorisation number: _____

Signature of Certifier: _____

Date: _____

Drainlaying

Name of Certifier: _____

Authorisation number: _____

Signature of Certifier: _____

Date: _____

PART 7 – Fee

- The Trainee Limited Certificate fee is **\$55.00**. This includes GST, and is per person, per year.
- We do not accept purchase orders.
- **Enrolled with The Skills Organisation, Masterlink, or ATT?** They take care of this fee on your behalf so skip ahead to Part 8.
- **Enrolled with Unitec, Ara, or doing a pre-trade course?** Complete card details below, and if you require a receipt afterwards you can access one using your practitioner log-in (under *My Account*, click *View Statement History*).
- **National Certificate completed within the last 12 months?** Complete card details below, and if you require a receipt afterwards you can access one using your practitioner log-in (under *My Account*, click *View Statement History*).

Card type (credit/debit): Mastercard Visa Expiry date: _____/_____

Full name of cardholder: _____

Card number:

Cardholder's signature: _____ *I authorise the Plumbers, Gasfitters and Drainlayers Board to charge the total amount to my credit or debit card.*

PART 8 – Confirmation of accuracy

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

Signature of applicant

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_____/_____/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 a trainee limited certificate. 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.

Send completed form either by:

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

Email – only if you haven't attached a passport photo in part 5 - (scanner used, PDF only accepted. Photographs NOT accepted, nor PDF's converted from a photograph):

licensing@pgdb.co.nz

*If you have any questions about this form please call the licensing team on
0800 743 262 (option 1) between 8am and 5pm, Monday to Friday.*