

Biodiversity

Document overview

What is this document for?

Use this document to assess and record the skill level and capability of your employees in preparation for the Jobs for Nature programme work.

This form can be used to:

- Assess skill level
- Record evidence of capability (qualifications and/or experience)
- Create a training plan
- Report in association with Jobs for Nature projects.

What is in this document?

This training catalogue has 4 sections:

1. How to use this document

Guidance for how to use each section with an example completed form.

2. Qualification and experience form

Assistance for employers to assess the skill of their employees and to document evidence of capability for the identified skills.

3. Training matrix

Collection of currently available training for the listed skills.

Note: We have given priority to New Zealand Qualifications Authority (NZQA)-approved training with delivery models that are either work-based or online. In the matrix there are individual courses and certificates that cover multiple courses, as well as other bespoke training and resources.

4. Course details list

Information for the identified courses, including: NZQA credits, indicative cost, delivery mode, course length, providers.

What's NZQA-approved training?

NZQA-approved training includes both full qualifications and individual unit standards. They are delivered by several different accredited educational providers throughout the country. NZQA also has a quality assurance system for education organisations.

Disclaimer

This training catalogue is a collection of currently available training, not a recommendation of preferred training. Training listed in the catalogue does not include all training available within New Zealand and Te Papa Atawhai (DOC) has not vetted the quality of the providers listed. Training not listed can be used if it delivers the required skills.

The information in this document is accurate as of the 20th of May 2021.

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Document overview

How to use this document

1. Identify skills

Use the **Qualifications and experience form** to identify your employee's skill level.

Skill assessment should be done by those delivering project work as part of their contract agreement.

2. Assess employees skill level **a**

If you select **competent**, please specify if the employee has a qualification, experience, or both **b**, and provide evidence **c**.

If you select **training needed**, go to the **Training matrix** to see the courses or resources available for each skill.

Select **n/a** if the employee will not need this skill in their work.

Note: Training not listed can be used if it delivers the required skills.

3. Discover courses

You can click on the courses listed in the **Training matrix** to see the **Course details** summarised in this document, including NZQA credits, indicative cost, delivery mode, course length, and providers. You can also click the links in the **Course details** to visit provider websites directly. This information will help you decide which courses to add to the **training plan c**.

4. Create a training plan

Once you've identified the appropriate courses for the employee for each skill, provide a **training plan c** in the **Qualifications and experience form** and save it as a record for reporting purposes.

Example form	a	b	c
Skill	Skill level	Evidence and training plan	
Chainsaw tree felling	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input checked="" type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Has unit standards 17763 and 71766 but limited experience. Will have chainsaw leader directly supervise the work until comfortable with capability.</i>
Build and maintain fences stock control	<input checked="" type="checkbox"/> Competent <input type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input checked="" type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Worked as a farm hand for 5 years - work included building fences.</i>
Identify NZ bird species	<input type="checkbox"/> Competent <input checked="" type="checkbox"/> Training needed <input type="checkbox"/> n/a	<input type="checkbox"/> Qualification <input type="checkbox"/> Experience	Please specify evidence below or provide a training plan: <i>Training plan: DOC Bird ID training and field practice. DOC Bird ID assessment.</i>

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Qualifications and experience form

Name:

Role:

Date employed:

Skill	Skill level	Evidence and training plan
Identify New Zealand bird species	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Identify pest animals	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Identify other species <i>e.g. fish, invertebrates, lizards</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Rongoā and Mātauranga	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Plant specimen collection technique <i>collect and store</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Identify New Zealand plants	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Identify weed species	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Plant native plants <i>according to a planting plan, to best practice to ensure they thrive</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:
Plant propagation and nursery management <i>sowing seeds, taking cuttings, growing seedlings</i>	Competent Training needed n/a	Qualification Experience Please specify evidence below or provide a training plan:

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Qualifications and experience form

Skill	Skill level	Evidence and training plan	
Identify seeds in the wild and collect them for propagation	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Locate species using telemetry equipment	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Hand capture species	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Dog handling	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Biosecurity	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Biosecurity – Kauri dieback	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Biosecurity – Myrtle rust	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Kaitiakitanga <i>Land guardianship</i>	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Basic ecology theory	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:
Ecological assessment	Competent Training needed n/a	Qualification Experience	Please specify evidence below or provide a training plan:

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Qualifications and experience form

Skill	Skill level	Evidence and training plan
Environmental monitoring <i>cultural health index monitoring</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Monitoring – outcomes <i>protected species</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Species recovery	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Restoration <i>including ecological and landscape planning</i>	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience
Forest restoration	Competent Training needed n/a	Qualification Please specify evidence below or provide a training plan: Experience

I certify that the information I have provided is correct.

Employee Signature: _____

Date:

I certify that this employee has the qualifications and experience noted above.

Manager Signature: _____

Date:

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>			
Identify New Zealand bird species	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Bird ID Online</div>			
Identify pest animals	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Pest Detective</div>			
Identify other species <i>e.g. fish, invertebrates, lizards</i>	<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Freshwater ID Guides</div>		<div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Species Guides</div>	
Rongoā and Mātauranga	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Heke Rongoā</div>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Rongoā Workshops</div>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Certificate in Rongoā (Level 4)</div>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Diploma in Rongoā (Level 5)</div>
Plant specimen collection technique <i>collect and store</i>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Plant Identification</div>			
Identify New Zealand plants	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Plant Identification</div>			
Identify weed species	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">Plant Identification</div> <div style="background-color: #0056b3; color: white; padding: 5px; border-radius: 10px; display: inline-block; margin-left: 20px;">Weedbusters Quiz</div>			
Plant native plants <i>according to a planting plan, to best practice to ensure they thrive</i>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">New Zealand Certificate in Horticulture</div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px;"> Propagation and Cultivation </div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px; margin-left: 20px;"> Introduction to Botany and Plant Nursery Production </div>		<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">New Zealand Certificate in Primary Industry Skills <i>(upon request)</i></div>	
Plant propagation and nursery management <i>sowing seeds, taking cuttings, growing seedlings</i>	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">New Zealand Certificate in Horticulture</div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px;"> Propagation and Cultivation </div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px; margin-left: 20px;"> Introduction to Botany and Plant Nursery Production </div>			
Identify seeds in the wild and collect them for propagation	<div style="background-color: #4CAF50; color: white; padding: 5px; border-radius: 10px; display: inline-block;">New Zealand Certificate in Horticulture</div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px;"> Propagation and Cultivation </div> <div style="background-color: #e6f2e6; color: black; padding: 5px; border-radius: 10px; display: inline-block; margin-top: 5px; margin-left: 20px;"> Introduction to Botany and Plant Nursery Production </div>			

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>		
Locate species using telemetry equipment	Ground-based Radio Tracking	Radio Telemetry	
Hand capture species	Hand Capture of Species Training (Birds, Bats, Reptiles, Pest Mammals)	Wild Bird Rescue 101	
Dog handling	Conservation Dogs Programme		
Biosecurity	Biosecurity at DOC	Biosecurity Awareness Workshop	Biosecurity in the Bush
Biosecurity – Kauri dieback	Kauri Protection		
Biosecurity – Myrtle rust	Myrtle Rust Learning Modules		
Kaitiakitanga <i>Land guardianship</i>	Heke Kaitiakitanga Pūtaiao		
Basic ecology theory	Introduction to Natural Heritage	Introduction to New Zealand Conservation	Introduction to New Zealand Ecology
Ecological assessment	Environmental Impact Assessment	Environmental Impact Assessment Resource	Environmental Monitoring and Reporting

Skill	Courses currently available <i>(Other appropriate training may also exist)</i>			
Environmental monitoring <i>cultural health index monitoring</i>	Tapuae Course on Environmental Monitoring	Introducing the Cultural Health Index	Cultural Health Index for Streams and Waterways	
Monitoring - outcomes <i>protected species</i>	Five Minute Bird Count	Foliar Browse Index	20x20 Plots and Reconnaissance	Biodiversity Inventory and Monitoring Toolbox
Species recovery	Plant Species Recovery Information	<i>Animal species: No known resources currently available</i>		
Restoration <i>including ecological and landscape planning</i>	Protecting and Restoring our Natural Heritage Guide			
Forest restoration	Native Forest Restoration Guide for Landowners	Native Forest Restoration Guide		


DOC Bird ID online

Training

Visit the DOC website for: [Bird ID online training](#) [Bird ID assessment](#)

 n/a

 Free

 Online, self-directed


Pest Detective

Resource only

Visit the Pest Detective website

 n/a

 Free

 Online, self-directed

Freshwater ID Guides


Resource only

Identification guides for freshwater fish, algae, invertebrates, pests

Visit the [NIWA website](#)

 n/a

 Free

 Online, self-directed

Species Guide


Resource only

Identification guides for many species, includes native and endemic

Visit the [iNaturalist website](#)

 n/a

 Free


 Online, self-directed


Heke Rongoā



NZQA Te Pūkenga

Diploma in Māori Holistic Wellbeing

Visit the [Wānanga website](#)

 120 credits

 \$3,530

  Online, self-directed residential seminars

Rongoā Workshops

NZQA Te Pūkenga



These courses focus on the plant identification and tikanga around rongoā.

They also put participants in touch with resources and techniques.

Visit the [Titoki education website](#)

 n/a

 \$220


 In-person workshop, various locations  2 days

Certificate in Rongoā


NZQA Te Pūkenga


This programme delivers the New Zealand Certificate in Tikanga (Rongoā) Level 4.

[Visit the TWAQ website](#)

 120 credits

 Free

 Campus-based, noho marae and wānanga


 Full time: 38 weeks

Diploma in Rongoā


NZQA Te Pūkenga


This programme delivers the New Zealand Diploma in Tikanga (Rongoā) Level 5.

[Visit the TWAQ website](#)

 120 credits

 Free

 Campus-based, noho marae and wānanga


 Full time: 38 weeks

Plant Identification

NZQA Te Pūkenga


This Identification guide is part of Conservation Field Skills Training Scheme.

[Visit the NMIT website](#)

 5 credits

 Free

 In-person workshop

 2 days


Weedbusters Quiz

Resource only

[Visit the Weedbusters website](#)

 n/a

 Free


 Online, self-directed


New Zealand Certificate in Horticulture


NZQA Te Pūkenga

(General) Level 3 or individual courses

Multiple training providers: [Open Polytechnic](#) [NMIT](#) and other providers

 60 credits

 Free - \$259, depending on provider


 Online, self-directed

Propagation and Cultivation


NZQA Te Pūkenga

Level 3 – To enable students to understand and demonstrate plant propagation techniques

[Visit the NMIT website](#)

 10 credits

 Free


 Online, self-directed

Introduction to Botany and Plant Nursery Production


NZQA Te Pūkenga

Level 3 – Introduces the basic theoretical knowledge of plant processes and nursery production including sexual and asexual propagation methods.

[Visit the Open Polytechnic website](#)

 15 credits

 \$63

 Online, self-directed

New Zealand Certificate in Primary Industry Skills

NZQA Te Pūkenga

Level 2

This course involves project-based training. Upon request, it can be delivered to address a variety of field biodiversity skills.

[Visit the EIT website](#)

- 40-60 credits, depending on the projects involved
- Free
- Work-based, campus-based
- 12-14 weeks

Ground-based Radio Tracking

Resource only

Best practice guide to radio tracking

[Visit the DOC website](#)

- n/a
- Free
- PDF learning resource

Radio Telemetry

Resource only

A series of videos covering radio telemetry

[Visit the DOCskillable YouTube channel](#)

- n/a
- Free
- Video series learning resource

Hand Capture of Species Training

Training

NOTE: This work requires consultation from Tāngata whenua, DOC permit to catch, and ethics approval.

Training is highly specialised and lengthy. Specific training will need to be arranged directly from the appropriate subject matter expert and/or organisation.

Visit the following websites for more information:

[Bird: Banding Certification](#)

[Bat: Training Guidance](#)

[Reptile and Amphibian Handling](#)

[Pest Mammals: Using Leg-hold Traps](#)

Wild Bird Rescue 101

Training

Wild bird rescue and rehabilitation, including handling, transporting, bird first aid and supportive care

[Visit the Learn Bird Care website](#)

- n/a
- \$90
- Online, self-directed
- 6 months

Conservation Dogs Programme

Training

NOTE: Spaces are highly limited. Training is highly specialised and lengthy.

Training dogs to work in conservation

[Visit the DOC website](#)

- n/a
- Unknown
- In-person training
- 18 months daily training, followed by constant training over dog's working life

Biosecurity at DOC

Training

[Visit the DOC website](#)

n/a

Free

Online, self-directed

Biosecurity Awareness Workshop

Training

[Visit the Biosecurity Academy website](#)

n/a

from \$200

Online, work-based 1 day

Biosecurity in the Bush

Resource only

A series of videos covering biosecurity in the bush.

[Visit the DOCskillable YouTube channel](#)

n/a

Free

Video series
learning resource

Kauri Protection

Resource only

[Visit the Kauri protection website](#)

n/a

Free

PDF learning resource

Myrtle Rust Learning Modules

Resource only

Provides a Certificate of Completion

[Visit the Myrtle Rust website](#)

n/a

Free

Online, self-directed

Heke Kaitiakitanga Pūtaiao

NZQA

Level 5 (Diploma in Environmental Management)

[Visit the Wānanga website](#)

120 credits

\$4,200

Online, self-directed and residential seminars (Ōtaki) Over 1 year

Introduction to Natural Heritage

Training

Focus is on New Zealand biodiversity and management practices

[Visit the DOC website](#)

n/a

Free


Online, self-directed

Introduction to New Zealand Conservation


NZQA Te Pūkenga


Level 4 (Focus is on New Zealand biodiversity and management practices)

[Visit the NMIT website](#)

 5 credits

 Free

 Online, self-directed


 Delivered over 1 month

Introduction to New Zealand Ecology


NZQA Te Pūkenga


Level 5 (Contributes toward a Bachelor of Applied Science)

[Visit the Open Polytechnic website](#)

 20 credits

 \$752

 Paper-based, distance learning


 16 weeks / 13 hrs weekly


Environmental Impact Assessment


NZQA Te Pūkenga


Level 6 (Contributes toward a Bachelor of Applied Science)

[Visit the Open Polytechnic website](#)

 20 credits

 \$752

 Paper-based, distance learning

 16 weeks / 13 hrs weekly

Environmental Impact Assessment Resource


Resource only

Provides international background and context on ecological assessment

[Visit the IISD website](#)

 n/a

 Free


 Online, self-directed

Environmental Monitoring and Reporting


NZQA Te Pūkenga


Level 6 (Contributes toward a Bachelor of Applied Science)

[Visit the Open Polytechnic website](#)

 20 credits

 \$752

 Paper-based, distance learning

 16 weeks / 13 hrs weekly

Tapuae Course on Environmental Monitoring


Training



Delivery and content is tailored to be specific to your projects.

All training has a modern Māori perspective and New Zealand focus.

[Visit the Whetu Group website](#)

 n/a

 Variable, depending on content

  Training is flexible to meet your specific need

Introducing the Cultural Health Index

Resource only


Context on what a Cultural Health Index is and how it is used.

NOTE: Local rūnanga may have experienced people who can help guide this work.

[Visit the NIWA website](#)

 n/a

 Free

 Online, self-directed

Cultural Health Index for Streams and Waterways

Resource only

A tool for nationwide use in assessing the health of streams and waterways.


NOTE: Local Rūnanga may have experienced people who can help guide this work.

Visit the MFE website for: [Background and context](#) [User Guide](#)

Visit the Wet website for: [Assessing](#)

 n/a

 Free

 Online, self-directed


Five Minute Bird Count

NZQA Te Pūkenga

Level 4 (This course is part of the Conservation Field Skills Training Scheme)


Training covers common forest bird ID and application of the Five Minute Bird Count method

[Visit the NMIT website](#)

 5 credits

 Free

 In-person workshop

 2 days


Foliar Browse Index


NZQA Te Pūkenga

Level 4 (This course is part of the Conservation Field Skills Training Scheme)


Training covers how to undertake the Foliar Browse Index methodology

[Visit the NMIT website](#)

 5 credits

 \$180

 In-person workshop

 2 days


20x20 Plots and Reconnaissance

NZQA Te Pūkenga

Level 4 (This course is part of the Conservation Field Skills Training Scheme)


Training covers the field protocols of 20x20 plot and reconnaissance monitoring

[Visit the NMIT website](#)

 10 credits

 \$350

 In-person workshop

 3 days

Biodiversity Inventory and Monitoring Toolbox


Resource only

Numerous resources describing methods to inventory and monitor many different protected species

[Visit the DOC website](#)

 n/a

 Free

 Online, self-directed

Plant Species Recovery Information

Resource only


NOTE: This is a higher-level skill – requires related degree or subject matter expert advice.

Numerous resources describing activities associated with plant species recovery

[Visit the New Zealand Plant Conservation website](#)

 n/a

 Free

 Online, self-directed

Protecting and Restoring our Natural Heritage Guide

Resource only


NOTE: This is a higher-level skill – requires related degree or subject matter expert advice.

This resource covers the theory and practical process of protection, management and restoration of native ecosystems from a landscape lens.

[Visit the DOC website](#)

 n/a

 Free

 Online, self-directed

Native Forest Restoration – A Practical Guide for Landowners

Resource only


NOTE: This is a higher-level skill – requires related degree or subject matter expert advice.

This resource covers forest remnants, animal and weed control, planting - preparation through maintenance.

[Visit the QE II National Trust website](#)

 n/a

 Free

 PDF learning resource

Native Forest Restoration Guide

Resource only


NOTE: This is a higher-level skill – requires related degree or subject matter expert advice.

This PDF guide covers planning, plant recommendations and maintenance.

[Visit the Auckland Council website](#)

 n/a

 Free

 PDF learning resource