



CCTV Training Plan - Group



1. Summary / Overview

The approved levels are:

- Entry-Level: CCTV Trainee – Assisting / General Labourer
- Intermediate: CCTV Junior – Qualified for tasks on lower- tier projects.
- Advanced: CCTV Senior – Qualified and assigned to high-level projects
- Leadership: CCTV Lead – Qualified, Site Supervisor and Team Leader and can Trainer

CCTV Job Role: The internal inspection of an underground pipe using robotic CCTV, and other sensor technology such as sonar and laser to ensure the conduit has structural integrity and is performing as designed. Identify defects, blockages and other issues within pipelines.

Document inspection findings accurately and collaborate with team members to ensure efficient inspection processes.

2. Timeline

Timeframes for upskilling:

Levels	Timeframe
Entry-Level: CCTV Trainee – Assisting / General Labourer	3- 6 months
Intermediate: CCTV Junior – Qualified for tasks on lower- tier projects.	6-12 months
Advanced: CCTV Senior – Qualified and assigned to high-level projects	12-18 months
Leadership: CCTV Lead – Qualified, Site Supervisor and Team Leader. Trainer	2 years

3. Program Goals

Training goals to qualify CCTV Trainee to CCTV Senior.

1. **Technical Proficiency:**
 - a. Gain comprehensive understanding of CCTV systems, including camera equipment.
 - b. Vehicle operation.
 - c. Understand the set-up process for various scenarios.
 - d. Practice opening pits.
 - e. Practice lowering camera equipment.
 - f. Monitoring coding
 - g. Utility Track
2. **Troubleshooting abilities:**
 - a. Learn to resolve common issues with CCTV equipment.
 - b. Learn to resolve issues with CCTV Camera Van
3. **Risk Assessment:**
 - a) Learn how to conduct risk assessments to determine the correct placement.
 - b) Identify potential issues.
4. **Video Coding**
 - a) Familiarise with coding platform, including Wincam
 - b) Understanding and uploading Utility Track.
5. **Documentation and Reporting:**
 - a. Develop skills in documenting procedures.
 - b. Generating reports for clients and stakeholders
6. **End of day procedures**
 - a. Site Pack up
7. **Continuous Learning:**

4. Training Curriculum

(refer to Training Matrix)

Licence:

Drivers Licence

Core:

- Confined space,
- Working at heights,
- First aid,
- CCTV Training (NZ 4TH Edition/ Australia WSA).

Additional

- TDG internal Training and instructional resources
- Manual handling
- Asbestos awareness
- Chain of responsibility
- Utility Track – Training

5. Steps

(refer to TDG CCTV Flow chart)

Step 1: On-the-Job Training

1.1 Equipment Handling and Setup

- Learn to use CCTV equipment efficiently.
- Understand the setup process for various scenarios.
- Gain proficiency in operating the equipment.
- Practice opening pits safely.

1.2 Troubleshooting and Technical Skills

- Identify common issues and learn troubleshooting techniques.
- Participate in on-site problem-solving exercises.
- Access TDG internal training materials, including presentations, instructional videos, logbooks, and CCTV documents.
- Real-time coding exercises to enhance technical skills.
- Utilize WINCAM for practical coding sessions.
- Utilize Utility Track inputting

Step 2: Registered Training Organization (RTO) Skill Set Training

- Obtain certifications in Confined Space Entry (CSE) and Working at Heights (W@H).
- Complete First Aid training to ensure safety competence.

Step 3: CCTV RTO Training

- Schedule 4-6 months 4th Edition NZ regulations and standards a Registered Training Organization.
- WSA training for Australian standards.
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Step 4: Final Assessment and Sign-off

- Undergo a final assessment conducted by Subject Matter Experts (SMEs) to evaluate proficiency.
- Receive sign-off upon successful completion.
- Provide feedback.

6. Equipment and Tools

TDG logbook – to be developed.

TDG assessment tools – to be developed

TDG internal Training videos and Assessments – completed for both New Zealand and Australia

TDG coding presentation - NZ completed – AUS to be developed

TDG CCTV Manual - NZ completed – AUS to be developed

RTO Training manuals ie 4th Edition NZ

Conduit inspection reporting code of Australia

7. Continuous Ongoing Auditing Summary

Implement a continuous auditing process to ensure adherence to standards and ongoing skill development.

Each step should be monitored and supervised by experienced mentors.

Regular feedback sessions conducted to address any challenges or areas for improvement.

Flexibility maintained to ensure individual learning curves and unexpected developments.

CCTV Training - Flow Chart

