

Dear

Thank you for your enquiry about obtaining/renewing a Certificate of Competency as a Scaffolder.

**Please read the rest of this page carefully as it may well save you time and money.**

Certificates of Competence are issued by Opportunity - The Training Organisation on behalf of the Secretary Department of Labour. The BCITO issued the Scaffolding Certificates of Competence from 1996 to August 2005. National Certificates are issued by NZQA and are earned by being found competent in a particular field.

Certificates of Competence must be renewed every four years (at the moment) but National Certificates last forever.

**New** Certificates of Competence will only be issued to a holder of the National Certificate in scaffolding for the class of Certificate of Competency applied for. In certain circumstances however it is possible that prior skills, experience or qualifications obtained outside New Zealand may be taken into account.

Carefully check out the process diagram attached to these papers to ensure that you qualify for a Certificate of Competency before applying. Only in exceptional circumstances will a refund be made.

Applications for a new Certificate of Competency must -

- Complete the Application Form.
- Include a photo copy of your National Certificate.
- Include photocopies of any relevant supporting documents.
- Include 1 passport sized photos or digital photo on disc or by Email (as a JPG image).
- Include a cheque for \$90.00.

Applications to renew a Certificate of Competency or to or extend it to another class or classes must -

- Complete the Application Form.
- Include a photocopy of your current Certificate of Competence. (Both Sides)
- Include a photo copy of your National Certificate if you have achieved one since your last Certificate of Competence was issued.
- Include photocopies of any relevant supporting documents.
- Include 1 passport sized photos or digital photo on disc or by Email (as a JPG image).
- Include a cheque for \$56.25.

If your application is rejected you may appeal the decision. If you wish to appeal, contact the writer to find out how to do so. The first review of the decision will be at no cost to you.

Applications will be picked at random and all details on that application will be checked and if found to be false no Certificate of Competency will be issued. Any Certificate of Competency issued on what are found subsequently to be false details will be revoked.

Yours sincerely

Ian Grooby  
Chief Executive

**APPLICATION FOR CERTIFICATE OF COMPETENCY**

FULL NAME \_\_\_\_\_

POSTAL ADDRESS \_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

PHONE NUMBERS      WORK      \_\_\_\_\_  
                             HOME      \_\_\_\_\_  
                             CELL      \_\_\_\_\_

I HAVE BEEN EMPLOYED WORKING ON -

Prefabricated Standing Scaffolds for \_\_\_\_ years \_\_\_\_ months

Tube and Clip Scaffolds for            \_\_\_\_ years \_\_\_\_ months

Suspended Scaffolds for                \_\_\_\_ years \_\_\_\_ months

I WISH TO APPLY FOR/RENEW THE FOLLOWING CLASSES OF CERTIFICATE.

Basic Scaffolding         Advanced Scaffolding         Suspended Scaffolding  

My old Certificate of Competency Certificate number is \_\_\_\_\_

It expires(d) On \_\_\_\_\_

NOTE: The other side of the form must be completed in full so that your experience can be verified. Please also enclose a copy of any National Certificates that you hold.

**DECLARATION**

I declare that all the information supplied by me on this form is to the best of my knowledge accurate and I authorise Opportunity The Training Organisation or its Agent to make sufficient enquiries to verify the information provided by me. I understand that information gained about me through the verification process will be used only for that purpose but that general information may be used for statistical purposes. I hereby authorise Opportunity The Training Organisation to contact former employers or people listed in this application.

Signed \_\_\_\_\_ Print Name \_\_\_\_\_

Date \_\_\_\_\_

Number one line is filled in as an illustration of what is required. Start with your current or last employer in line 2 and work backwards from there. It is not necessary to fill in all the spaces but you must cover the last two years.

No	Employer	Phone No	Type of Work/Courses Specific to Scaffolding	From	To
1	Fred Dagg Construction 10 Farm Place - Taihape	041-234-567	All tube & clip scaffolds	March 93	February 96
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					