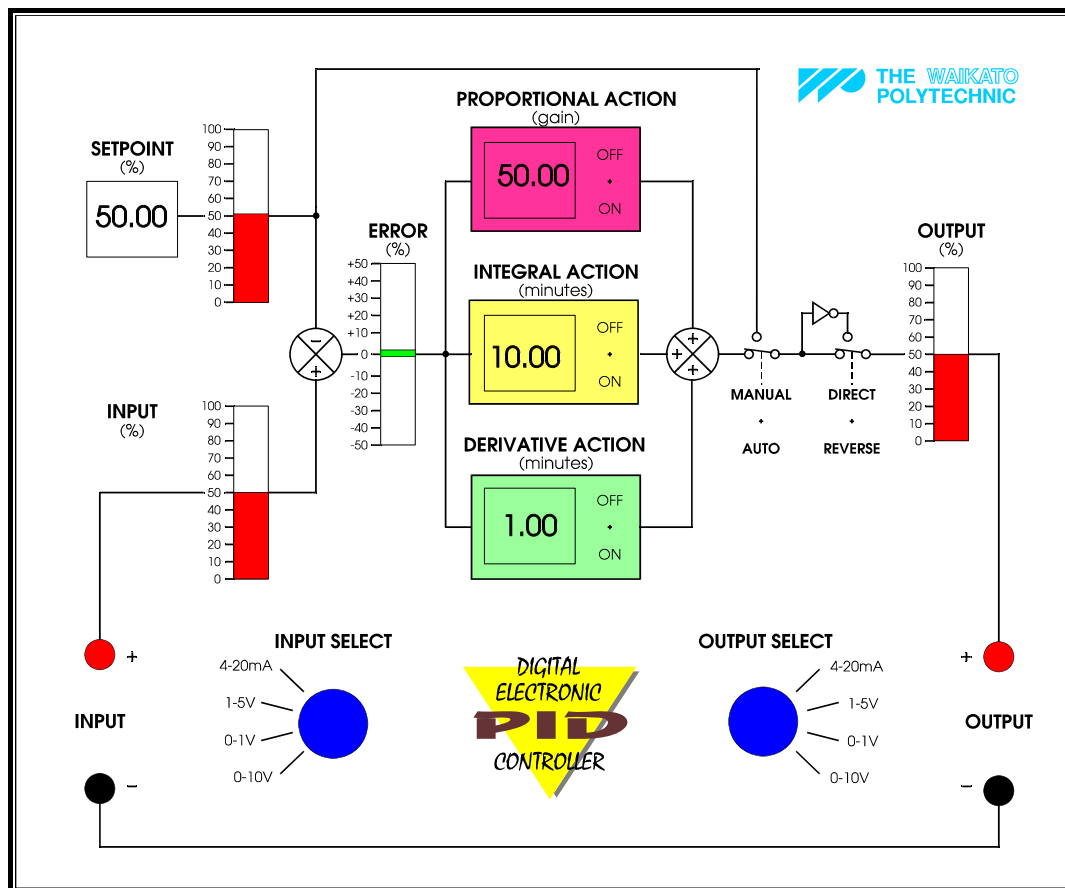


National Certificates in Industrial Measurement and Control (Levels 4 and 5) *by distance learning and block courses*

2010
Edition 1



School of Trades, Engineering
and Construction



Wintec

WAIKATO INSTITUTE OF TECHNOLOGY

Te Kuratini o Waikato

**NATIONAL CERTIFICATES IN INDUSTRIAL MEASUREMENT AND
CONTROL
(Levels 4 and 5)**

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1. Introduction

The National Certificate in Industrial Measurement and Control [NCIMC] (Level 4) was first introduced in the 1997 as a replacement for the Trade Certificate in Industrial Instrumentation, while the NCIMC (Level 5) was first introduced in the 2002 as a replacement for the Advanced Trade Certificate qualification. Both qualifications have recently been fully reviewed by the ElectroTechnology Industry Training Organisation (ETITO) with extensive input from industry and training provider representatives to ensure their currency, especially for work types expected of instrumentation trades-people and technicians. These reviews resulted in significant changes to both qualifications, driven largely by the rapid advances in technology, and also the changes in work types which have evolved since the original qualifications were developed. Both qualifications are registered on the National Qualifications Framework and approved by the Tertiary Education Commission for funding support.

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Most candidates who embark on and complete these qualifications come from an electrotechnology background, and have often completed an electrical Trade Certificate or National Certificate in Electrical Engineering, and hold registration as an electrician or electrical service technician before taking up their IMC studies. This does not preclude people with a mechanical trades or engineering background from studying for and gaining the NCIMC qualifications. Candidates from such a background who complete the NCIMC (L4) will usually also need to study for and gain a minimum qualification and registration as an electrical service technician in order to work in the instrumentation field.

Industries currently using these qualifications include

- Petro-chemical
- Pulp and paper
- Wood products
- Dairy products
- Other foods, beverages, and meat processing
- Power generation
- Steel making
- Water and waste water

and contractors to these industries

These industries are typified by often large and complex industrial process plant which is operated by industrial measurement and control systems, requiring the expertise of specially trained technicians.

Instrument technicians may also work in public sector workplaces such as hospitals, the armed services, universities and polytechnics, as well as in smaller private sector concerns.

New Zealand's qualifications, NCIMC (L4) and NCIMC (L5) are also recognised overseas.

Trained and skilled technicians command high remuneration, and there is both a national and an international shortage of skilled instrument technicians.

Important Notice

Whilst new entrants into the NCIMC (L4) programme need not initially be employed in a workplace which offers the opportunity to complete the on-job components of the qualification, they will need to gain employment in the field to acquire the necessary workplace skills for completion and assessment of their competency against the on-job requirements of the qualification. Assessment of on-job competencies is carried out by registered IMC work place assessors who have all been trained in assessment techniques and processes as well as being qualified IMC technicians.

2. New NCIMC (L4) Qualification Launched in 2009

The new NCIMC (L4) qualification and its associated unit standards were registered with NZQA in late 2008, and the qualification was delivered for the first time in 2009 with level 3 off-job theory units developed for distance and block course delivery. Provisions have been made to ensure a timely phase out of the previous version of the qualification to ensure that trainees in the

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programme have as seamless a path to completion of their qualification as possible. The new qualification has express transition arrangements for those who may need to transfer their study to the new qualification, while the previous version remains active to allow trainees who started their qualification in 2008 or before to complete their version of the qualification. Wintec works closely with the ETITO to ensure that no candidate is disadvantaged wherever possible in their quest for completion of the qualification.

Any trainees studying and working towards completion of the previous version who have any doubts or questions about whether they should complete the older version or transition to the new qualification should contact either Perry Foreman at Wintec or Sharon Cartwright at ETITO.

3. New NCIMC (L5) Qualification Launch – 2010

The new NCIMC (L5) qualification will be offered by Wintec from 2010, with both academic and funding approval being granted in late 2009. Wintec has designed its delivery of this new programme to be part time by distance learning combined with two short block courses with delivery spread over two years. Candidates will complete 1 module of 3 unit standards in the first year – with a block course at the end of the year to complement the distance learning - and in the second year a similar sized distance module (two unit standards), but with an extensive on-job investigation and project to be completed. Again a short block course will be held near the end of the year to provide practical exposure and assessment related to the distance learning.

After 2010, candidates may be able to complete the full qualification in one year if their work situation makes this possible.

4. Qualification Formats

The courses of study for these qualifications involve both on and off job learning to meet the competency requirements of the various unit standards in the qualification. Both can be completed through The Waikato Institute of Technology (Wintec) or the ETITO.

Wintec has clustered the off-job unit standards for the NCIMC (L4) into two categories by content - theory by distance learning and practical reinforcement of the theory by block course. Trainees must complete both the distance learning and block course classes in order to complete the off-job component of the qualification. A similar arrangement is in place for the NCIMC (L5).

On-job unit standards are completed in the work place and assessed by an Industrial Measurement and Control (IMC) workplace assessor registered with the Electro Technology Industry Training Organisation (ETITO).

5. Work Task Log Book

To enable you to record the on-job skills of NCIMC (L4) qualification, a Work Task Log Book is required. This record is published by the ETITO. Competency for on-job skills must be assessed and certified by a registered IMC workplace assessor.

In cases where a trainee does not have a workplace assessor, ETITO may arrange an assessor for you, or you may seek assistance from Wintec. If you require Wintec to assess on-job unit standards, you must enrol in a special “assessment only occurrence” of the appropriate unit standard(s) and pay the small assessment fee for the assessment. If you have any questions relating to the work task log book or on-job assessment in general, please contact Perry Foreman at Wintec.

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**6. National Certificate in Industrial Measurement and Control (Level 4)
NCIMC (L4)**

6.1. Courses for 2010 at Wintec

	ETITO Module code	MOE Module Code	Course	Course Format	Course Dates
Year 1 TE0901	TEMC 3101/1080	TEMC 3201/1080	IMC Level 3 Theory	Distance	08 Feb to 26 Nov
	TEMC 3102/1020	TEMC 3202/1002	IMC Level 3 Block Course	Block 1	19 – 23 April & 02 – 13 August
	TEMC 3102/1040	TEMC 3202/1003	IMC Level 3 Block Course	Block 2	26 – 30 April & 13 – 24 September
	TEMC 3102/1060	TEMC 3202/1004	IMC Level 3 Block Course	Block 3	03 – 07 May & 01 – 12 November
Year 2 TE0901	TEMC 4101/1080	TEMC 4201/1000	Level 4 IMC Theory	Distance Semester 1	08 Feb to 26Nov
	TEMC 4102/1020	TEMC 4202/1001	Level 4 IMC Block Course	Block 1	24 May – 11 June
	TEMC 4102/1040	TEMC 4202/1001	Level 4 IMC Block Course	Block 2	04 – 22 October
	TEMC 3103/1080	TEMC 3203/1080	IMC Core Electronics Theory	Distance Semester 1	08 Feb to 26 Nov
	TEMC 3104/1020	TEMC 3204/1001	IMC Core Electronics Block Course	Block 1	03 – 21 May
	TEMC 3104/1040	TEMC 3204/1002	IMC Core Electronics Block Course	Block 2	06 – 24 September
	TEMC 2101/1080	TEMC 2201/1080	Technical Report Writing	Distance	08 Feb to 26 Nov

Notes:

1. In each case the distance learning **AND** a block course must be completed to complete the unit standards. A number of options are available for block courses to ensure that reasonable flexibility is built into programme delivery.
2. To be eligible to attend a block course, the trainee must have completed all the relevant distance learning tasks prior to the block course - **a lead time of two clear working weeks is needed to ensure distance work submitted is to the standard required for competency.**

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7. National Certificate in Industrial Measurement and Control (Level 5) NCIMC (L5)

7.1. Courses for 2010 at Wintec

	Module Code	Course	Course Format	Course Dates
Year 1 TE1004	Units enrolled for separately - see tables on page 12	IMC Level 5 Theory	Distance Block	01 Feb – 19Nov 29 Nov – 01 Dec
Year 2 TE1004		IMC Level 5 Theory	Distance Block	01 Feb – 19 Nov 06 – 08 Dec

Note: Trainees will be required to complete an on-job project for Unit Standards 19233 and (if desired) 19234 and 19235, and to present their project report at the block course scheduled for the end of the year. The presentation will form part of the assessment for competency.

8. Course Entry Requirements

8.1. NCIMC (L4)

Because much of the work of instrument technicians has an electrical focus, National Certificate in Electrical Engineering Level 2 or demonstrated equivalent skills and knowledge is seen as the minimum entry requirement for the programme. However, this should not deter candidates with a mechanical maintenance background who may be required to gain a formal electrical qualification to work as an instrument technician.

Generally acceptable equivalent skills and knowledge to enable course entry include

- Holding a minimum of stage 3 Electrical NZCE, or Electrical Technicians' Certificate, or completion of Year 1 papers in the National Diploma in Engineering

or

- Trade Certificate in Electrical Wiring, National Certificate in Electrical Engineering Level 4

8.2. NCIMC (L5)

Trainees will generally have completed their NCIMC (L4) qualification but may be allowed to enrol for the theory parts of this qualification as long as they have completed all off-job learning for NCIMC (L4). They will not be permitted to enrol for, or submit, their project report for US 19233 before completion of the NCIMC (L4).

9. Recognition of Prior Learning (RPL), Exemptions, and Credit Transfer

Wintec has a clearly defined RPL administration process which is designed to be fair to all candidates. Application may be made for formal transfer of credit where the recognition being applied for is directly comparable, or informal transfer of credit where the candidate assembles suitable evidence for comparison against the appropriate unit standards or paper outcomes.

All applications for credit transfer must be lodged on the official Wintec "Transfer of Credit" application form. There is currently no charge for formal credit transfers granted when the application is made at the time of enrolment. A fee may be charged for processing non-formal credit transfer applications.

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Candidates who hold an Electrotechnology Diploma, NZCE, or similar qualification should apply for recognition of prior learning and credit transfer for related unit standards. Contact the IMC programme coordinator for more details.

Trainees who have previously completed the following NCIMC (L4) unit standards will be awarded credit automatically.

- 15849 Perform manual soldering and de-soldering procedures for electrotechnology work
- 5926 Demonstrate knowledge of programmable logic controllers (PLCs)

Trainees who have completed a supplier run PLC course (Allen Bradley, Siemens, Schneider or similar) and can provide suitable written evidence (course completion certificate) may be exempted the practical requirements for Unit Standard 5926. **However**, the distance learning assignment for US 5926 will still need to be completed.

10. Requirements for Awarding of the Qualification

The National Certificates in Industrial Measurement and Control (Levels 4 and 5) are awarded to candidates who are credited with all the specified mandatory unit standards – both off and on job, plus any additional credits required from the prescribed elective unit standards. Candidates apply directly to NZQA upon completion of the qualification requirements for award of their Certificates.

Upon completion of the required unit standards, the candidate applies to

New Zealand Qualifications Authority (NZQA)
PO Box 160
Wellington
ph (03) 802 3000
fax (03) 802 3114

for the relevant ***National Certificate in Industrial Measurement and Control - Level 4 or 5, depending on which level has been completed*** - which will include the ETITO name and logo.

Applications can be initiated on-line through the NZQA website – www.nzqa.govt.nz

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11. NCIMC (L4 and L5) Studies with Wintec

11.1. NCIMC (L4) Programme

Wintec offers courses to complete the off-job requirements of the qualification in three parts. These are arranged as complementary distance learning and block course modules, and various block course timings are arranged throughout the year to allow candidates to choose the best time to attend the relevant block course. This also gives flexibility where several trainees are employed with the same company – they may choose to attend the same block course or different block courses depending on work requirements. The three distinctive parts to the theory studies are

- Year 1 (Level 3) IMC distance and block course modules
- IMC Core Electronics distance and block course modules
- Year 2 (Level 4) IMC distance and block course modules

11.2. Year 1 Studies

Unit Standard Number	TITLE	Level	CREDIT
2630	Demonstrate knowledge of pressure measurement systems used in industry	3	6
2632	Demonstrate knowledge of level measurement systems used in industry	3	4
2665	Demonstrate knowledge of instrumentation calibration terminology and standards	3	3
2634	Demonstrate knowledge of temperature measurement systems used in industry	3	5
2636	Demonstrate knowledge of flow measurement systems used in industry	3	6
2653	Demonstrate knowledge of strain gauges and weighing systems	3	2
2659	Demonstrate knowledge of transducers and their applications in industrial measurement	3	5
2638	Demonstrate knowledge of control valves, actuators, and positioners	3	4
2649	Demonstrate knowledge of signal, conditioning equipment, recorders, and alarm modules	3	3
2663	Demonstrate knowledge of hydraulic equipment used in industry	3	4
2666	Demonstrate knowledge of pneumatic equipment used in industry	3	4
2668	Demonstrate knowledge of flame, gas, smoke, and heat detectors	3	2
24886	Demonstrate and apply knowledge of electronic configurable (smart) instruments and loops used in industry	4	3

There is a distance learning workbook and assignment for each of the unit standards listed above – these are formulated into tasks where related material is covered in one task

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workbook and assignment. A total of 10 distance learning tasks are to be completed. In addition, a supporting text, "Practical Pneumatics" is supplied for unit 2666.

Level 3 Off Job IMC unit standards are completed by correspondence study and by attending 3 weeks of block courses at Waikato Institute of Technology. As outlined earlier, year one has a one-week block course soon after Easter, followed by a partnering two-week block course later in the year.

11.3. Year 2 Studies

Unit Standard No	TITLE	Level	CREDIT
2654	Demonstrate knowledge of on/off and PID control theory and controllers	4	8
2655	Tune control loops	4	6
2641	Demonstrate knowledge of analytical measurement systems	4	6
2660	Demonstrate knowledge of advanced control loop methods	4	3
2661	Configure and tune advanced control loops	4	4
2662	Demonstrate knowledge of distributed control systems	4	2
5926	Demonstrate knowledge of programmable logic controllers (PLCs)	4	5
17054	Report on the integrity of explosion-protected electrical equipment in hazardous areas	3	2
17602	Apply hazard identification and risk assessment procedures in the workplace	3	4
24887	Demonstrate knowledge of electronic variable speed drives	4	3
24888 #	Prepare and interpret diagrams for instrumentation and control systems	3	3
24889	Demonstrate knowledge of industrial instrumentation installation	4	8

There are distance learning workbooks and assignments for each of the unit standards listed above – these are formulated into tasks where related material is covered in one task workbook and assignment. Complex units are split into two tasks – for example US 2641 is split into two tasks, one task concentrating on liquid analysers and the other on gas analysers and their associated sampling systems. A total of 10 distance learning tasks are to be completed.

A three-week block course covers the practical components of these unit standards and reinforces the theory covered in the distance learning workbooks.

Note # - Unit Standard 24888 is assessed throughout both years of study. A distance learning workbook is provided to trainees at their first block course in year one. Various instrumentation related drawing tasks are built into assessments where appropriate as a means of assessing practical competency in this unit. There is also a formal distance assignment to be completed as part of the level 4 module in year two.

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11.4. IMC Core Electronics Studies

Unit Standard No	TITLE	Level	CREDIT
5934	Prevent electrostatic damage to electronic components	2	1
8191	Demonstrate systematic and logical fault finding techniques in electronic products or systems	3	6
8195	Test and select batteries used in electronic applications, and select suitable chargers	3	3
15849	Perform manual soldering and de-soldering procedures for electrotechnology work	2	2
20432	Demonstrate and apply introductory knowledge of digital electronics for technicians	3	7
20433	Demonstrate and apply introductory knowledge of analogue electronics for technicians	3	7
20615	Use electronic test equipment	3	6
24885	Demonstrate and apply knowledge of A/D and D/A conversion	3	3

These studies are completed in **Year 2**, or possibly in year three for trainees in ETITO training agreements.

11.5. Technical Report Writing

Unit Standard No	TITLE	Level	CREDIT
3492	Write a technical report	2	3

This unit is completed by distance learning only, and may be studied at any stage of the qualification. It is recommended that Trainees consider studying this topic at the completion of their year 1 studies.

Note: Unit Standard 3492 may be exempted by completion 1040 NZCE Communication Skills or credit for a formal University Year 1 Engineering Communications paper. Formal credit transfer will be awarded upon application.

11.6. On-Job Unit Standards

The following Unit Standards are completed in the workplace. An Industrial Measurement and Control (IMC) workplace assessor registered with the ETITO is required to assess competency and sign for unit standards completed under this section of the qualification.

It is vitally important that you are employed in a workplace which can provide you with the on job skills and access to a suitably qualified IMC work place assessor to complete this qualification.

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11.7. Compulsory On-Job Unit Standards

The following on-job unit standards are mandatory

Unit Standard Number	TITLE	Level	CREDIT
1178	Follow safe practices in an electrical workplace	2	3
2631	Maintain pressure measurement devices	3	10
2633	Maintain level measurement devices used in industry	3	10
2635	Maintain temperature measurement devices used in industry	3	10
2637	Maintain flow measurement devices used in industry	3	10
2640	Maintain control valve actuators and positioners	3	5
2667	Install and maintain pneumatic or electro-pneumatic equipment	3	5
4357	Tune or adjust a plant control loop	4	2
9180	Install or replace, test, and commission industrial instrumentation	4	10

11.8. Elective On-Job Unit Standards

20 credits must be completed from the following elective unit standards

Unit Standard Number	TITLE	Level	CREDIT
2639	Maintain and service control valves in accordance with industry requirements	3	10
2642	Maintain a pH measuring system for chemical analysis	4	4
2643	Maintain a conductivity measuring system	4	4
2644	Maintain a dissolved oxygen measuring system	4	4
2645	Maintain a consistency or a viscosity measuring system	4	4
2646	Maintain analytical monitoring equipment	4	4
2647	Maintain humidity or dewpoint monitoring equipment	4	4
2648	Maintain and calibrate density monitoring equipment	4	4
2657	Maintain pneumatic controllers	4	5
2664	Maintain hydraulic or electro-hydraulic equipment	3	3
4356	Maintain chromatographs	4	4
24884	Maintain conditioning modules and electronic or microprocessor based controllers	4	6

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11.9. NCIMC (L5) Programme

There are five off job unit standards and one compulsory on-job unit standard in this qualification. Off job unit standards are delivered by distance learning and block course similarly to the delivery model for NCIMC (L4).

11.10. Off Job Studies

Module Number	Unit Standard Number	TITLE	Level	CREDIT
TE19241	19241	Demonstrate knowledge of safety and compliance for industrial measurement and control systems	5	10
TE25885	25885	Demonstrate knowledge of the selection and specification of equipment for industrial measurement and control systems	5	15
TE25886	25886	Demonstrate knowledge of control system hardware and interfaces for industrial measurement and control systems	5	15
TE25887	25887	Demonstrate knowledge of process theory for industrial measurement and control processes and applications	5	15
TE25888	25888	Demonstrate knowledge of process theory for industrial measurement and control systems	5	5

11.11. On-Job Unit Standards

Module Number	Unit Standard Number	TITLE	Level	CREDIT
TE19233	19233	Demonstrate knowledge of the operation, measurement, and control of an industrial process	5	10
TE19234	19234#	Diagnose and correct faults in industrial measurement and control systems	5	10
TE19235	19235#	Maintain and manage specialist analytical equipment used in industrial processes	5	10

Note: # Unit standards 19234 and 19235 are elective units which do not form part of the qualification, but which some candidates may choose to submit assessments for in conjunction with their assessment for unit standard 19233.

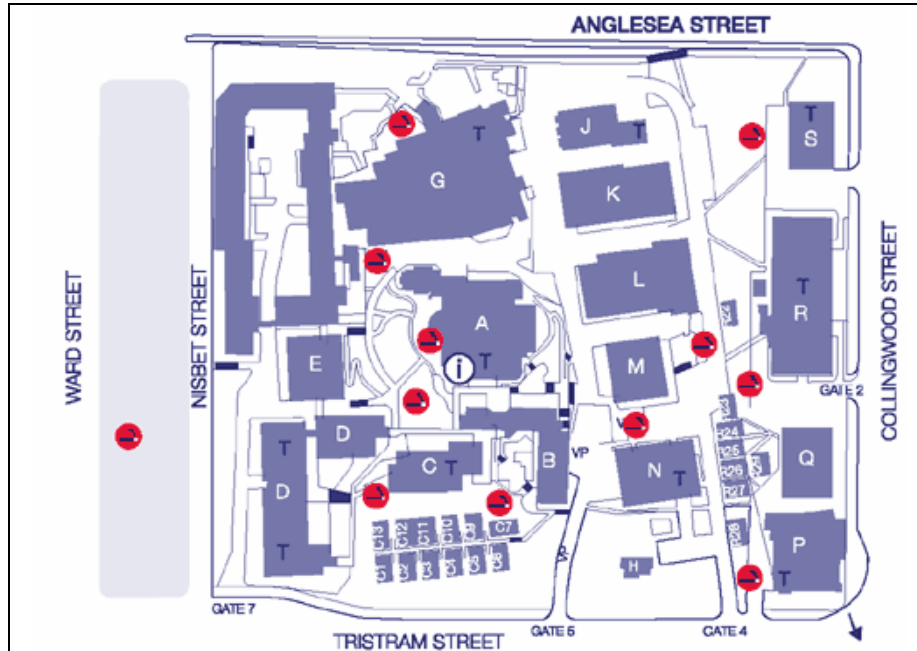
11.12. Module Flow

Wintec has packaged its delivery of the NCIMC into clusters of modules in a year. A candidate starting out in the programme will enrol for and complete the distance learning for Modules TE19241, TE 25887 and TE25888 in the first year with a short block course at the end of the year. In year 2 modules TE25885, TE25886, and TE19233 will be studied, along with either of the electives if chosen, again with a short block course at the end of the year. This format has been developed to ensure that the qualification can be completed in two years of part time study.

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12. Wintec City Campus Map – Reporting for IMC Block Courses

For **ALL** block courses, classes start at 8.00 am. Report to room M4 on the first day of your course.



12.1. Car Parking

Student car Parking is available diagonally opposite the Wintec Site (where the arrow is shown on the corner of Tristram and Collingwood Streets in the map above). **You must Pay and Display** for parking and also display a valid student parking permit – failure to do so will attract a \$40 fine. Parking permits will be provided on the first morning of your classes, and must be returned at the completion of the course.

12.2. Accommodation

A wide range of accommodation options is available. The accommodation listed below, mostly within walking distance of the Wintec city site, are presented as a guide for you and are listed from most expensive to least expensive. Of course there are many other accommodation options available and good deals can be arranged by shopping around.

Ashwood Manor – 16 Thackeray St

www.ashwood-manor.co.nz/

0800 688 866

Colonial Arms - 23 Thackeray St

www.colarms.co.nz/

07) 838 2479

Tudor Motor Lodge Hamilton

www.tudormotorlodge.co.nz

07) 838 2244

Knox Apartments – Knox St, Hamilton

07) 856 1920

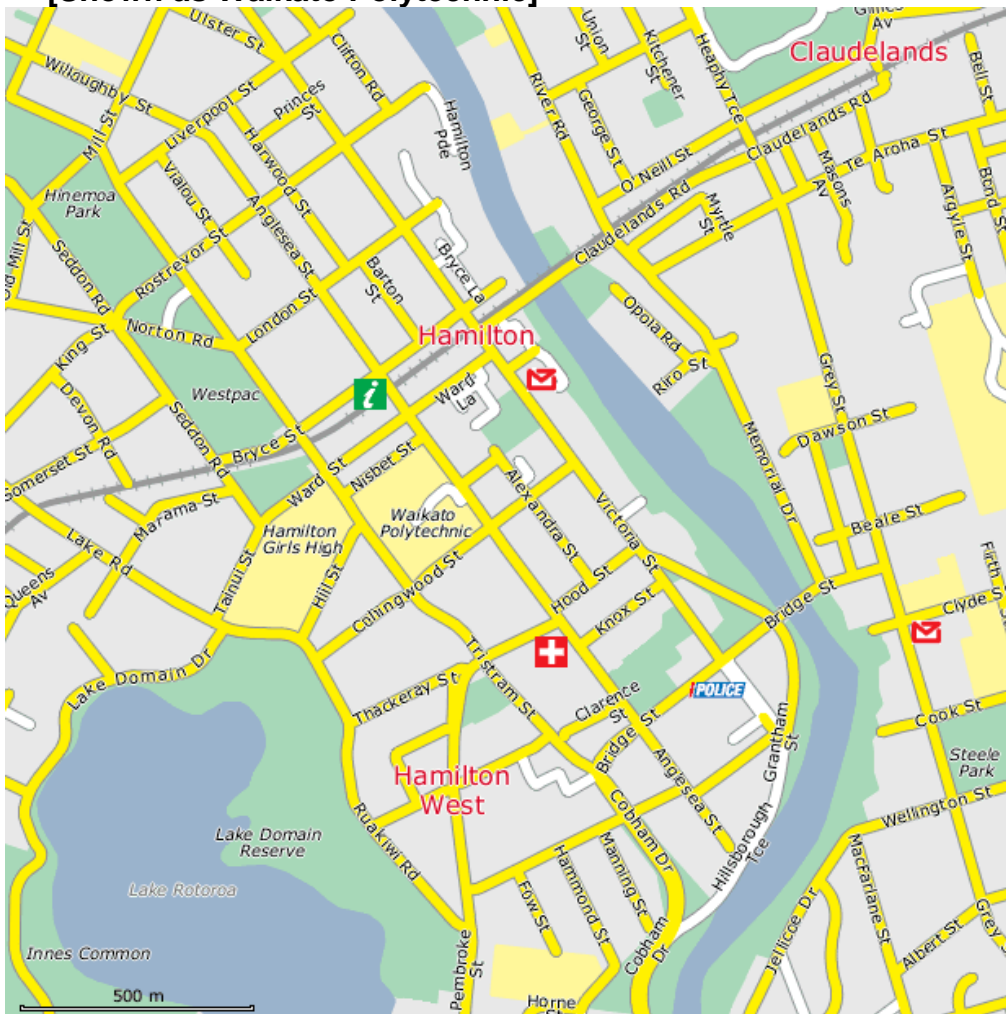
Dey Street Village Hostel - Hamilton East

www.deystvillage.co.nz

07) 857 0020

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12.3. City Centre Map – Showing Wintec (Waikato Institute of Technology)
[Shown as Waikato Polytechnic]



13. Funding and Course Costs

This NCIMC (L4) programme can be completed through two funding models, each of which includes a student (trainee) fee and a subsidy to make up the full cost of the training. Wintec receives the training subsidy portion of the course cost from two sources – direct funding support from the Tertiary Education Commission (TEC), or industry subsidy funding from ETITO for trainees who are in registered training agreements between their employers and the ETITO.

To find out whether you qualify to be in a training agreement with ETITO, contact Sharon Cartwright at ETITO. Sharon's contact details are given in section 14.

The NCIMC (L5) programme is subsidised only through TEC and trainees will have a student fee component for each module enrolled in.

Course fees will be formally advised to trainees at enrolment time. If you are arranging for your employer to pay all or part of your student fee, please make sure to request a "Payment by Third Party" form and to have your employer complete this and return it to the Wintec enrolments section as soon as possible after the fees and course codes are advised to you.

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14. Contact Details

For information about any IMC courses, and for enrolment for block courses and distance learning studies at Wintec, contact

Perry Foreman

Programme Co-ordinator – Industrial Measurement and Control (IMC)

freephone: 0800 444 204 ext 8578
direct dial: 07 834 8800 ext 8578
mobile: 021 021 44882
e-mail: perry.foreman@wintec.ac.nz

Postal address

Free Post 566
School of Trades, Engineering and Construction
Waikato Institute of Technology
Private Bag 3036
Waikato Mail Centre
HAMILTON 3240

It is usually best to either email or phone Perry - leave a message on his Wintec voicemail if he is unable to answer his phone. All messages are responded to at the earliest opportunity.

For ETITO Trainee Contract details, contact

Sharon Cartwright

Customer service Administrator, ETITO

phone: 09 583 1330
fax: 09 525 2591
e-mail: SharonC@etito.co.nz
web: www.etito.co.nz

Postal Address

Building B
65 Main Highway
Ellerslie, Auckland

PO Box 24-469
Royal Oak
Auckland

For Electrical Registration queries, contact the
Electrical Workers Registration Board (EWRB)

P O Box 10156
Wellington
Ph 0800 66 1000

www.ewrb.govt.nz

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