

# Advanced Proficiency Assessment (APA)

An Advanced Proficiency Assessment (APA) is how the Board determines if an overseas qualified person has the skills and knowledge to register at Certifying level.

## Are you eligible to do an APA?

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To complete an APA you must:

- Complete an assessment of your qualification through [Skills](#)
- Submit an Eligibility Application to the Board
- Have evidence of 6 years working full time in the plumbing or gasfitting or 4 years in drainlaying.

## About the Assessment

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- The assessment is run by a Board appointed assessor and is run over 3 consecutive 8 hour days.
- There are two parts to the assessment:
  - i. theory
  - ii. practical
- To pass, you need to get 60% or above in the theory assessment, and 80% or above, in each category of the practical assessments.
- Once you pass the APA you can apply to the Board for registration in the certifying class in the relevant trade(s).

## Cost of the assessment

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The cost of the assessment is:

- Application fee \$690.00
- Assessment fee \$2,300.00
- Materials fee \$1,500.00

The assessment fees must be paid in full before the assessment starts. The application fee is non-refundable, but any unused portion of the assessment fee and materials fee will be refunded.

## The assessment schedule

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Part one (day 1, morning):

This part of the assessment consists of written and oral questions to test your knowledge of:

- legislative and Building Code compliance requirements in New Zealand

- ability to design plumbing or gasfitting or drainlaying systems that comply with those requirements.

Part two (day 1, afternoon; days 2 and 3):

In this part of the assessment, you will need to:

- complete several practical tasks and
- answer oral questions about the tasks you are doing.

## Theory assessment (Day 1, morning)

The theory assessment takes place in a suitable room, such as a classroom or meeting room.

The Board's standard examination rules apply for the APA theory assessment.

For a list of the required theory assessment equipment please see **Appendix A**.

## Practical assessment (Day 1, afternoon; Days 2 and 3)

You will be assessed over various projects focusing on specific practical skill sets. The projects cover competencies such as:

<b>Plumbing</b>	<b>Gasfitting</b>	<b>Drainlaying</b>
Pipework installation covering various material types	Pipework installation covering various material types	Pipework installation covering various material types
Continuous water heater and/or hot water cylinder installations	Appliance installation covering various appliance types	Installation of wastewater treatment plant, septic and/or interceptor tank
Valve trains	Appliance maintenance and servicing	Pumped systems
Stack and waste pipe installations	Flue installation	Line and level
Line and level	Ventilation requirements	Trenching and shoring
Testing	Testing and commissioning	Thrust and anchor blocks
Moisture protection	Moisture protection	Testing

## Materials and tools

- All materials, fixtures and appliances are provided by the Board.
- Applicants are required to provide all hand and power tools to carry out the practical assessment.
- For a recommended tool list please see **Appendix B**.

## Getting your assessment results

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To pass, you need to get 60% or above in the theory assessment, and a 80% or above, in each category of the practical assessments.

### Theory assessment results:

You will be told about your theory assessment result on the morning of day 2 of the APA. You must pass the theory assessment to move on to the practical assessment.

If you fail the theory assessment the assessment will end. The remaining portion of the APA fee will be refunded to the applicant. You may choose to reapply to sit the APA. If you do not pass, you may be able to apply for any other applicable authorisation granted by the Board to legally carry out restricted work in New Zealand.

### Practical assessment results:

You will be told about your practical assessment result within 10 working days after the end of the APA.

The practical assessment is grouped into 4 categories:

Plumbing	Gasfitting	Drainlaying
Pipework	Pipework	Pipework
Hot water heater installation	Flueing and ventilation	Trenching and shoring
Stack and waste pipes	Appliances	Line and level
Building penetrations	Building penetrations	Traps, tanks and pumps

**Pass mark** - If you get a mark of 80% or more in each of the four categories of the practical assessment, and there is no unsafe work as defined in **Appendix C**, you will have passed the APA.

**Fail mark** - If you get a mark of less than 60% in any of the 4 categories of the practical assessment you will have failed the APA. You may choose to reapply to sit the APA at another time.

**Grace period** - If you get a mark between 60% and 79% in some or all of each of the 4 categories of the practical assessment, and there is no unsafe work as defined in **Appendix C**, you will not yet have passed the APA but may, within 1 year, produce evidence to satisfy the Board that you have the required level of competency in the deficient area(s). If the provided evidence is accepted by the Board the applicant will then be considered to have passed the APA.

# Appendix A - Theory assessment

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## Theory assessment rules:

- Applicants must report to the allocated room at least 15 minutes before the commencement of the assessment.
- No class notes, handwritten notes or publications are permitted to be taken into assessment rooms. This includes Acts, Regulations, Codes of Practice and Standards. When sections of Acts, Regulations, Standards or Codes of Practice are required to be used to assist answering a question in an assessment the Board will make the relevant publication or extract available.
- No cell phones or electronic equipment are permitted to be taken into the assessment room unless specifically allowed.

## Equipment list:

Applicants are required to provide the following equipment to sit the theory assessment:

- calculator (must not have programmable functions or printable capability)
- pens
- drawing instruments: compass, dividers, protractor
- set squares: - 45/90 degrees - 60/30 degrees
- pencil 2b
- eraser
- ruler
- scale ruler
- highlighters – red, blue, yellow, orange – for isometric design

## Appendix B – Practical assessment

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### Practical assessment rules:

- Applicants must report to the workshop at least 15 minutes before the commencement of the assessment.
- No handwritten notes or publications are permitted to be taken into the workshop. This includes Acts, Regulations, Codes of Practice and Standards. When sections of Acts, Regulations, Standards or Codes of Practice are required to be used the Board will make the relevant publication or extract available.
- No cell phones or electronic equipment are permitted to be taken into the assessment room unless specifically allowed.
- Applicants are required to provide the following tools. Note this list is provided as guidance but is not limited to these items.

- Spanners	- posi or square drive bits	- 22mm or 28mm speed
- Screwdrivers	- claw hammer	or auger bit
- Hammer	- pipe tongs/stilsons	- crox tool 15mm
- Hacksaw	- multi grips/polygrips	- crox tool 20mm
- blades – 18-24-32	- crescent/shifting	- safety glasses
- junior hacksaw and	spanner – 100mm-	- safety boots
blades	300mm	- testing and
- files – flat, half round	- pliers	commissioning
and round	- screwdrivers	equipment
- tape measure and rules	- wood chisel 20mm	- earmuffs
- carpenter pencil	- polybutylene pipe	- safety gloves
- adjustable bevel	cutters	- overalls
- centre punch	- tube cutter copper –	- dust mask
- level – 600mm	10mm-25mm	- drill
- calculator (must not	- 15mm copper tube	- drill bits wood and
have programmable	benders	metal
functions or printable	- 20mm copper tube	- skill saw
capability)	benders	- jigsaw
- tin snips – aviation –	- copper pipe expander	- reciprocating saw
left and right hand	15mm, 20mm and	- multi tool saw
- straight tin snips	25mm	

### Appendix 3 – Unsafe work

An unsafe condition is such that an action or inaction by the applicant, or the installation or non-installation of appliances, fixtures, fittings or pipework that either directly or if left could cause serious harm to people or significant damage to property.