



# GETTING STARTED IN BUILDING CONTROLS PLAN PROCESSING

The “Getting Started” Series comes under the Fundamental category of the Training Academy’s catalogue of courses. Focus is on entry level concepts where the Fundamentals are invaluable to those new to the Building Act and Code.

Getting Started in Building Controls series has been designed for new building control officials (less than one year’s experience) to give them a good understanding of the roles, responsibilities, building legislation, plan processing and site inspection so that they are quickly able to undertake their roles as building officials.

## Course Description

This course will give participants the knowledge and understanding of good practice in plan processing, processing considerations for minor works and small residential buildings to Class 1 and practical exercises, simulations and case studies using real plans.

Modules cover:

- Introduction/Overview
- Types of Compliance Solutions
- Evidence List
- Producer Statements
- Processing Skills
- Types of Plans
- Plan Processing Exercises
- Key Review Points
- Answers to Module Activities.

## Pre-requisite:

Participants should have successfully completed Getting Started in Building Controls course.

## Who Should Attend:

- All new building control officers in Building Consent Authorities.
- Staff doing plan processing in private firms.
- Staff in BCAs or private firms who wish to learn the basics of plan processing skills.

## 2009 Course Dates

Location	Date
Christchurch	26 – 27 February
Auckland	21 – 22 May
Hamilton	4 – 5 June
Wellington	23 – 24 July
Dunedin	21 – 22 September
Rotorua	22 -23 October

**Training Level**  
Entry Level

**Work Experience**  
0 – 1 year

**Full Investment**  
\$1,080 including GST

**Member Investment**  
\$880 including GST

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

**CPD Points**  
10

(Upon successful completion of the assessment)

**Course duration**  
2 days

**Commences at**  
9.00 am

**Finishes at**  
5.00 pm

## Tutors

**John Tait**  
*Spect8 Ltd*

**Robert Wright**  
*Wright 101 Solutions Ltd*

**Rosemary Hazlewood**  
*Building Networks Ltd*

## COURSE REGISTRATION FORM

### COURSE INFORMATION

Course Name: **PLAN PROCESSING - GETTING STARTED IN BUILDING CONTROLS**

Course Date & Course Location: (Please tick one)

Christchurch	26 – 27 February	<input type="checkbox"/>
Auckland	21 – 22 May	<input type="checkbox"/>
Hamilton	4 – 5 June	<input type="checkbox"/>
Wellington	23 – 24 July	<input type="checkbox"/>
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Rotorua	22 -23 October	<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 11424, Manners Street, Wellington**  
**Fax (04) 473 6209 or email [liz@eventsdivision.co.nz](mailto: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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