



Training and Competence Guideline

**STAY
LIVE**
Electrical Industry
Health & Safety Group

StayLive Electrical Industry Health and Safety Group



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Document Control

Document name	Training and Competency Guideline	
Document location	StayLive	
Document status	Final	
Version number	4.0	
Issue date	December 2025	
Validity period	Two years	
Next review date	December 2027	
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Record of Amendments

Version	Issue Date	Summary of Key Changes
1.0	August 2017	First Issue
2.0	September 2020	Expansion of T&C principles and addition of Development of Capability
3.0	August 2025	Revision of matrix, expansion of VOC approach, update to SCT
4.0	December 2025	<ul style="list-style-type: none">• Deletion of Unit Standard 25045 (<i>Employ height safety equipment in the workplace</i>) from requirements for Basic Harness Systems.• Clarification of scope of assessor requirements w.r.t. Unit Standard 4098.• Alignment of Work Control Procedure competencies with latest iteration of WCP competency pathway.

The contribution made by Vertical Horizonz to this Guideline, in particular the thinking around the VOC process, is gratefully acknowledged.

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1 T&C Introduction

1.1 Purpose

The purpose of this guideline is to:

1. Provide an Overview of Training & Competency Principles for the industry.
2. Outline best practice process for compliance training from Work Ready, to Work Capable, Development of Capability and Validation of Competency (VOC).
3. Provide the relevant compliance competencies and refresher frequencies to enable industry consistency.
4. Provide consistent standards for Training Providers serving the industry.

The scope of this document covers Operational areas only – asset owner requirements for non-operational areas are at their discretion.

1.2 Definitions

Work Ready: Can demonstrate theory and knowledge.

Work Capable: Can demonstrate practical application of theory.

Development of Capability: Working within capability appropriate to individual's own level of capability.

Workplace Assessors – for Initial, Refresher and Validation of Competency (VOC):

- **Affiliation:** Must be
 - affiliated with a Private Training Establishment (PTE) and operate under their quality system, or
 - approved by StayLive for internal training delivery and assessment and operate under the employing organisation's quality system.
- **Qualifications:**
 - Hold Assessor Unit Standard 4098 when assessing against the unit standards covered by this Guideline.
 - Hold the unit standard being delivered or demonstrate equivalent skills and knowledge.
 - Be at Work Capable level.

They may also be required to have formal qualifications to assess certain competencies.

Verifier: Someone who attests that evidence gathered by the learner is valid.

Operational areas: Operational or plant areas are those areas where there is plant and equipment, mobile plant or other hazards requiring the use of PPE. All areas other than offices are considered Operational or Plant areas.

Examples include switchyards, turbine halls, generation equipment, cable runs, tunnels, workshops, hazardous areas, canals, intake structures, IT switch rooms, IT server rooms and generation control equipment.

Responsibility for defining the boundaries of Operational areas rests with each asset owner.

Asset owner: The PCBU holding primary responsibility for an operational site; generally a member of StayLive.

Validation of Competency (VOC): also known as Verification of Competency; A VOC is an assessment process designed to ensure that an individual's skills and knowledge are current and sufficient to perform specific tasks or operate certain equipment safely. Unlike initial training or certifications that often focus on unit standards to establish a baseline of competence, VOCs are used to validate that these competencies are maintained over time.

1.3 Training Provider requirements to be StayLive Approved

To be accepted as a training provider to StayLive requirements, providers shall meet the following requirements.

General Requirements – External training providers (including specialist provision e.g. Transpower, Powerco):

- Providers shall be NZQA-registered if delivering training linked to a unit standard.
- NZQA-registered Providers shall meet NZQA Category 1 or 2. Category 3 or 4 providers are not acceptable. <https://www.nzqa.govt.nz/providers/index.do>
- Providers shall register achievement of unit standards on the New Zealand Qualifications Framework. “Training to...” is not acceptable.
- Providers that are not NZQA-registered shall be approved by StayLive to ensure consistency and portability of training.

General Requirements – Internal Training Provision:

- Internal training delivered by StayLive member companies that **does not impact other asset owners** or is not used to assess operational readiness (e.g. site access, competency sign-off) may be delivered without StayLive review, provided it is used solely for internal purposes.
- Internal training that **may impact other asset owners, is used across multiple organisations, or is used to determine operational readiness** (such as for site access, high-risk work authorisation, or role competency) **shall be submitted to StayLive for review and endorsement prior to implementation.**

NZQA training provider categories [Provider categories after EER :: NZQA](#)

		Educational performance	
		Highly Confident	Confident
Self assessment	Highly Confident	1	2
	Confident	1	2

2 T&C Overview

2.1 Process Flow

Figure 1 shows the cycle of training from theoretical knowledge, demonstration of skills and behaviours (competency) to the ongoing development of capability.

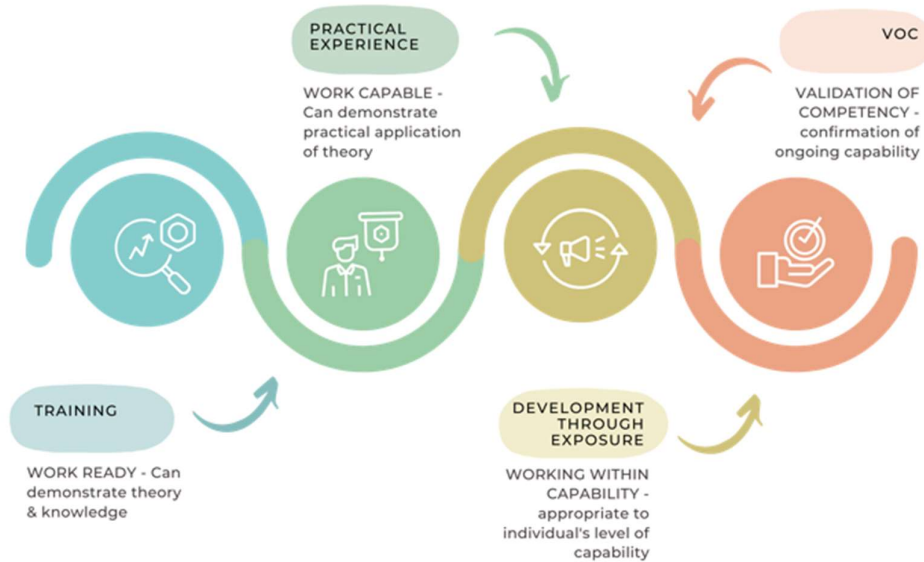


Figure 1.

2.2 Key T&C Competency principles

- Work Ready workers shall be supervised or coached as they progress to Work Capable level within the Electricity Industry.
- Assessment of competency is an employer or asset owner responsibility.
- Competency criteria are based on “on-the-job” experience statements.
- Competency assessments (be they initial training, refresher or VOC) may be simulated and may contain task or role exposure.
- Some training (e.g. First Aid) does not require on-the-job competency assessment, rather the individual will be deemed competent following practical assessment during a course.
- Managed exposure includes ensuring regular development of competency within the workplace at a level suitable to experience and providing opportunities for professional development and growth.

Progression to Work Capable needs to be managed by each asset owner. Figure 2 below provides a template to evaluate options to achieving Work Capable level, along with example criteria to consider when selecting an approach. Individual situations may need to consider additional criteria to determine the best approach.

	Meets PCBU obligations ¹	Efficient ²	Value ³	In the workflow ⁴	Staff & Suppliers ⁵	Transferable ⁶
Practical on-job assessment in the field						
Supervised demonstration of performance						
Supervision plus assessment and / or attestation						
A “provisional” period involving specific, coached learning experiences						

Figure 2.

2.3 Development of Capability

Achieving a competency does not in itself provide insight into the level at which it can be applied. Experience, attitude, additional training and the scale of a task always need to be considered.

PLAN

- Understand work scope and the competencies required
- Identify level of capability and experience required for the task
- Identify if additional support is required
- Manage workflow, allow for pre-planning, pre-work exposure and familiarisation when required

MEASURE

- Understand abilities, experience and limitations
- Track Experience
- Witness/display the application of competency

¹ H&S at Work (General Risk & Workplace Management) Reg 9 “...a PCBU must ensure, so far as is reasonably practicable, the information, training, instruction and supervision provided to workers is suitable and adequate.”

² Time / resource efficient

³ Adds value and provides managed risk for people & plant safety and costs

⁴ Fits into or alongside the workflow as much as practically possible

⁵ Works for both audiences

⁶ Competency is transferrable and workable for internal and external resource, across sites / organisations

DEVELOP

- Engage in conversations about exposure, experience and development opportunities
- Create learning and growth opportunities
- Coaching & Mentoring
- Succession planning.

2.4 Training requirement selection guide

The following diagram is a selection guide to assist in choosing the most appropriate training option.

- A VOC is intended to be a “little and often” verification of the ability to perform the relevant task. It is best suited to those performing the task frequently.
- The 12-month validity for a VOC recognises that it is a competency check at a point in time rather than a full in-depth refresher.
- Note that as at the date of publication, **a process for industry-wide portability of Task or Equipment Specific VOCs has not yet been developed.** Asset owners may utilise a VOC process internally if they wish (and at their own risk) however portability with other asset owners is not guaranteed. It is at individual asset owner discretion if they accept a VOC as evidence of competency – or not.

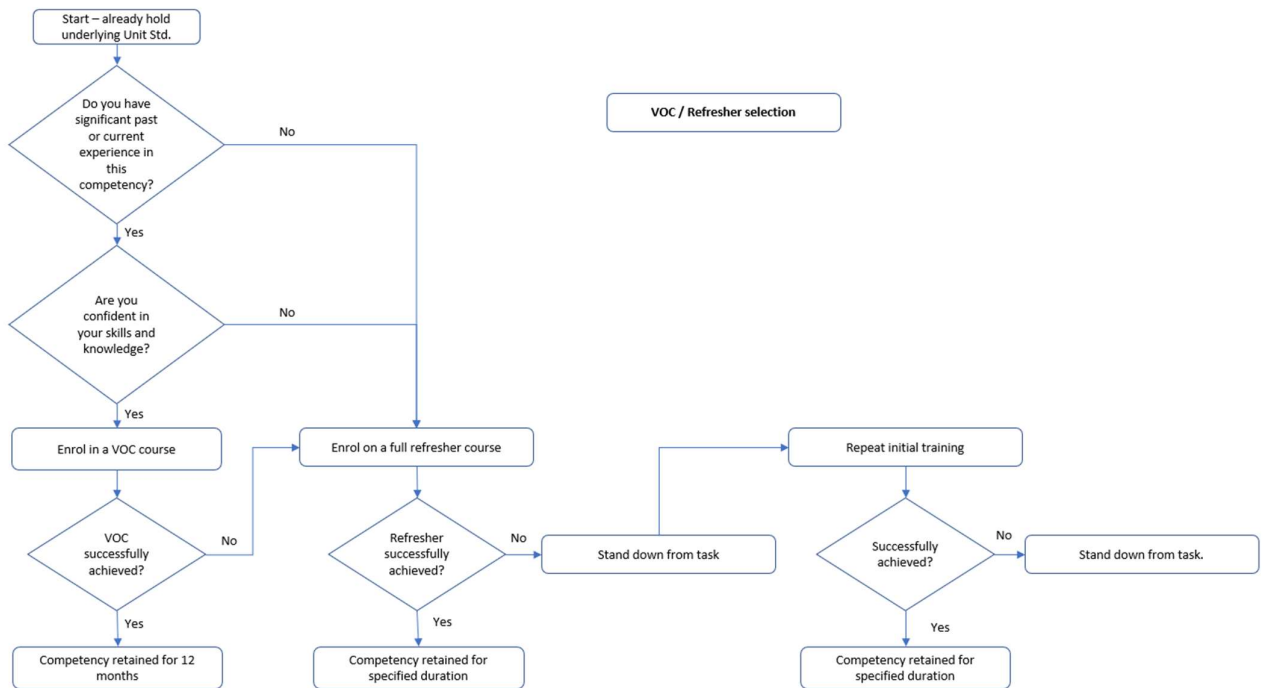


Figure 3.

2.5 StayLive Competency Tool

StayLive has developed a digital platform and competency card to replace the former Electricity Industry Greenbook. It is expected that over time, all competency data across the industry will be accessible via the SCT.

Specific detail can be found here: [StayLive Competency Tool Working Group](#)

3 StayLive Core Competency Requirements

3.1 Core Competency Matrix

Within the electricity generation industry technical resources are often shared. Efficiency and safety can therefore be increased through consistent industry standards.

StayLive Members have agreed to align core competency standards and refresher frequencies related to specific tasks as outlined in the StayLive Core Competency Training Matrix Version 3 (August 2025).

Notes to the following matrix;

- **Nothing in this Guideline supersedes or overrides any legislative or regulatory requirement relating to a task or activity. The law of the land and associated regulations shall be adhered to at all times.**
- **The following matrix defines the minimum competency requirements for those working in Operational areas. Any deviation from these requirements shall be treated as an exception with a specific risk assessment that is approved by the asset owner.**
- Responsibility for acceptance of international qualifications and / or assessing equivalence with New Zealand qualifications and unit standards rests with each individual asset owner.
- Trainees with overseas qualifications should gain the NZ equivalent within the refresh period.
- Access to common StayLive elearning modules will be via individual asset owner Learning Management Systems.

StayLive Core Competency Training Matrix Version 3 (August 2025)

Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
Access – Operational Areas				
First Aid/CPR	2 year	6401 (Provide first aid) 6402 (Provide basic life support)		To meet prescribed electrical worker (PEW) requirements frequency may differ.
Generic StayLive Industry Induction	2 year	N/A	StayLive Industry Induction	

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
Asset owner site-specific Induction	2 year	N/A	[Company name] [Site] Induction	Site-specific induction content is at asset owner discretion
Workplace Risk Assessment	2 year	30265 (Apply health and safety risk assessment to a job role)	StayLive Workplace Risk Assessment	
Switchyard Access				
Transpower Substation Entry Level 1	2 year	N/A		Supervised access
Transpower Substation Entry Level 2	2 year	N/A		Unsupervised access. This may not be required for access into individual asset owners' switchyards
Work Controls ⁷				
StayLive Work Party Member	2 year	N/A	StayLive Work Party Member	Now available
StayLive General Work Supervisor	2 year	N/A	StayLive General Work Supervisor	Now available
StayLive Work Authority Recipient Provisional	2 year	N/A	StayLive Work Authority Recipient Provisional	Now available

⁷ Asset owners may implement controls that meet the same safety requirements but tailored to their unique needs

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
StayLive Work Authority Recipient Certified	2 year	N/A	StayLive Work Authority Recipient Certified	Now available
StayLive Permit Recipient Provisional	2 year	N/A	StayLive Permit Recipient Provisional	Expected March 2026
StayLive Permit Recipient Certified	2 year	N/A	StayLive Permit Recipient Certified	Expected March 2026
StayLive Work Authority Issuer	2 year	N/A	StayLive Work Authority Issuer	Expected late 2026
StayLive Permit Issuer	2 year	N/A	StayLive Permit Issuer	Expected late 2026
StayLive WCP Reviewer / Auditor	2 year	N/A	StayLive WCP Reviewer / Auditor	Expected late 2026
Task or Equipment Specific				
Confined Space Management for Entry & Gas Detection	3 year	17599 (Plan a confined space entry) 18426 (Demonstrate knowledge of hazards associated with confined spaces) Plus 25510 (Operate an atmospheric testing device to determine a suitable atmosphere exists to work safely) or	StayLive Confined Space Entry management	Refresher training to cover US 17599, 25510

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
		3058 (Demonstrate knowledge of gas testing, and perform gas tests in an energy and chemical plant) <i>Expiring</i>		
Confined Space Entry	3 year	18426 (Demonstrate knowledge of hazards associated with confined spaces)	StayLive Confined Space Entry	Minimum required to enter and work in a confined space (does not cover planning and management of confined space). Refresher to cover US 18426
Safety Observer	3 year	17596 (Demonstrate knowledge of safety observer responsibilities in the workplace)		The Safety Observer is required to control, monitor and maintain safety for activity; hazardous environments and activities requiring safety observer control; the safety observer responsibilities; and emergency

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
				response measures.
Breathing Apparatus for operational use	3 year	25044 (Wear and operate compressed air breathing apparatus in the workplace)		For operational use, not rescue. Refresher to cover US 25044
Breathing Apparatus in general emergencies	1 year	3272 (Wear and operate breathing apparatus in general emergencies)		
Establish Fall Arrest/Restraint Systems	3 year	15757 (Use, install and disestablish temporary proprietary height safety systems when working at height)	StayLive Working at Heights - Advanced	Refresher to cover relevant US
Working at Heights – Basic Harness Systems	3 year	23229 (Use safety harness system when working at height)	StayLive Working at Heights – Basic Harness Systems	Refresher to cover relevant US
Crane Awareness	3 year	30072 (Demonstrate and apply knowledge of slinging regular loads safely)		
Crane Operation	3 year	Refer to the WorkSafe Approved Code of Practice for Cranes		Part 4 of the ACoP contains specific unit standard requirements for various crane types.

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
Rigging and slinging	3 year	<p>30072 (Demonstrate and apply knowledge of slinging regular loads safely)</p> <p>3789 (Sling varied regular loads and safely direct a crane during crane operations)</p> <p>3801 (Prepare and sling complex loads for crane operations)</p> <p>Also refer WorkSafe Approved Code of Practice for Load-lifting Rigging</p>		<p>Refresher to cover US 3789</p> <p>3801 for complex loads.</p>
Forklift	3 year	10851 (Operate a powered industrial lift truck (forklift))		Refresher to cover US 10851
F Endorsement	Aligned with driving licence	18496 (Demonstrate knowledge and skills for driving a forklift on a road for endorsement F)		N/A
Mobile Elevated Work Platforms	3 year	<p>23966 (Describe types of elevating work platforms (EWPs), and industry requirements for their use)</p> <p>23960(Assess the worksite, prepare and operate a</p>		Refresher to cover relevant unit standard

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
		<p>scissor lift elevating work platform (EWP)</p> <p>23961 (Assess the worksite, prepare and operate a truck-mounted elevating work platform (EWP))</p> <p>23962 (Assess the worksite, prepare and operate a self-propelled boom lift elevating work platform (EWP))</p> <p>23963 (Assess the worksite, prepare and operate a trailer-mounted elevating work platform (EWP))</p> <p>23964 (Assess the worksite, prepare and operate a vertical lift elevating work platform (EWP))</p> <p>18409 (Use a forklift mounted safety platform in the workplace)</p> <p>18272 (Operate a mobile elevating work platform (MEWP) in an electricity supply environment) will be required if the operating environment falls</p>		

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
		under the coverage of the SM-EI. <i>23966 will be a prerequisite for a number of these unit standards.</i>		
Chemical Safety at Work	5 year	31292 (Demonstrate knowledge of workplace procedures relating to hazardous substances)		Refresher to cover US 31292. All workers at risk of exposure to hazardous substances at work.
Chemical Handling and Storage	5 year	31290 (Demonstrate knowledge of the safe management and potential adverse effects of hazardous substances in the workplace) And 31293 (Demonstrate safe handling, storage, and disposal of hazardous substances in the workplace)		Refresher to cover US 31290 & 31293. All staff who store and handle hazardous substances at work.
Hazardous Substance Certified Handler	5 year	31291 (Demonstrate knowledge of hazardous substances relevant to		Refresher to cover US 31291

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
		Certified Handlers)		
Asbestos Awareness	NA	2138 (Demonstrate knowledge of asbestos and safety procedures)		
Asbestos related work	N/A	30596 (Demonstrate knowledge of asbestos and safety measures for asbestos-related work)		People whose work will bring them into contact with asbestos. Includes knowledge of: – asbestos and associated health risk; measures to protect people doing asbestos-related work against asbestos exposure risk
Driver Training ⁸		3465 (Describe driving hazards and crash risk reduction strategies and responses to driving hazards) 3466 (Apply risk reduction techniques and strategies while driving) 17976 (Demonstrate knowledge of		Refer footnote

⁸ Specification of this competency as a requirement rests with each StayLive member and depends on their individual risks and risk appetite. The listed unit standards are provided as a recommendation only.

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Competence	Frequency	NZQA Unit Standard (s) to meet StayLive requirements	SCT credential rule-set name	Comments
		operating a light 4WD vehicle in an offroad environment) 17978 (Operate a light 4WD vehicle in an off-road environment)		
Manual Handling ⁹		17592 (Identify the causes of back injury and methods to prevent back injuries in the workplace)		Refer footnote
Fire Extinguisher ¹⁰		3271 (Suppress fire using hand extinguishers and fixed hose reels) 4647 (Demonstrate knowledge of the basic principles of fire science)		Refer footnote
Evacuation/Fire Warden ¹¹		18408 (Demonstrate knowledge of fire and emergency warden duties in the workplace)		Refer footnote

⁹ Specification of this competency as a requirement rests with each StayLive member and depends on their individual risks and risk appetite. The listed unit standards are provided as a recommendation only.

¹⁰ As above

¹¹ As above

