



KEEPING IT LEGAL IN NEW ZEALAND

HOW WE HELP OVERSEAS TRADESPEOPLE TO GAIN THE NZ PRACTISING LICENCE

Do you already have an overseas plumbing, gasfitting or drainlaying qualification?

Make sure you hold the correct qualification for New Zealand.

You are breaking the law if you carry out restricted plumbing, gasfitting or drainlaying work without the NZ Practising Licence.

You may be fined up to \$10,000 for plumbing and drainlaying work, and a fine of up to \$50,000 for gasfitting work.

We regularly check tradespeople and hotspot areas nationwide that come to our attention.

How? See www.pgdb.co.nz/app

THE RIGHT STEPS TO TAKE

We support you every step of the way

Step one: Know the pathway to registration

We are able to grant registration to overseas-qualified tradespeople who meet the minimum standards for registration.

To start the process, you need to take a look at the helpful resources below to learn more about the pathway to gain registration in New Zealand.

- See the introduction guide www.pgdb.co.nz/trade/working-overseas
- See the process in brief www.pgdb.co.nz/trade/working-overseas

We are to help

If you need support with understanding the pathway to registration let us know. We are happy to help.

- Phone our registration support team on 0800 743 262

If your first language is not English, and you need help with translating the induction guide. Let us know.

- Email comms@pgdb.co.nz

ARE YOU READY TO APPLY FOR REGISTRATION IN NEW ZEALAND?

A person may be entitled to registration once they have achieved the minimum standards of competence required within the registration process.

If you successfully get a Skills Recommendation, you will meet Criteria 1 of the Board's standards for the pre-registration application.

To apply to be recommended for registration you will need to;

- complete the 'Skills Recommendation for Registration' application form,
- supply supporting evidence,
- pay the associated fees and submit your application to Skills NZ.

Getting a Skills Recommendation to help with pre-registration

Step two: Getting your skills recommendation

If you already have an overseas plumbing, gasfitting or drainlaying qualification, The New Zealand industry training organisation, Skills NZ, carries out an assessment of overseas qualifications on behalf of the PGDB.

This Skills Recommendation will give you recognition of your qualifications to help you apply for pre-registration with us. [step three].

Note: You can only apply for one trade per application.

To apply for the Skills Recommendation from Skills NZ, first make sure you meet the following criteria:

- You hold an overseas qualification in plumbing, gasfitting or drainlaying.
- You are based overseas or in New Zealand
- You can supply evidence that you have;
 - a minimum of four years working full time in the plumbing and/or gasfitting trade, or
 - evidence that you have a minimum of two years working full time in the drainlaying trade.

What kind of evidence do I need to supply?

The checklist:

- A certified copy of your formal qualification in either plumbing, gasfitting or drainlaying.
- A certified transcript that relates to your qualification (the topics covered in the qualification)
- A letter from current or past employer(s) or supervisor(s) which:
 1. details the exact type of plumbing/gasfitting/drainlaying work that you carried out, and
 2. provides exact dates of employment.
- Any additional relevant training that can support your application for pre-registration. This also needs to be certified e.g. specialised health and safety training or courses, specialised supplier training.

Check these things:

- Any letters are on letterhead, dated and signed by the author.
- Your certified evidence is a photocopy of your original document that has been verified by a person authorised to make such declarations, for example, a Justice of the Peace, barrister or solicitor, notary public, court registrar or deputy registrar, or a Member of Parliament.
- Any evidence submitted for the Skills Recommendation for Registration needs to be in English.

What happens next

You will then receive an acknowledgment that your application has been received by Skills NZ.

- Your application will be reviewed within 20 working days.
- Skills NZ will notify you as to whether you meet Skills Recommendation for Registration.
- Complete the 'Skills Recommendation for Registration' application form, pay the fees and submit your application to Skills NZ here:

www.skills.org.nz/overseas-qualifications

The cost will be NZD \$862 (incl GST) for each application for each trade. Payments are to be made by credit card.

If you need help submitting your application form Skills NZ can help. Give them a call on 0508 SKILLS.

Step three: Your pre-registration application

As part of your application for pre-registration with us, we need you to submit your Skills Recommendation from Skill NZ [steps one and two].

Complete your pre-registration application at:

www.pgdb.co.nz/trade/working-overseas

Note: download the pre-registration application from the drop-down box titled "Are you from another country moving to NZ to work".

What if I am not awarded the Skills Recommendation for Registration?

The Skills Recognition process

If you do not meet the Skills Recommendation for Registration, Skills NZ will advise you of which standards you require and if there are any gaps in your application.

Each standard has an associated credit value. To meet recognition of these standards there are two options available to you:

1. Submit workplace evidence through the Skills Recognition Process which will then be reviewed by an assessor. This will cost an additional \$20 per credit.
2. Arrange gap training through a NZ Training Provider. Cost for this may vary depending on the gaps.

For more information on Skills Recognition contact Skills NZ on 0508 SKILLS.

Help support legitimate tradespeople in New Zealand by supporting the PGDB's public awareness campaign. Go to: www.pgdb.co.nz/consumer

Be proud of your NZ qualification

You may have invalidated your insurance

Don't put your family at risk

Protect your health and safety

This guy's a pro

This guy's not

Sort the Pros from the Cons

Due diligence pays off! Know what you can DIY and when you need a pro



Jonathan Smith

- Certifying plumber
- Licensed gasfitter
- Journeyman drainlayer



Details of the work this licence holder is entitled to carry out are available at www.pgdb.co.nz



No licence - no comeback