Train the Trainers Workshop

Information and registration form for people attending the Train the Trainers Workshop in Auckland on April 15th – 17th 2024.

# About the workshop

This learning block provides the practical training skills needed to deliver selected TTM workshops.

### Topics covered include:

* About the training and competency model
* Principles of adult learning and training techniques
* Waka Kotahi requirements for delivery of TTM workshops
* Completion of assessments for non-practising warrants
* Progression to becoming a STMS trainer
* Workshop administration and documentation

### Who should complete the learning block?

Eligible people who want to be a warranted trainer for selected TTM workshops that lead to the issue of warrants.

The selected TTM workshops include [Traffic Management Operative (TMO)](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#TMO) and [Inspector](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#Inspector).

After one year experience as a TMO trainer, completing the New Zealand Certificate in Adult and Tertiary Teaching – Level 4 or 5, and gaining a STMS practising warrant, the selected workshops you can deliver may be extended to include [STMS Universal](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#STMS-U), [STMS category A](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#STMS-CatA), [category B](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#STMS-CatB), [category C](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#STMS-CatC) and/or [STMS Mobile](https://nzta.govt.nz/roads-and-rail/code-of-practice-for-temporary-traffic-management/resources/warrants/#STMS-Mobile), following a moderation process.

### Prerequisites

To register for the Train the Trainers workshop attendees must:

* Have credible industry experience, and
* Hold a current STMS non-practising and practising warrant in at least one **category** of road (L1, L2-3 NP or L2-3 P STMS warrants are not valid for this prerequisite).

Prior to running any workshops trainers must:

* Hold (or be enrolled in training for) New Zealand Certificate in Adult and Tertiary Teaching – level 4 or 5. Waka Kotahi will consider cross crediting similar qualifications, and
* Be registered with Connexis;

## Preparing for the Train the Trainers Workshop

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| --- | --- |
| **Compulsory** | **Comments** |
| Must have intermediate level PowerPoint skills | You must be able to work with PowerPoint presentations |
| Must have laptop capable of running a PowerPoint presentation | Must be able to run PowerPoint presentations from the laptop  Laptop must have PowerPoint installed  **Note:** iPads/tablets are not suitable for PowerPoint presentations |
| NOTE | If the above conditions are not met, you will be reminded of the requirements and may not be eligible to continue with the workshop |

# Registration Information

## Date and location

### Auckland

15th – 17th April 2024, JetPark Auckland Airport Hotel, 63 Westney Road, Māngere, Auckland 2022.

## Workshop fees

The fee for the workshop is $2000 + GST.

This covers the registration fee for entry into the TTM database, all notes, training material, morning and afternoon teas, lunches, and light refreshments on the first evening of the workshop.

If further assessment or training is required for any individuals after the workshop this will be charged at an at-cost rate.

## Accommodation

Hotel rooms for those requiring them can be booked and paid for directly with the hotel.

## Parking

Complimentary car parking will be available at the venue.

## Please bring

* A laptop computer, loaded with PowerPoint, this is essential. Don’t forget your power cable for your laptop.
* You will need to download the training material prior to arrival from the links that are provided.

## COVID-19 Protocols

To look after course attendees who may be more vulnerable to COVID-19 and other illnesses, please consider not attending if you are unwell. If you have any symptoms of illness and still choose to attend the workshop, please wear a mask to protect others.

## Phasing into the TTM Credentials Framework

The TTM Industry Steering Group currently have a working group developing a TTM Credentials Framework. This will allow the warrant system to be discontinued and training to be managed independently by companies rather than by a central agency.

TTM warrants will be phased out as each new credential becomes available. It is expected that this may take between 1-3 years before all warrants are phased out.

Consultation on the proposed framework began on February 29th 2024 and the information regarding this is available on the [TTM Industry Steering Group website](https://www.ttm-isg.org/news/consultation-opens-on-ttm-credentials-framework).

It is recommended that you familiarise yourself with the proposed framework prior to registering for the TTM Train the Trainers workshop. Holding a TTM Trainer warrant will not automatically allow you to deliver the training for the new credentials when they are rolled out and we would like all new trainers to be aware of this prior to making the investment in becoming a TTM Trainer.

# TTM Train the Trainers Registration

April 15th – 17th 2024, JetPark Auckland Airport Hotel

**Full name:**

**TTM ID number: Mobile number:**

**Email address:**

**Company name:**

**Invoicing address:**

**Order number (if required):**

### Current role in industry:

### Dietary requirements:

### Accessibility requirements:

**I have read and agree to comply with the TTM Trainer Code of Conduct:** Yes / No

**I understand that I may not get the full 3 years of use out of my trainer warrant if the TTM Credentials Framework is phased in to replace the TTM warrant system prior to my trainer warrant expiring:** Yes / No

**I understand that submitting this registration form makes me liable to pay the workshop fee if my registration is accepted:** Yes / No

Signature:

**Please email to:** [TTM.Quals@nzta.govt.nz](mailto:TTM.Quals@nzta.govt.nz) **with evidence** that you meet the prerequisite requirements to register for this workshop. Registrations close on March 29th 2024, or earlier if capacity is reached.