Training and Competence Guideline

STAY LIVE

Electrical Industry
Health & Safety Group

StayLive Electrical Industry Health and Safety Group

Controlled Document

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Document Control

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Record of Amendments

Version	Issue Date	Summary of Key Changes
1.0	August 2017	First Issue
2.0	September 2020	Expansion of T&C principles and addition of Development of Capability

Contents

1 T&C Introduction

1.1 Purpose

The quality and consistency of training and competency assessment across the industry has been found to be highly variable.

The purpose of this guideline is to:

1. Provide an Overview of Training & Competency Principles.

2. Outline best practice process for compliance training from Work Ready, to Work Capable and Development of Capability.

3. Provide the relevant compliance competencies and refresher frequencies to enable industry consistency.

2 T&C Overview

2.1 Process Flow

Cycle of training from theoretical knowledge, demonstration of skills and behaviours (competency) to the ongoing development of capability.
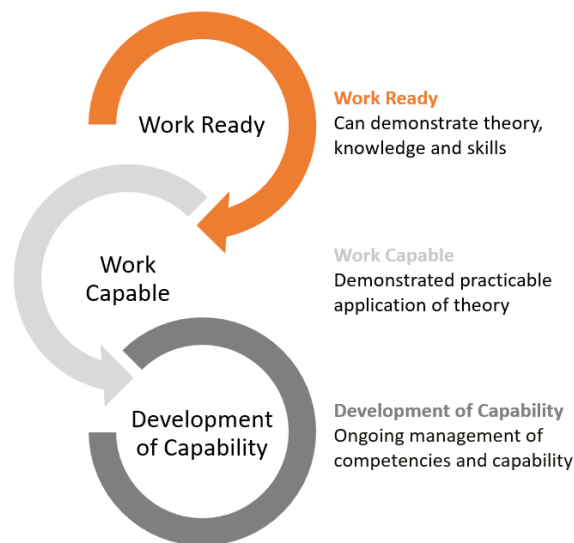
Key terms:

WORK READY: Has been trained on theoretical knowledge/skills

WORK CAPABLE: Work Ready combined with practical demonstration of theory

DEVELOPMENT OF CAPABILITY: Managed exposure to increasingly advanced requirements of a competency

2.2   Key T&C Competency principles

- Unsupervised workers must be at Work Capable level within the Electricity Industry.

- Assessors must be at a Work Capable level and may be required to have formal qualifications to assess certain competencies.

- Assessment of competency is an employer responsibility.

- Competency criteria are based on "on-the-job" experience statements.

- Competency assessments may be simulated and may contain task or role exposure.

- Some training (e.g. First Aid) does not require on-the-job competency assessment, rather the individual will be deemed competent following practical assessment during a course.

- Managed exposure includes ensuring regular development of competency within the workplace at a level suitable to experience and providing opportunities for professional development and growth.

2.3   Effective Assessments

The following principles support effective assessments:

PLAN

Anticipate learning and experience outcomes while you are planning your work and build them into your work plan.

DO

While carrying out the work get an Assessor to observe and assess.

CAPTURE

Either during or immediately following completion of the job, capture your learnings.

REVIEW

Reflect on what you have learnt or are still yet to learn and if necessary, consider how you can capture information about your competence at the next possible opportunity and build it into the work plan.

2.4   Development of Capability

Achieving a competency does not in itself provide insight into the level at which it can be applied. Experience, attitude, additional training and the scale of a task always need to be considered.

PLAN
- Understand work scope and the competencies required
- Identify level of capability and experience required for the task
- Identify if additional support is required
- Manage workflow, allow for pre-planning, pre-work exposure and familiarisation when required

MEASURE
- Understand abilities, experience and limitations
- Track Experience
- Witness/display the application of competency

- Engage in conversations about exposure, experience and development opportunities
- Create learning and growth opportunities
- Coaching & Mentoring
- Succession planning.

2.5 Staylive Competency Tool

StayLive has developed a digital platform and competency card to replace the existing Electricity Industry Greenbook. This is a means of authentically recording and demonstrating an individual's training and competency records.

Benefits of the new card include:

- An efficient means of proving and checking competency
- A robust, portable, secure and efficient digital solution
- Integration with other company IT systems, such as learning management systems, site security systems and work controls systems.
- Improved visibility and consistency of standards within the Electricity Industry

Specific detail can be found here: Staylive Competency Card Working Group

3 Compliance Training

3.1 Definition

Compliance Training is training in which our people are taught practical skills, legislation, company policy and behaviour in relation to specific competencies.

3.2 Competency Matrix

Within the electricity industry technical resources are often shared. Efficiency and safety can therefore be increased through consistent industry standards.

StayLive Members have agreed to align compliance competency standards and refresher frequencies as outlined in the StayLive Compliance Training Matrix 2020, unique Asset Owner requirements will still need to be considered separately.

StayLive Compliance Training Matrix 2020

Competence	Frequency	NZQA Unit Standard	Comments
General Site Access			
First Aid/CPR	2 year	6401, 6402	To meet prescribed electrical worker (PEW) requirements frequency may differ.
Generic Induction	2 year	N/A	Entry Approval Competency (EAC) as determined by asset owner.
Site-specific Induction	2 year	N/A	
Switchyard Access			
Transpower Restricted Area Access	2 year	N/A	This may not be required for access into individual asset owners' switchyards
Work Controls			
Access / Test Permit and/or Work Authority Recipients/issuers including Hazard ID.	2 year	N/A	While there may be variances in the work control systems the frequency of training is consistent for recipient.
Workplace Hazard Management	2 year	17602 or 30265 (or Asset Owner Provided)	Note – 17602 is expiring 31/12/20. Being replaced by 30265. NZQA 497, 17593 may also be required.

| Task or Equipment Specific			
Confined Space Entry & Gas Detection – Full	3 year	17599, 18426 plus 25510 or 3058	Refresher training to cover US 17599, 25510
Confined Space Hazards	3 year	18426	Minimum required to enter and work in a confined space (does not cover planning and management of confined space). Refresher to cover US 18426
Breathing Apparatus	3 year	25044	For operational use, not rescue. Refresher to cover US 25044
Establish Fall Arrest/Restraint Systems	3 year	15757 or 17600	Refresher to cover relevant US
Working at Heights – Basic Harness Systems	3 year	23229 or 25045	Refresher to cover relevant US
Crane	3 year	Various	US required are dependent on type of crane being used. Refer to NZ Crane Association for guidance.
Rigging and slinging	3 year	3789 routine loads or 3801 complex loads	Refresher to cover US 3789 Where required by asset owner, 3801 for complex loads.
Forklift	3 year	10851	Refresher to cover US 10851
Mobile Elevated Work Platforms	3 year	Various	US required are dependent on type of MEWP being used. Refresher to cover relevant US. 23966 Describe types of Elevated Work Platforms and legislative requirements for their use – pre-requisite for all following unit standards. 23960 - Assess the worksite, prepare and operate a scissor lift elevating work platform (EWP) 23961 - Assess the worksite, prepare and operate a truck-mounted elevating work platform (EWP) 23962 - Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP) 23963 - Assess the worksite, prepare and operate a trailer-mounted elevating work platform (EWP)

			23964 - Assess the worksite, prepare and operate a vertical lift elevating work platform (EWP)
Hazardous Substance Certified Handler	5 year	31291	Refresher to cover US 31291 Intended for workers who handle and/or supervise people handling Class 6.1A or 6.1B hazardous substances, any Vertebrate Toxic Agent and/or Fumigant.
Chemical Handling and Storage	5 year	31290 & 31293	Refresher to cover US 31290 & 31293 Intended for all workers who store and handle hazardous substances at work.
Chemical Safety at Work	5 year	31292	Refresher to cover US 31292 Intended for all workers at risk of exposure to hazardous substances at work.
Driver Training	3 year	Various	To be defined by asset owner to meet specific needs
Asbestos Awareness	NA	30596	To be defined by asset owner to meet specific needs

3.3   Compliance Training Process Flow

The cycle of Compliance Training from theoretical knowledge, demonstration of skills and behaviours (competency) to the ongoing development of capability is shown below.

Compliance Training Cycle
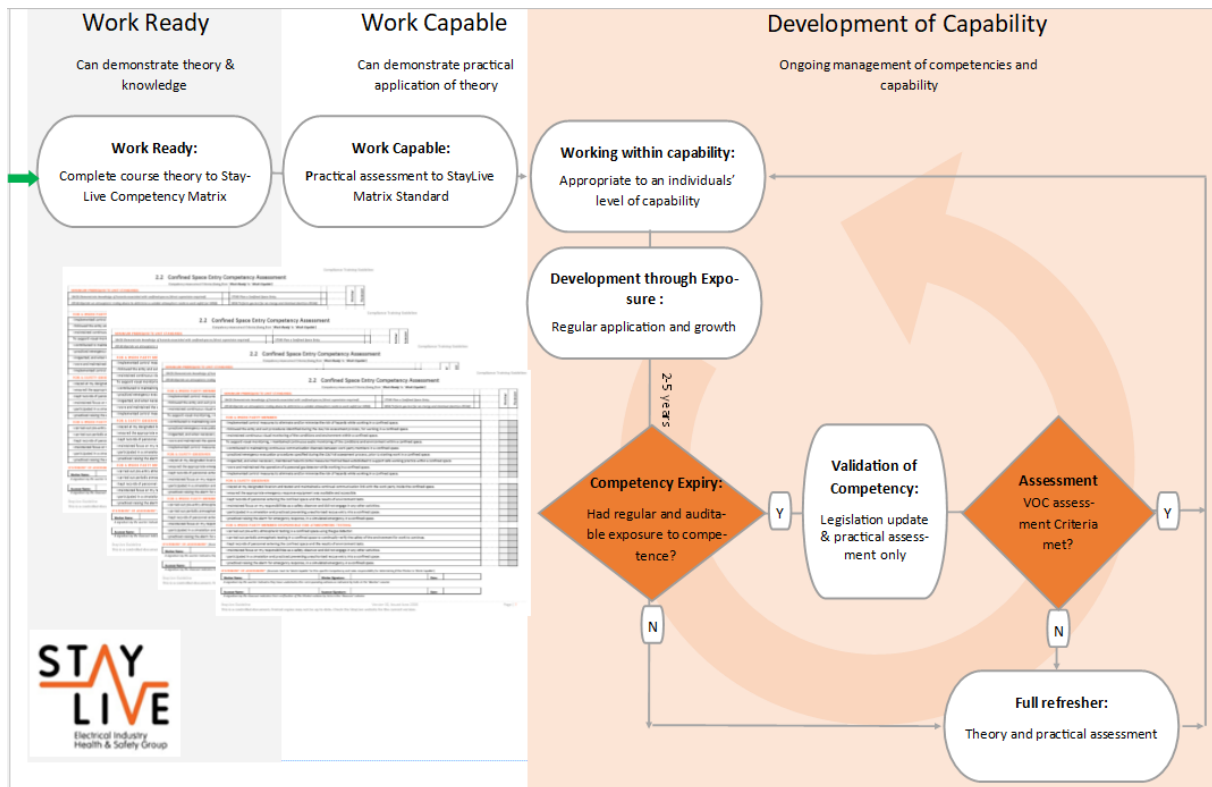
Key terms:

- Work Ready: Compliance training course attended covering theory to StayLive Competency Matrix.

- Work Capable: Theory along with practical assessment (internally or externally assessed).

- Working within Capability: Allocating and undertaking tasks within appropriate level of an individuals' capability.

- Developing through Exposure: Regular application and growth of the competency.

- Competency Expiry: Refer to StayLive Competency Matrix for refresher frequencies.

- Validation of Competency (VOC): Assessment for our people who can prove regular exposure to the competency between refresher periods. VOC focusses on i. legislation and law changes and ii. practical assessment to demonstrate knowledge.

- Full Refresher: Full refresher course for our people who have not had regular exposure to the competency between refresher periods.

3.4   Compliance Training Assessment Criteria

StayLive have created assessment criteria for Compliance Competencies to further guide industry training consistency, which are available on the StayLive Website. Staylive also recommends tailoring the practical assessment scenarios to the requirements of our people working proactively with our training providers to develop this particularly for VOC assessments.

The following Staylive assessment criteria are being utilised both internally and by external training providers currently within our industry:

- Confined Space Entry

- Forklift Operator

- Mobile Elevated Work Platform

- Overhead Gantry Crane

- Rigging and Slinging

- Work at Heights

- Work Controls – Issuer

- Work Controls – Recipient

- Work Controls – Supervisor