

## NZMPTA Pumping Systems Technician Certification

### Purpose:

MPTA has developed an internal certification titled the “MPTA Pumping Systems Technician Certification” to acknowledge those technicians currently working within the water-based pumping systems industry that have many years experience but no *formal* trade training or qualification. The Certification recognises the skills that have been acquired throughout a technician’s career and the contribution that those individuals make towards the industry. The Certification will add credibility and confidence to our skilled workforce and populate the industry with recognised, competent tradespeople.

The attached Application Form sets out the requirements of evidence required from Applicants to enable MPTA to assess and confirm skill levels for technicians who have been working within the industry for more than eight years. Applicants are required to have a broad knowledge of the industry and a prescribed standard of skills and knowledge, which will be assessed by an independent Assessor before the Certification shall be awarded.

### Audience:

People who have worked for more than eight years in the water-based pumping systems industry.

### Pre-requisite:

Applicants **must**:

1. have a minimum of 8 years (full-time) relevant experience in the industry; with a minimum of 4 years continuous work history, including the last two years.
2. have completed a Pump Selection training course e.g. MPTA, Davey or Grundfos online – or equivalent.
3. have completed Health & Safety training i.e. WorkSafe Certificate, Site Safe Passport - or equivalent
4. have completed an element of Water Quality training e.g. online training, MPTA Farm Water Reticulation training, Water safety Planning for Small drinking Water Supplies
5. present details of work history, roles / tasks undertaken and contact details of employer and referees.

Note: If the required compulsory training as above has not been undertaken, we recommend that the Applicant undertake appropriate online training or available courses in these topics before proceeding with the application and provide the relevant evidence of completion. Such training can be completed via [MPTA](#), [Davey Water Pumps](#), [Grundfos](#), WorkSafe etc.

Alternatively, where significant on-job experience has been gained in these areas the employer or manager may verify the Applicant’s capability in these areas. In the case of a self-employed Applicant; they may self-verify and have the verification supported by an industry peer.

### Application Process:

An application for Assessment of Prior Learning is attached.

The Applicant should complete pages 1-7 of the application and then gather all of the relevant information, including references, required for two projects / jobs you have worked on that you think will provide sufficient evidence of your level of knowledge, skills and experience. Note: You must have worked as the lead on at least one of these projects.

- One project must involve the **installation and commissioning** of a pumping system – it should be significant in scale and complexity (e.g. a farm irrigation system, a farm effluent system, a water treatment system etc).

### **AND EITHER**

- A project / job that involved a **service or maintenance** job, where a major upgrade or rebuild had been required (e.g. replacing the main pump of a system, adding an extra line to a system etc).

**OR**

- A project / job that involved repair work for a pumping system – where you have had to apply an advanced level of **trouble shooting and diagnostics** skills (e.g. break down – no stock water, no water to the house / shed, water treatment system failure etc).

**IMPORTANT: Applications should be thorough and robust and should provide all of the information and evidence required. Incomplete applications will be returned without being sent for assessment.**

### Assessment Process:

Once the application has been completed and all evidence submitted the application will be assessed by an independent Assessor who will evaluate the information and evidence provided and give their recommendations to MPTA Council as to if the NZMPTA Pumping Systems Technician Certification should be awarded to the Applicant. The Assessor may request additional information from the Applicant, their employer, past employers and referees to fully assess the skill level of the Applicant. This may involve a video call, phone call or face-to-face meeting. The Referees you have supplied and your Employer, or Industry Peer Verifier, will be contacted by the Assessor. Following a peer review, if satisfied with the evidence provided and the recommendations from the Assessor, NZMPTA may award the Certification to the Applicant.

The assessment process shall be completed within one month from receiving the application and all relevant information and evidence.

### Cost:

The cost to have your application assessed is \$650.00 for MPTA Members or \$800.00 for Non-MPTA Members + gst. A candidate will have two opportunities to submit further information and / or evidence that may be requested by the Assessor/s. If sufficient information is not provided within those re-submits then an additional charge of \$100.00 + gst may be imposed for each additional request for further information.

### Tenure of this Certification Pathway:

This Certification Pathway purpose is to recognise the experience and skills gained by those who have worked in the water-based pumping systems industry for more than eight years and to populate the industry with recognised, competent tradespeople. The tenure of this pathway is intended to be available for Applicants for a period of three years only, until 31<sup>st</sup> March 2023. This three year timeframe allows those technicians with only five or more years experience to work towards this Certification before 31/03/2023. Those technicians with less than five years experience in the water-based pumping systems industry should utilise other training pathways to become recognised in this field such as the [Dairy Systems \(Engineering\) Apprenticeship](#) or the [MPTA On-farm Water Diagnostics Specialist pathway](#).

### Disclaimer:

The New Zealand Milking and Pumping Trade Association Inc (MPTA) may award the MPTA Pumping Systems Technician Certification to Applicants who satisfactorily meet the criteria set out in this document. The awarding of this Certification does not afford any guarantee or warranty of past or future work undertaken by the recipient. The onus remains with the Certification recipient and / or their Employer to ensure all work completed by the Certification recipient complies with relative laws, Acts and regulations, including the Health & Safety at Work Act 2015, and that all work completed is of a satisfactory standard and fit for purpose. This Certification is issued on the basis that MPTA, and it's agents used as Assessors, are excluded of any liability, including liability for negligence, for all or any damages or liability in respect of or arising from work the Certification recipient has completed, related or otherwise of this certification.

## ASSESSMENT of PRIOR LEARNING APPLICATION FORM

### NZMPTA Pumping Systems Technician Certification

#### Section One: Personal Information

In accordance with the Privacy Act 1993, all information requested by MPTA in this form is for the purposes of evaluating the Applicant's suitability for the APL Programme.

The Applicant's personal information may be shared with NZQA, nominated referees and employer for the purposes of verification only.

Your full name:

Your preferred name:

(the name you prefer to be known as)

Your Address:

Street

Suburb

Town / City

Post Code

Tick your preferred method of contact

Phone: (02 )

Mobile

(0 )

Work

Email:

Date of birth:

(e.g. 15 September 1990)

NSN number:

(If known)

## Section Two: Current Business / Employer Information

**If you own your own business, complete this section:**

Business name:

Business Physical address:

Street Suburb Town / City Post Code

Business Postal address:

(if different)

Address Line Town / City Post Code

**If you are an employee, you and your employer need to complete this section:**

Current employer:

Employer's Physical address:

Street Suburb Town / City Post Code

Employer's Postal address:

Address Line Town / City Post Code

Employer's Contact:

(0 )

Phone

(02 )

Mobile

Employer's Email:

Employer's Contact person:

### Section Three: Work History

Are you still working in the industry relevant to the skills recognition you are applying for? (If not, your application will not be considered).

 Yes

 No

Number of years experience within the industry?

(e.g. 18 years)

List your work history over the last 10 years, starting with your current employer/business. Only include employers or owned businesses that are relevant to the pumping, water & / or effluent sectors. NOTE: If you have an up-to-date CV that includes this information, you do not need to complete this section – simply attach your CV to the application.

1. Current employer name:

Dates employed:

Company:

Position held and responsibilities within role:

2. Previous employer name:

Dates employed:

Company:

Position held and responsibilities within role:

3. Previous employer name:

Dates employed:

Company:

Position held and responsibilities within role:

4. Previous employer name:

Dates employed:

Company:

Position I held:

## Section Four: Relevant Courses, Certificates and Qualifications

Tick the courses you have attended, provide the course dates and attach certified copies of the Completion Certificates to this application. (Note: if evidence is not available then written verification will be required from Employer or Industry Peer – see page 6).

<input type="checkbox"/>	<b>Water Quality</b> (compulsory)	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Health &amp; Safety in the Workplace</b> (compulsory)	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Pump Selection / Principles of Pumping</b> (compulsory)	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Farm Dairy Effluent Hydraulic Design</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Farm Water Reticulation Design</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Small Drinking Water Supplies</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Water Safety Planning for Small Drinking Water Supply</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Backflow Prevention</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date
<input type="checkbox"/>	<b>Irrigation</b>	<input type="text"/>	<input type="text"/>
		Provider	Course Date

Tick the certificates or registrations you hold, if applicable, and attach certified copies to this application.

<input type="checkbox"/>	<b>Electrical Service Technician (EST) Registration</b>	<input type="checkbox"/>	<b>Current WorkSafe Certificate / Site Safe Passport</b>	<input type="checkbox"/>	<b>Current First Aid / CPR</b>
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Provide details of any other courses you have attended, or any certificates, qualifications or registrations you hold (e.g. Certificate in Agricultural Engineering) that are relevant to the pumping, water & / or effluent sectors and attach copies of the Certificates to this application.

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## Declarations

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This section is made up of three parts, two of the three sections must be completed.

**Part 1 is to be completed by the Applicant**

**Part 2 is to be completed by the Applicant's Employer (in the case of the Applicant being self-employed use Part 3).**

**Part 3 is to be completed by an Industry Peer if the Applicant is self-employed in the industry**

### Declaration Part 1: (to be completed by the Applicant)

I, \_\_\_\_\_, hereby declare that all information provided within this application, including the attached evidence, is complete and true to the best of my knowledge and that the tasks specifically detailed have been completed by myself in the capacity of the responsibility that I have stated.

I accept that in MPTA awarding me the NZMPTA Pumping System Technician Certification it does not afford any guarantee or warranty of my past or future work. The onus is on myself and / or my employer to ensure all work completed by myself complies with relative Laws, Acts and Regulations, including the Health & Safety at Work Act 2015, and that all work completed is of a satisfactory standard and fit for purpose. I acknowledge that this Certification is issued on the basis that MPTA is excluded of any liability, including liability for negligence, for all or any damages or liability in respect of or arising from work I have completed, related or otherwise of this Certification.

I declare that I have an understanding of, and abide by, relevant industry Regulations, Codes of Practice, Industry Best Practice etc.

I have sought the permission of the referees provided to act as witnesses in regards to my work. These referees have worked closely with me in the past and are not members of my immediate or extended families.

I give permission for MPTA, and their nominated Assessors, to contact myself, my referees, my employer and former employers (if relevant) in regards to this application.

I agree to undertake an on-site assessment if necessary at a time and date to be arranged between myself, my employer (if relevant) and a MPTA appointed Assessor.

I understand that MPTA has the right to reject my application if it is found that:

- I have falsified my application in part or as a whole
- I do not have enough experience, skill or knowledge to qualify for this assessment of my skills and experience, as deemed by the MPTA assessment process
- I am not currently employed in a role relevant to the pumping, water and / or effluent sectors

I understand that the New Zealand Milking and Pumping Trade Association Incorporated is a Member-owned Trade Association and not a Statutory Licensing Body, Regulator or similar.

\_\_\_\_\_  
Applicant's Signature:

\_\_\_\_\_  
Date:

## Declaration Part 2: (to be completed by the Applicant's Employer)

I, \_\_\_\_\_, (name of Employer) hereby declare that, to the best of my knowledge, all information provided within this application and in support of this application by \_\_\_\_\_ (the Applicant), is true & complete and that the tasks specifically detailed have been completed by the Applicant in the capacity of the responsibility they have stated.

I verify that the Applicant demonstrates the expected skills and knowledge as would be expected from completing the training courses they have detailed in Section 4 of this Application. And that, where formal training has not been attained for the compulsory training in Water Quality, Pump Selection / Principles of Pumping, and Health & Safety in the Workplace, or evidence of that formal training is not available, the Applicant demonstrates a suitable level of skill, understanding and capability to safely and knowledgeably undertake works in consideration of these areas.

I declare that the Applicant has an understanding of, and abides by, relevant industry Regulations, Codes of Practice, Industry Best Practice etc.

I accept that in MPTA awarding the Applicant the NZMPTA Pumping System Technician Certification it does not afford any guarantee or warranty of their past or future work. The onus is on the Applicant and / or myself, as the employer, to ensure all work completed by the Applicant complies with relative Laws, Acts and Regulations, including the Health & Safety at Work Act 2015, and that all work completed is of a satisfactory standard and fit for purpose. I acknowledge that this Certification is issued on the basis that MPTA is excluded of any liability, including liability for negligence, for all or any damages or liability in respect of or arising from work completed by the Applicant, related or otherwise of this Certification.

I understand that the New Zealand Milking and Pumping Trade Association Incorporated is a Member-owned Trade Association and not a Statutory Licensing Body, Regulator or similar.

\_\_\_\_\_  
Employer's Signature:

\_\_\_\_\_  
Date:

## Declaration Part 3: (to be completed by an Industry Peer if the Applicant is self-employed)

I, \_\_\_\_\_, (name of Industry Peer) hereby declare that, in my personal opinion, \_\_\_\_\_ (the Applicant) demonstrates the expected skills and knowledge as would be expected from completing the training courses they have detailed in Section 4 of this Application. And that, where formal training has not been attained for the compulsory training in Water Quality, Pump Selection / Principles of Pumping, and Health & Safety in the Workplace, or evidence of that formal training is not available, the Applicant demonstrates a suitable level of skill, understanding and capability to safely and knowledgeably undertake works in consideration of these areas.

In giving this Declaration in support of the Applicant's skill, understanding and capability to work in the water based pumping systems fields I am not affording any guarantee or warranty of their past or future work. The onus is on the Applicant and / or their employer (if relevant) to ensure all work completed by the Applicant complies with relative Laws, Acts and Regulations, including the Health & Safety at Work Act 2015, and that all work completed is of a satisfactory standard and fit for purpose. This Declaration is given on the basis that I am excluded of any liability, including liability for negligence, for all or any damages or liability in respect of or arising from work completed by the Applicant, related or otherwise of this Certification.

\_\_\_\_\_  
Industry Peer's Signature:

\_\_\_\_\_  
Date:



## Application Checklist

This checklist is provided to help ensure you include all the information needed for an Assessor to make a judgment on your application. If any of the boxes are not checked then please go back and complete, ensuring all the evidence is provided. Incomplete applications will not be processed.

Ensure ALL of the following information is provided:	Applicant to complete	MPTA use only
Completed Application Form, including: <ul style="list-style-type: none"> <li>• Section One: Personal Information</li> <li>• Section Two: Current Business / Employer Information &amp; Employer Declaration</li> <li>• Section Three: Work History (or an up-to-date CV)</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Section Four: Certified copies of relevant Certificates and Qualifications	<input type="checkbox"/>	<input type="checkbox"/>
Section Five: Relevant signed Declaration Forms (2 of the 3 Declarations must be completed)	<input type="checkbox"/>	<input type="checkbox"/>
Installation and Commissioning Project Portfolio: <ul style="list-style-type: none"> <li>• Project description i.e.               <ul style="list-style-type: none"> <li><input type="checkbox"/> General overview</li> <li><input type="checkbox"/> Design</li> <li><input type="checkbox"/> Installation &amp; Commissioning</li> <li><input type="checkbox"/> H&amp;S</li> </ul> </li> <li>• Referee Form</li> <li>• Supporting evidence</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>AND</b>		
Service or Maintenance Job Portfolio: <ul style="list-style-type: none"> <li>• Job description</li> <li>• Referee Form</li> <li>• Supporting evidence</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>OR</b>		
Troubleshooting and Diagnostics Job Portfolio: <ul style="list-style-type: none"> <li>• Job description</li> <li>• Referee Form</li> <li>• Supporting evidence</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

After completing the application form, compiling your evidence portfolios, and signing the declaration, please send to:

**Assessment Team**

**MPTA**

**P O Box 10514**

**Te Rapa**

**Hamilton 3241**

*An invoice will be issued on receipt of your application*

**If you have any questions about this application process please contact:**

**Maria Scott**

**MPTA**

**Ph. 027 449 7402 or email [info@nzmpa.co.nz](mailto:info@nzmpa.co.nz)**

## Portfolio of Evidence

Choose two projects / jobs you have worked on that you think will provide good evidence of your level of knowledge, skills and experience. Note: You must have worked as the lead on at least one of these projects.

- One project must involve the **installation and commissioning** of a pumping system – it should be significant in scale and complexity (e.g. a farm irrigation system, a farm effluent system, a water treatment system etc).

### **AND EITHER**

- A project / job that involved a **service or maintenance** job, where a major upgrade or rebuild had been required (e.g. replacing the main pump of a system, adding an extra line to a system etc).

### **OR**

- A project / job that involved repair work for a pumping system – where you have had to apply an advanced level of **trouble shooting and diagnostics** skills (e.g. break down – no stock water, no water to the house / shed, water treatment system failure etc).

Once you have chosen your projects, you need to prepare a portfolio of evidence for each. This evidence will be used to assess your level of skill, knowledge and experience in the specific tasks.

### **To prepare a portfolio for each project / job:**

- Step 1: Use the relevant questions provided on pages 9-12 as a guide to write a detailed description of your two projects / jobs. Make sure you answer each question as fully as possible and submit as part of your Portfolio of Evidence. Do not write your answers on pages 9-12 as there is not enough room to give sufficient detail. Answer these questions in detail within your Portfolio of Evidence and submit with pages 1-7 of this Application Form.
- Step 2: Identify your referees (one referee for each project / job - you cannot use the same referee for both jobs), ask them if they are happy to speak to an Assessor about your work, and then ask each of them to complete a separate Referee Form (supplied on page 13 for you to copy - you will need two of these Referee Forms).
- Step 3: Collect as much of the relevant supporting evidence listed as possible.
- Step 4: Assemble the above into a portfolio, and attach to pages 1-7 of this Application Form.

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**If you have any questions about this application process please contact:**

**Maria Scott**

**MPTA**

**Ph. 027 449 7402 or email [info@nzmpa.co.nz](mailto:info@nzmpa.co.nz)**

## Installation and Commissioning Project

### Job Description (to include):

#### General

- What did the project involve?
- What was the site of the project?
- What were the start and finish dates for the project?
- Who else was involved (what other trades / specialists did you work with?)

#### Design Stage

- What was your involvement? (If you were not physically doing the design, what were you doing?)
- What tasks did you specifically undertake in the Design stage?
- What were the parameters you had to meet in your design?
- What equipment and control systems did you choose and why?
- What challenges did you face and how did you resolve the problem?
- What considerations did you take for health & safety?

#### Installation Stage

- What was your involvement? (e.g. supervisor, lead trade, or assistant)
- What tasks did you specifically undertake in the Installation stage?
- What challenges did you face and how did you resolve the problem?
- What considerations did you take for health & safety?

#### Commissioning Stage

- What was your involvement? (e.g. supervisor, lead trade, or assistant)
- What was the startup procedure?
- What tasks did you specifically undertake in the Commissioning stage?
- What tests did you carry out and what are the accepted industry standards for testing? (e.g. flow, pressure, operating parameters i.e. current draw)
- What challenges did you face and how did you resolve the problem?
- What considerations did you take for health & safety?
- What was involved in the handover to the farmer? Did you provide them with anything?

#### Maintenance Plan

- What is your proposed maintenance and servicing plan for this installation?

## Installation and Commissioning Project cont.

**Referee** (indicate the relevant role of your referee)

Project Manager / Builder / Employer / Farmer / Customer / Original Equipment Manufacturer (OEM Supplier)

**Supporting evidence** (provide all that is available & relevant)

Working drawings

Job cards / sheets

Hazard register

Photographs

Commission Certificate

Handover documents

Resource Consent

Local / District Council permit

Engineering permit (PS1)

## Service or Maintenance Job

### Job Description (to include):

	What did the job involve? (what was the nature of the fault, conclusions & recommendations)
	What was the site of the job?
	When was the job (month and year)?
	Why was an upgrade or rebuild required?
	What was your involvement? (e.g. supervisor, lead trade, or assistant)
	What tasks did you specifically undertake in the Project?
	Who else was involved (what other trades/specialists did you work with – if any?)
	What challenges did you face and how did you resolve the problem?
	What considerations did you take for health & safety?

### Referee (indicate the relevant role of your referee)

	Farmer / Customer / Employer
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### Supporting evidence (provide all that is available & relevant)

	Photographs (before & after)
	Job cards/sheets

## Troubleshooting and Diagnostics Job

### Job Description (to include):

	What did the job involve? (what was the nature of the fault, conclusions & recommendations)
	What tests did you carry out?
	What was the site of the job?
	When was the job (month and year)?
	What was your involvement? (e.g. supervisor, lead trade, or assistant)?
	What tasks did you specifically undertake in the Project?
	What challenges did you face and how did you resolve the problem?
	What considerations did you take for health & safety?
	What advice (if any) did you give to the customer?

### Referee (indicate the relevant role of your referee)

	Farmer / Customer / Employer
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### Supporting evidence (provide all that is available & relevant)

	Photographs (before & after)
	Job cards/sheets

## Referee Form

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Each project needs one referee who can attest to your competency and consistency on that job.

**Referees may not be family members.**

Before providing your referee's details, ask them if they are happy to speak to an Assessor about your work, and then ask them to complete and sign the form below. Referees will either be contacted by phone or face-to-face. The conversation usually takes around 20 minutes.

### Referee

Referee name:

Company:

Position:

Which Project did you work on with the Applicant?

What role did you have on the Project?

How long have you known the Applicant?

Contact numbers

(0 )

(02 )

Work

Mobile

Best time to call:

*All evidence I provide regarding the Applicant will be true and accurate to the best of my knowledge. I agree to the conversation I have with the Assessor being recorded for assessment, moderation and appeals processes.*

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Name

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Signature

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Date