



# Training Courses

- *Biosecurity*
- *Customs & Freight Forwarding*
- *Dangerous Goods*
- *Forklift & Workplace Safety*



# Introduction to IVS Training

- *We offer a wide range of courses for those involved with importing and exporting as well as the transport and logistics industry*
- *We are approved by the Ministry for Primary Industries, NZQA, NZTA and IATA; plus we have partnerships with a number of organisations and associations, including the Customs Brokers & Freight Forwarders Federation of New Zealand Inc.*
- *We have the right training and are committed to seeing you succeed*
- *We have a team of experienced and passionate trainers*
- *We offer courses nationwide and can provide onsite training*
- *Our online training offers flexibility – study wherever and whenever you want.*

## ➔ Get in touch

Please contact IVS to discuss your requirements on  
**0800 021 169** or email **[training@ivs.co.nz](mailto:training@ivs.co.nz)**



# Biosecurity Training

## Accredited Person (AP) Training

APs are responsible for inspecting containers, supervising their unpacking, and containing any biosecurity threats found. MPI requires all facilities importing sea containers to have one or more Accredited Persons available.

## MPI Transitional Facility Operator Training

All Approved Transitional Facilities need an approved Operator. This full-day course focuses on:

- *Responsibilities of the Operator and the importance of their role in biosecurity*
- *Relevant legislation requirements and overview of the standards*
- *Practical assistance in completing biosecurity operating procedures.*

## Biosecurity Awareness Training (Online)

This course is designed for all other staff who assist the Accredited Person to unpack imported containers that have come into NZ by sea or air. It is offered online, making it fast, easy and convenient.



# Customs and Freight Forwarding Training

## Introduction to Customs Broking and the Customs Tariff

This one-day course is recommended as an introduction to the CBAFF Customs UUI course for those who do not have at least 12 months working experience in the New Zealand Customs Broking Industry.

## CBAFF UUI Course

The CBAFF UUI Course is designed for people who wish to become users of the Customs Computerised Entry System and obtain a Unique User Identifier (UUI), in accordance with NZ Customs Service regulations.

To obtain the CBAFF UUI Course Certificate students are required to complete each of the four blocks (in order), complete practical assessments between course blocks and attain an 80% or higher pass rate in the closed book examination at the end of the course.

## CBAFF Advanced Customs Tariff Classification Courses

These one-day courses take an in-depth look at specific areas of the Tariff which may be difficult to interpret. Theory and practical methods are used to accurately classify difficult goods and apply the principles of tariff classification effectively within these areas, minimising the risk of legal penalties.

There are four advanced Tariff Classification courses which cover the following areas of the Tariff:

- *Chemicals*
- *Apparel and Footwear*
- *Machinery*
- *Textiles*



## **Introduction to International Freight Forwarding**

International Freight Forwarding is a constant changing environment. This introductory course covers all aspects of the process involved in moving goods internationally. Participants learn what is required, what documents are needed, where to get them from, and what to expect. Risks and how to mitigate these through sensible forward management, are also covered. Importers and exporters will benefit by understanding all requirements and will be in a position to save money on forwarding services, whilst those engaged in International Freight Forwarding will be better informed.

## **Marine Cargo Insurance**

Lost, misplaced, stolen and damaged cargo claims are an everyday process for international freight forwarding consultants. Thousands of sea containers fall off container vessels every year that add to the thousands of claims on carriers, forwarders and agents. By the end of the course, participants will have a sound understanding of marine insurance, the risks, policies and how to claim.



# Dangerous Goods Training

## **IATA Dangerous Goods Regulations (DGR) - Category 6 (*Initial and Recurrent*)**

This IATA Initial Dangerous Goods course will improve your awareness of the legal requirements, operational restrictions, packaging instructions, marking, labelling and documentation regulations related to the transport of dangerous goods by air. Gain the skills to accept, handle and process shipments containing dangerous goods according to the current edition of the mandatory IATA Dangerous Goods Regulations manual.

This course is designed for persons involved in Air Cargo processing and handling of Dangerous Goods. Revalidation is required every 2 years.



# Forklift and Workplace Safety Training

## Forklift Training

### **Operators Certificate (New and Refresher)**

*With the option to complete the F Endorsement\* on the same day.*

This is the base certification for operating a forklift - you can't legally operate a forklift in New Zealand without a current OSH certificate. With this certificate, an operator can operate in any area with closed/restricted from public access.

Holding a driver licence is only required for those who want to add the F endorsement; participants who only need the OSH certificate, don't need to hold a driver licence and can be certified on completion of the course.

Once achieved, this certificate expires every 3 years and a refresher course is required to renew it. The F Endorsement does not expire.

*\* Unit standard (optional): 18496*

### **Beginners' Course**

*With the option to complete the F Endorsement at the same time.*

We have taken our regular course and extended it to a two day course for those who have had little to no experience operating a forklift. Participants benefit from:

- *Extra practical training time - important for those with no experience*
- *More extensive training and learning for new operators*
- *A certificate indicating that more extensive forklift operator training has been received*

Participants who have a class 1 driver licence, have the option to complete the F endorsement at the same time.

*Unit standards: 10851, 18496 (Optional extra)*



## F Endorsement Only

If you drive a forklift on a road then you must also have an F endorsement, additional to your OSH certificate. Anywhere the public can access freely in New Zealand is technically deemed to be a 'road'. This includes, but not limited to: public car parks, bridges, culverts, road shoulders.

To have forklift training for an F endorsement you must hold a full Class 1 drivers licence. You **MUST** also hold a current OSH Certificate to operate a forklift in New Zealand.

**Please note:** The F endorsement does not expire, so you only need to renew your OSH certificate every three years.

Unit standards: 18496

## Manual Handling Program

When we lift and move objects, heavy or not, our body is working. If we don't lift correctly, extra strain can be put on areas of the body that can't cope with the load.

It is very important to understand how to handle heavy objects, and even more important to put these methods and techniques into practice each and every day.

### Manual Handling – Essentials Course

Includes training in safety, theory, and practical activities for safe lifting behaviours for your team. Training is delivered onsite and targeted to your team's needs. There are no pre-requisites to do this course.

### Manual Handling – Leadership Course

Leadership training has a maximum of 8 people and is focused on helping team leaders develop good habits amongst their team members and recognise good and risky lifting techniques.





## Wheels, Tracks and Rollers

Heavy machinery generally falls into one of three areas: either it moves on wheels,

tracks or rollers. To operate any of these, the right licence and endorsement is required for the weight and type of vehicle. Participants can get the endorsements individually, or all three.

A current full New Zealand driver licence is required to complete this course. At the end of the course, participants receive a course certificate, which participants must take to a licensing agent (VTNZ, AA) to have it added to their licence and pay an additional fee directly.

*Unit standards: 16701 (W), 16702 (R), 16703 (T)*



## Dangerous Goods Endorsement

Anyone who handles or transports any dangerous goods, e.g. fuel and chemicals, by road in New Zealand needs a D endorsement.

To take the course participants must have current New Zealand drivers licence (learners, restricted or full). At the end of the course, participants receive a course certificate, which participants must take to a licensing agent (VTNZ, AA) to have it added to their licence and pay an additional fee directly.

The D Endorsement expires every 5 years. To renew it, participants must re-sit an assessment.

*Unit standard: 16718*



# Pricing Schedule

**Please note:** Prices shown exclude GST and are up to date as of June 2018. Prices are subject to change. Visit **[www.ivs.co.nz](http://www.ivs.co.nz)** for updates.

Type	Course	Duration	Locations*	Online	Fees**
BIOSECURITY TRAINING	MPI Accredited Person (AP) Training	Half-day	Nationwide		\$168.00
	MPI Transitional Facility Operator Training	1 day	Nationwide		\$395.00
	Biosecurity Awareness Training	Under 30 mins		✓	\$35.00
CUSTOMS AND FREIGHT FORWARDING TRAINING	Introduction to International Freight Forwarding	1 day	Auckland Christchurch		\$365.00
	Introduction to Customs Broking and the Customs Tariff		Auckland Christchurch		\$340.00
	CBAFF UUI	2 days	Auckland Christchurch		\$598.00
	• Block 1	2 days			\$598.00
	• Block 2	3 days			\$788.00
	• Block 3	2 days			\$598.00
	• Block 4	5 hours			\$80.00
	• Exam				
	CBAFF Advanced Customs Classification		Auckland		
	• Chemicals	1 day			\$420.00
	• Apparel and Footwear	1 day			\$420.00
	• Machinery	1 day			\$420.00
	• Textiles	1 day			\$420.00
	Marine Cargo Insurance	1 day	Auckland		\$365.00
DANGEROUS GOODS TRAINING	IATA Dangerous Goods Regulations (DGR) - Category 6		Auckland		
	• Initial	5 days			\$895.00
	• Recurrent	3 days			\$695.00

Type	Course	Duration	Locations*	Online	Fees**
FORKLIFT AND WORKPLACE SAFETY TRAINING	<b>Forklift Training</b>				
	• Operator Certificate	1 day			\$200.00
	• Operator Certificate + F	1 day			\$240.00
	• Operator Certificate Refresher	1 day	Auckland, Hamilton and Tauranga		\$120.00
	• Operator Certificate Refresher + F	1 day			\$160.00
	• F Endorsement Only	Half-day			\$95.00
	• Beginners' Course	2 days			\$300.00
	• Beginners' Course + F Endorsement	2 days			\$340.00
	<b>Manual Handling</b>				
	• Essentials	2 hours	Onsite		Please enquire
	• Leadership	2 hours			
	<b>Wheels, Tracks and Rollers</b>				
	• Each endorsement (W, T or R)	Half-day	Auckland Hamilton		\$200 each or
	• All three endorsements (WTR)	Half-day			\$310 for all
	<b>Dangerous Goods Endorsement (D)</b>	1 day	Auckland Hamilton		\$230.00

\* Other locations offered based on demand. Additional fees apply for onsite training

\*\* Prices in this table exclude GST and are up to date as of June 2018. Prices are subject to change.



Interested in onsite training  
or wanting to make a  
group booking?

If you have specific requirements,  
please contact our Training  
Team on **0800 021 169** or  
email **training@ivs.co.nz** for a  
personalised quote



Contact the team on

p **0800 021 169**

e **training@ivs.co.nz**

w **www.ivs.co.nz**