



COMPLIANCE SCHEDULE WRITING

The Administration category of the Training Academy's catalogue of courses, focuses on all matters that are required for smooth administration processes within any organisation and includes Building Act and Code requirements, application issues, the fair, consistent and legal application of codes and best management practices, as well as organisational issues that relate to the building control sector.

Objective

This one day workshop will provide Building Consent Authority staff the tools to elicit information from the Building Consent Process and establish well written Compliance Schedules. The workshop will use the Compliance Schedule Handbook produced by the Department of Building and Housing as a base resource.

Learning outcomes

At the completion of this workshop you will be able to:

- Navigate and interpret the Compliance Schedule Handbook
- Complete a template Compliance Schedule
- Define specified systems
- Identify:
 - Performance standards
 - Inspections
 - Maintenance
 - Reporting
 - Frequency
 - Responsibilities
- Use the sample DBH template Compliance Schedules
- Establish systems and procedures for getting information.

Who Should Attend

Building Consent Authority administration and building control staff.

2009 Course Dates

Location	Date
Wellington	22 April
Auckland	27 May
Hamilton	5 August
Christchurch	9 September

Training Level
Entry Level

Work Experience
0 – 1 year

Full Investment
\$510 including GST

Member Investment
\$410 including GST

(Members of the Building Officials Institute of NZ are eligible for a discounted investment)

CPD Points
5

Course duration
1 day

Commences at
9.00 am
Finishes at
4.30 pm

Tutor
Rosemary Hazlewood
Building Networks Ltd

Robert Wright
Wright 101 Solutions Ltd

COURSE REGISTRATION FORM

COURSE INFORMATION

Course Name: **Compliance Schedule Writing**

Course Date & Course Location: (Please tick one)

Wellington	22 April	<input type="checkbox"/>
Auckland	27 May	<input type="checkbox"/>
Hamilton	5 August	<input type="checkbox"/>
Christchurch	9 September	<input type="checkbox"/>

COURSE ATTENDEE/S (Please provide details of the person(s) attending the course outlined above)

Organisation:

Postal Address:

Fax:

Name:	Email:	Phone:	Member (Y/N)	Investment (\$)

MANAGER'S CONTACT DETAILS

Name:

Position:

Email:

Phone:

PAYMENT METHOD

Send an invoice (no invoice will be produced without an order number)

Order No. :

Cheque will follow:

Credit Card No:

Expiry Date:

Cardholder Name:

Signature:

Direct Credit to: BOINZ – Westpac, Lambton Quay, Wellington – 03 0502 0067694 000

(Receipts available upon request)

Training Academy
PO Box 11-424, Manners Street, Wellington
Fax (04) 473 6209 or email liz@eventsdivision.co.nz
Event enquiries should be directed to Events Division - phone (04) 473 6210

All registrations will be acknowledged in writing within 7 days of receipt.

If minimum numbers are not reached, the Institute reserves the right to cancel or postpone any training event.

TERMS AND CONDITIONS

CONFIRMATION POLICY

All registrations will be confirmed by email within 7 days of receipt at the Training Academy office/Events Division office. Please include a suitable email contact address for this confirmation to be sent.

MINIMUM NUMBER POLICY

All Training Academy events require minimum numbers of attendees to be registered at a given location at least 20 days prior to the event. If minimum numbers are not reached by this date, a generic email will be sent to all Institute members giving notice of its pending cancellation. If minimum numbers are still not reached after one week and the event is cancelled, potential attendees will be advised of this and options available at alternative locations (particularly for road show type events).

REFUND POLICY

Should a participant need to cancel their attendance prior to an event for which they have a confirmed registration; notice of this must be received in writing to the Training Academy office/Events Division office. A 25% administration fee will be deducted or, alternatively, a substitute attendee can attend in their place. There will be no refund for any cancellation made within 24 hours of the event or a "no show" on the day.

TRAVEL & ACCOMMODATION

If booking travel and accommodation to attend a course, it is important that you book travel and accommodation that can be refunded or transferred in the event of postponement or cancellation. The Training Academy will not be held responsible for any costs incurred.

SPECIAL REQUIREMENTS

Please advise of any special requirements when registering for an Institute event i.e. dietary, wheelchair access etc.

MONEY BACK GUARANTEE

In 2009 the Training Academy is offering a "Money Back" guarantee. This is because we are passionate about providing top quality education and we have worked very hard to develop 'best in class' courses, we want to stand by their content.

The Money Back Guarantee is at the discretion of the Building Officials Institute of New Zealand and will be decided on a case-by-case basis.

The conditions surrounding this initiative:

- An Evaluation Form must be completed at the conclusion of the course in question and should include contact details, i.e. name, company, telephone and email
- Each request needs to be supported by a senior manager's letter of support and a completed request form.
- The request for 'money back' must be received at the Institute's Head Office no later than five (5) working days after the conclusion of the course
- Requests should include reasons for dissatisfaction and completed on the Request Form.
- Once a decision has been made no correspondence will be entered into.

CPD POINTS

Each of the courses run through the Training Academy are allocated CPD points.

These points will be recorded by the Training Academy for all members and the certificates provided on completion of the courses for all attendees will include the CPD points for the specific course attended.

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