

# Drainlaying Category A Evidence Guide

**Assessment Evidence Guide for applicants to prepare for  
Recommendation for Registration**

# EVIDENCE

## Compulsory – you must tick all boxes and provide these pieces of evidence:

A **certified copy** of your **relevant formal qualification certificate** which:

- Is **dated (dd/mm/yyyy)**
- Includes the **name of the institute** where the **training** took place
- A **transcript** relating to said qualification (where possible)

Evidence of **two years** working **full time** in **drainlaying** in the form of **letters** from **current and/or past employer(s)** which:

- Covers the required **2 year time period**
- Are on **headed paper**
- **Signed and dated** by the author
- Lists **specific drainlaying work** carried out
- Specify **exact dates (dd/mm/yyyy)** of employment with each employer

**Evidence of First Aid, Confined Spaces, Health & Safety certificates, current or expired.**

**IF you are currently working in New Zealand you must supply a letter from this employer.**

**IF you have a job offer in New Zealand, please supply the company's details.**

**Other – you must provide further evidence to show you meet the competencies required. The more you supply (particularly visual evidence) the less questions your assessor will have for you. Examples of the type of other evidence to supply:**

- A copy of your trade license card, current or expired.
- Certified copies of other relevant training, e.g. specialised training, or courses such as: Asbestos, Confined spaces, Solar Heating, supplier training.
- BCA inspector site inspection paperwork or testimonials from Council inspectors.
- Photographic or video evidence showing range and types of work undertaken.
- Job cards verified by supervisor.
- Certified copies of invoices, tax records, contracts, design plans, Council / Territorial Authority plans, quotes, consent/permits, etc.

☐ I have read the **drainlaying evidence guide** and **collected physical evidence** from the given list for each of the criteria outlined in the guide.

## WHAT YOU'LL NEED EVIDENCE OF:

For each of the following competencies you will need to supply verified evidence and/or show understanding. ***Use this checklist to record what evidence you will supply for each. There is an example shown in red.***

We **generally expect no more than 30** documents (1-3 for each of the points below), and your concentration should be on **quality rather than quantity**.

Competency ✓	My Evidence
<i>Understanding safe excavation and trenching methods</i>	<i>Transcript of your training showing this skill included or, listed in a letter from Employer Photographs</i>
Understanding safe excavation and trenching methods	
Understanding, installing, and maintaining trade waste interceptors including grease traps, petrol traps etc.	
Evidence of working with tools and equipment for Drainlaying projects.	
Understanding the properties of wastewater and application of less frequently used materials. Application of materials used in drainlaying, including material protection and jointing methods.	
Understanding of as built drawings & job variations. Draw job specifications	
Wing wall structures, baffles, and grates	
Wet and dry inspection chambers	
Installation of pipework verified by your supervisor including an understanding of flushing procedures, testing methods and pipework maintenance/fault finding.	
Installation and maintenance of surface water handling systems.	
Installation and maintenance of wastewater treatment systems.	
Pump types, installations, and maintenance.	

## WHAT YOU'LL ALSO NEED TO BE AWARE OF:

For each of the following you will need to show an understanding of how to access appropriate compliance documents for the following resources:

### NEW ZEALAND COMPLIANCE REQUIREMENTS

- Understanding of the regulatory framework for Drainlaying.
- Understanding of the registration classes and limitations/responsibilities of each.
- Resources can be sourced from <https://www.pgdb.co.nz/>
- Knowledge of the applicable sections of the NZ Building code requirements and acceptable solutions.

Resources can be sourced from <https://www.building.govt.nz/building-code-compliance/>

## COMPLETING YOUR APPLICATION

Once you have compiled your evidence and completed all the requirements outlined in this guide you are ready to submit your application.

Follow the instructions on the website to make your payment, and complete and submit your application.

Please note that when you submit your application you will be confirming the following.

### Declaration

By submitting this form, I confirm that:

- I understand that payment is non-refundable.
- I have understood the eligibility criteria and I am able to supply all the required information.
- The information contained in my application is true and correct.
- I understand that if I obtained my registration or licence wrongfully, the Board may, following due process, cancel them.

## FINAL CHECKLIST

This checklist is for your reference to ensure you have completed all requirements.

have completed the following:

- ☐ Applied for the correct category (Category A)
- ☐ Match the eligibility criteria for Drainlaying Category A
- ☐ Assembled all evidence - ticking off all points on the compulsory evidence checklists and including some further evidence from the "Other" section in your evidence checklist
- ☐ Read and understood the declaration