

DDSP 2025

Diploma in Design and Specification of Plastics

INTRO



POLYMERS



PROCESSING



DESIGN



CHRISTCHURCH

DDSP 2025

Diploma in Design & Specification of Plastics

Do you want to produce the best plastic parts possible? Join your colleagues and gain the essential knowledge provided by this industry-recognised plastics course. The Plastics New Zealand Diploma in Design and Specification of Plastics (DDSP) equips attendees to succeed in their careers within the Industry.

Plastic is an incredible material used extensively in the manufacture of a diverse range of products. This enables innovation and growth within many essential sectors of the NZ economy. It is a complex material with a wide range of functions, properties and manufacturing methods.

Whether you are a designer, specifier or processing technician you need an understanding of polymers and how they behave during processing. To avoid quality issues during manufacture you need to understand basic design fundamentals. To avoid negative environmental impacts, you need to consider best-practice design for the environment principles.

DDSP INTRODUCTION

Learn the jargon you need to work within the plastics industry. Introducing you to the NZ Industry, it will give you an overview of the fundamentals of plastic polymers, processing and the design process. This module provides the foundation for the remaining DDSP modules. It can also be completed as a stand-alone course.

Objectives.. Discover New Zealand's plastics Industry and its economic contributions.
 Learn the essential steps involved in the design process for new products.
 Find out how polymers are classified, their different properties, and typical applications for the most common plastics.
 Explore the different types of plastic processing equipment.
 Examine the environmental pros and cons around the use of plastics
 Understand the basics of safe handling and use of plastics

Date..... Christchurch 2025:
 Tuesday 23rd September 2025, 9:00am – 5:00pm

Venue..... EPL Board Room, 60 Kennaway Road, Portlink, Christchurch 8023

Audience ... Suitable for anyone employed in the plastics industry and for those outside the industry needing to develop a basic understanding of plastics

"The DDSP has had a noticeable impact on the quality of the part designs produced by our engineers and a reduction in quality issues during manufacture."

REGISTRATION

Christchurch 2025

Costs are GST Exclusive

☐ DDSP Introduction:Tuesday 23rd September 2025...\$649 Members/\$785 Non-Members

☐ In registering people to attend the DDSP Courses we/I agree to abide by the terms and conditions

Name(s).....

Company

Address.....

Phone.....Email

Special dietary requirements:.....

Total amount paid \$Exc GST \$Inc GST

☐ Visa ☐ Mastercard (If paying by credit card, an additional 3% fee is charged)

☐ Credit Plastics NZ bank account: ANZ. Auckland 01 1839 0035879 00

☐ Company Invoice

Name on cardNumber on card

Expiry date/..... Signature

Send to: Plastics New Zealand PO Box 76378, Manukau City, Auckland 2241.
Ph 09 255 5662, ddsp@plastics.org.nz



Diploma in Design & Specification of Plastics (DDSP)

Terms & Conditions

These Terms and Conditions govern participation in the Diploma in Design & Specification of Plastics (DDSP) programme, organised by Plastics New Zealand Incorporated. By enrolling in the DDSP programme, participants and their sponsoring organisations agree to these Terms.

1. Course Requirements & Completion

- 1.1. The DDSP Diploma comprises four modules, delivered over seven days. Each day includes four learning sessions of approximately 1.5 hours each, running between 8:30am to 5pm. The exact length of the day depends on the number of questions raised by participants.
- 1.2. Attendance:
 - Participants must attend all scheduled sessions on each course day to qualify as completing that module. Participants are required to sign in and out each day.
 - Non-attendance or incomplete attendance may result in withdrawal from that module of the programme.
 - Charges apply for makeup sessions, subject to availability.
 - Where relevant, notification may also be made to sponsoring organisations of non-attendance or non-completion.
 - Unless otherwise agreed prior to starting the DDSP, the modules are to be completed in the following order: Introduction, Polymers, Processing, Design.
 - Participants may complete the Diploma in a single semester, or over several. Unless specifically agreed by Plastics NZ, the Diploma is to be completed within a 2-year timeframe.
- 1.3. Assignments:
 - Each module concludes with an assignment based on course content, distributed to participants at the end of each module.
 - Assignments must be completed individually and submitted within one month of the course. Extensions will be considered on a case-by-case basis based on illness, bereavement, high workloads or other such matters.
 - Assignments are typically marked within 4-6 weeks of the submission deadline. Participants must achieve a passing grade to complete the module.
 - Re-submissions for failed assignments may be allowed at Plastics NZ's discretion but may incur additional charges for additional marking time.
- 1.4. Certificates of Completion & Diploma Award:
 - Certificates of Completion are awarded to participants who successfully complete each module.
 - The Diploma in Design & Specification of Plastics is awarded upon successful completion of all four modules of the programme.
 - Certificates of Completion and the Diploma Certificate will be provided in electronic format, unless otherwise requested.
 - Where agreed by Plastics NZ prior to starting the DDSP and based on specific technical experience and/or prior qualifications, an individual participant may be awarded the full Diploma without completion of the first 'Introduction' module.
 - The decision to issue the certification, including any discretionary considerations, rests solely with Plastics NZ and is final.
 - Note: The DDSP is not a formal academic qualification but is an industry-recognised certification within New Zealand.

2. Enrolment Terms

- 2.1 Enrolments must include participant names, contact details, dietary requirements, and a purchase order number for invoicing if required. These details should be provided no later than one month before the course date.

Diploma in Design & Specification of Plastics (DDSP)

Terms & Conditions cont...

2.2 Payment:

- Unless otherwise agreed, invoicing will occur at the time of enrolment.
- Unless arranged prior, full payment must be received as per the specified invoice terms and prior to the start date of the course part.
- Non-payment may result in the participant being refused entry to the course.
- Late payments may incur additional charges.

3. Cancellation Policy

- 3.1. Plastics NZ reserves the right to cancel or reschedule course dates, noting that this is never done without due cause. In such cases, participants may transfer to another date without penalty or receive a full refund of the fees paid for the relevant module.
- 3.2. Participant substitutions are allowed with prior notification. Plastics NZ reserves the right to decline substitutions received too late to implement. Note that dietary requirements may not be accommodated if notified late.
- 3.3. Cancellations and non-attendance are subject to the following charges (GST exclusive):
 - 10 or more working days prior to the course date: No charge
 - 3 to 10 working days prior to the course date: \$110 per day plus a \$50 administration fee.
 - Within 3 working days or on the day of the course: Full course fees apply.
- 3.4. Exceptional circumstances (e.g. illness, bereavement) will be considered on a case-by-case basis. Supporting documentation may be required.

4. Course Information and Logistics

- 4.1. Course details, including venue information, parking and, schedules, will be provided to participants at least one week prior to the date for each module.
- 4.2. Hard-copy workbooks are supplied for each module. These materials are not available electronically.
- 4.3. Morning tea, lunch and afternoon tea are provided on course days. Dietary requirements must be received at least 3-days prior to the first day of each module to be accommodated.
- 4.4. Registration for each course day begins at 8:30am with commencement of teaching at 9am sharp. The scheduled finish time is 5pm. Participants are expected to attend the full day as scheduled. Where attendees are all present prior to 9am, and agree, the course may start earlier than 9am.

5. Code of Conduct

- 5.1. Participants are expected to behave professionally and respectfully throughout the course.
- 5.2. Plastics NZ reserves the right to remove any participant whose behaviour is deemed disruptive, inappropriate, or harmful.
- 5.3. Where a participant fails to meet expected standards of behaviour, or violates any other provision in these Terms, Plastics NZ may notify the participants sponsoring organisation.

6. Liability

- 6.1. Plastics NZ accepts no responsibility for personal property lost, stolen, or damaged during the training course.
- 6.2. Plastics NZ is not liable for any indirect, incidental, or consequential damages resulting from cancellation, rescheduling, or participant non-attendance.

7. Privacy and Data Use

- 7.1. Participant information, including dietary requirements, will be used solely for course administration and will be managed in accordance with Plastics NZ's Privacy Policy.

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Terms & Conditions cont...

- 7.2. By enrolling, participants consent to the collection, storage, and use of their personal data for the purposes outlined above.

8. Intellectual Property

- 8.1. All materials provided during the training course are the intellectual property of Plastics NZ and are protected by copyright law.
- 8.2. Participants may not reproduce, distribute, or share course materials without prior written permission from Plastics NZ.

9. Force Majeure

- 9.1. Plastics NZ is not responsible for failure to perform its obligations under these Terms due to events beyond its reasonable control, including but not limited to natural disasters, government actions, or other unforeseen circumstances.
- 9.2. In such cases, Plastics NZ will endeavour to offer alternative arrangements or reschedule the course.

10. Governing Law

- 10.1 These Terms are governed by the laws of New Zealand. Any disputes arising under or in connection with these Terms shall be subject to the exclusive jurisdiction of the New Zealand courts.

11. Amendments

- 11.1. Plastics NZ reserves the right to amend these Terms at its discretion. Any amendments will be communicated to participants promptly.

