

Limited Certificate Trainee application

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

1 April 2017 - 31 March 2018 licensing year

- **USE THIS FORM** for any trades in which you:
 - are enrolled with a training provider (e.g. ATT, Ara, Masterlink, Skills, Unitec)
 - are enrolled in a pre-trade course (levels 2 or 3)
 - *have completed the National Certificate within the last 12 months and you will be sitting the exam either June 2017 or November 2017.*
- 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 2017, then your authorisation(s) are valid from 1 June 2017 until 31 March 2018.*

PART 1 – Applicant's details

Authorisation number: _____

Full name: _____

Date of birth: _____

Postal address:

Home
phone: _____

Work
phone: _____

Mobile
number: _____

Email: _____

PART 2 – Trade(s) you are enrolled for

Please tick the trades you are enrolled for only.

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 Limited Certificates in plumbing and gasfitting, but your supervisor will need to notify the Board of an Exemption Under Supervision for drainlaying).

☐ Plumber

☐ Gasfitter

☐ Drainlayer

PART 3 – 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 2017-31 March 2018 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 4 – Training provider

Please tick the training provider you are enrolled with:

1) Apprenticeship

- ☐ **The Skills Organisation** (go to part 5)
- ☐ **Masterlink** (go to part 5)
- ☐ **Apprenticeship Training Trust** (go to part 5)
- ☐ **Ara (formerly CPIT)** (go to part 6)
- ☐ **Unitec** (go to part 6)

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 June 2017 or November 2017 exam. 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 5 – 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 6 – Photo ID

Photo ID is now available for the 2017 licensing year.

If you're renewing:

The easiest way to get your photo on your card is to use your online practitioner log-in and upload a head and shoulder photo (free!).

If you've forgotten your password, call our licensing team during 8am-5pm, Monday to Friday, on 0800 743 262.

Example:



Alternatively

If this is your first authorisation (which means you won't have a log-in yet), or you just don't have the ability to get online to upload a photo to your log-in, 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 7 – Fee

- The Limited Certificate Trainee 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

+ ____/____/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 6 - (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 between 8am and 5pm, Monday to Friday.*