



Quality Assurance Manual 2008

SECTION 5

Accreditation Designations

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Applicant

Application sent to Accreditation Office

*ACC 15
Applications for accreditation, reaccreditation, designations*

*ACC 13
Recognised prior learning*

Does applicant have a recognised qualification?

Notification to applicant of RPL

RPL application sent to Board for assessment

Qualification accepted

Does applicant have proper past experience?

Conduct significantly inappropriate

*ACC 20
Assessment and recognition of work experience*

Does applicant have relevant past experience?

Past experience direct and substantial

Supervision period modified

Accreditation granted

SUMMARY

1. Generally, the purpose of accreditation is to contribute to community safety, health, and amenity, the preservation of community confidence, and the development and enhancement of Accredited Building Surveyors
2. All requirements for and all benefits derived from accreditation designations are individual;
3. The final decision on accreditation designations rests with the Board;

The classes of accreditation are;

- Accredited Building Surveyors Level 1;
 - Accredited Building Surveyors Level 2;
 - Accredited Building Surveyors Level 3;
 - or applicable Section Accreditation as under definition *Existing Accredited Building Surveyors*
4. Generally, to qualify for accreditation applicants must:
 - a. Successfully complete a recognised qualification, or equivalent;
 - b. Have satisfied the relevant experience criteria, and;
 - c. Applied to the Board and attached the appropriate fee.
 5. Once granted accreditation, Accredited Building Surveyors are required to:
 - a. Comply with the Institute's:
 - i. CPD requirements;
 - ii. Code of Conduct;
 - iii. Policies and procedures;
 - b. Not practice above their accreditation class ceiling;

ACC 1 PURPOSE

- 1.1 The purpose of accreditation is to contribute to:
 - 1.1.1 Community safety, health, and amenity, and the preservation of community confidence in the Accredited Building Surveyors profession and professions specialising in a particular area of Accredited Building Surveyors (such as pre-purchase and pre-sale inspections compliant to NZS4306:2005, management and maintenance inspections, disability access, etc.);
 - 1.1.2 The development and enhancement of the Accredited Building Surveyors profession;
 - 1.1.3 The achievement of the objectives of various regulations and good trade and management practices around New Zealand as determined by the Institute.

ACC 2 INDIVIDUAL ACCREDITATION DESIGNATIONS

- 2.1 All requirements for and all benefits derived from accreditation designations are individual and shall not be fulfilled or attributed to an organisation of which the Accredited Building Surveyor may be employed.

ACC 3 STANDARDS FOR ACCREDITATION DESIGNATIONS

- 3.1 The Board or its delegate(s) shall only grant accreditation to individuals whom the Board or its delegate(s) determines meet the standards contained within this section, at such a class (see paragraph ACC 4 “Classes of accreditation designations”) and with such conditions as the Board or its delegate(s) deems appropriate;
- 3.2 The final decision on accreditation designations rests with the Board or its delegate(s);
- 3.3 Applicants desiring to be accredited shall apply by the filing of a form provided by the Board or its delegate(s) supported by sufficient, relevant and reliable evidence (see the “Evidence” section); with the appropriate fee in a manner set forth in paragraph ACC 16 “Applications for accreditation/re-accreditation designations”. Applications not provided in accordance with the requirements of this section may be refused consideration by the Board or its delegate(s);
- 3.4 The minimum standards for accreditation designations are prescribed within this section. Each class of accreditation designation established may contain higher or additional standards if approved by the Board or its delegate(s);
- 3.5 The Board shall maintain a systematic program of review of its standards to ensure that they are adequate to contribute to the purposes of accreditation as set forth above (see the “Review of Standards, Policies and Procedures” section);
- 3.6 Where Accredited Building Surveyors or interested parties believe that all or parts of the standards for accreditation designations require addition or amendment, they are encouraged to do so by filing a submission with the Board or its delegate(s);

ACC 4 CLASSES OF ACCREDITATION

- 4.1 **“Standard” accreditation.** “Standard” accreditation applies to each class of accreditation listed above (see paragraphs ACC 8 “Accreditation as an Accredited Building Surveyors professional: Level 3” to ACC 10 “Accreditation as a Accredited Building Surveyors professional: Level 1”).

ACC 5 ACTUAL PRACTICE OF ACCREDITED BUILDING SURVEYORS

- 5.1 The “actual practice” of Accredited Building Surveyors includes, but not limited to:
 - 5.1.1 The practice of researching and analysis of, advising, lecturing, assessing, interpreting, and evaluating laws, regulations, codes and standards regarding building inspection for consumer confidence.

ACC 6 ACCREDITATION DESIGNATION ADVERTISING

- 6.1 Only an Accredited Building Surveyors professional having gained accreditation or specialist designation may advertise the accreditation class or designation granted. Where accreditation or specialist designation has been revoked, suspended, or allowed to lapse, all references to accreditation designation within advertising materials shall be immediately removed. Relevant government agencies, statutory authorities, as well other agencies, etc may be notified.

ACC 7 TEMPORARY WAIVERS, EXTENSIONS, MODIFICATIONS AND DEFERRALS

- 7.1 An applicant/ Accredited Building Surveyor may file an application with the Board or its delegate(s) setting forth extenuating circumstances for:
- 7.1.2 A temporary waiver;
 - 7.1.3 A deferral;
 - 7.1.4 A temporary or permanent modification;
 - 7.1.5 An extension of accreditation of any of the requirements within this section.
- 7.2 Sufficient, reliable and relevant evidence shall be provided to support an application under this paragraph in accordance with the “Evidence” provisions set forth within these Rules. Generally, an application shall:
- 7.2.2 Is on a form provided by the Board or its delegate(s);
 - 7.2.3 Describe the reason(s) for the waiver, extension, modification or deferral;
 - 7.2.4 Include sufficient, relevant and reliable evidence in accordance with the relevant provisions set forth within the Evidence section;
 - 7.2.5 Describe the efforts made to comply;
 - 7.2.6 Include outcomes sought;
 - 7.2.7 Be signed by the applicant/ Accredited Building Surveyor as a statutory declaration;
 - 7.2.8 Be filed with the Board or its delegate(s) (in accordance with paragraph GP 10 “Filing documents” of the “General Provisions” section);
 - 7.2.9 Be accompanied by the appropriate fee;
- 7.3 Applications shall only be granted subject to approval by the Board or its delegate(s). Applications shall be dealt by the Board or its delegate(s) in accordance with the “Decisions by the Institute” section). The Board or its delegate(s) may choose to conduct an interview;
- 7.4 When an applicant/ Accredited Building Surveyor requests a particular course of action, the Board or its delegate(s) may deny the request and grant an alternate course that it believes to be appropriate in light of the facts and circumstances presented;
- 7.5 The Board or its delegate(s) may grant, in whole or part, any course of action listed in paragraph (7.1) for a period it deems as relevant, for:
- 7.5.1 A limiting medical condition;
 - 7.5.2 Maternity or paternity;
 - 7.5.3 Overseas movements;
 - 7.5.4 Circumstances beyond the control of the applicant/ Accredited Building Surveyor, which prevent him or her from complying in any reasonable manner with the requirements of this section which may include, but not limited to, undue financial hardship, distance from a capital city or career movements;
 - 7.5.5 Any other circumstances deemed relevant by the Board or its delegate(s);
- 7.6 An action listed in sub-paragraph (7.1) may be extended beyond the period set by the Board or its delegate(s) upon application by the applicant and/or Accredited Building Surveyor to the Board or its delegate(s). Applications shall only be granted via the same process identified in sub-paragraph (7.2);
- 7.7 Upon termination of any action listed in sub-paragraph (7.1), the Board or its delegate(s) may initiate all or some of the following courses of action:

- 7.7.1 Make such additional requirements as it deems appropriate;
- 7.7.2 Require the applicant/ Accredited Building Surveyor to complete a specific CPD program;
- 7.7.3 For waivers and deferrals for periods greater than two (2) years, require the applicant/ Accredited Building Surveyor to undertake an interview in accordance with the “Interview” section within these Rules;
- 7.7.4 Any other action as it deems appropriate.

ACC 8 ACCREDITATION AS AN ACCREDITED BUILDING SURVEYOR: LEVEL 3

8.1 Accreditation Criteria

- 8.1.1 Completed direct and appropriate previous experience in core Accredited Building Surveyor areas of knowledge and skill.
3 years experience, covering the requirements detailed in Attachment B.
Experience will have to have been within the last five (5) years.

8.2 Qualification for accreditation

An Accredited Building Surveyor: Level 3 are deemed competent to perform building surveying work on all classes of buildings unrestricted.

8.2.1 To qualify for accreditation, applicants shall:

- 8.2.1.1 Successfully complete a relevant qualification as explained in the national Process documents as recognised and approved by the National Accreditation Division of the Building Officials Institute of New Zealand; **AND**
- 8.2.1.2 Successfully completed direct and appropriate experience (see paragraph ACC 18); **AND**
- 8.2.1.3 Apply for accreditation as per paragraph ACC 15 “Applications for accreditation, re-accreditation designations”.

ACC 9 ACCREDITATION AS AN ACCREDITED BUILDING SURVEYOR: LEVEL 2

9.1 Accreditation Criteria

- 9.1.2 Completed direct and appropriate previous practical experience in core Accredited Building Surveyors areas of knowledge and skill;
2 Years experience in Accredited Building Surveyor

9.2 Qualification for accreditation

9.2.1 To qualify for accreditation, applicants shall:

- 9.2.1.1 Successfully complete a relevant qualification in Accredited Building Surveyors as recognised and approved by the National Accreditation Division of the Building Officials Institute of New Zealand; **AND**
- 9.2.1.2 Successfully completed direct and appropriate previous experience (see paragraph ACC 18); **AND**
- 9.2.1.3 Apply to the Board or its delegate(s) as per paragraph ACC 15 “Applications for accreditation designations”;

ACC 10 ACCREDITATION AS AN ACCREDITED BUILDING SURVEYOR: LEVEL 1

10.1 Accreditation Criteria

10.1.1 Completed direct and appropriate previous practical experience in core Accredited Building Surveyors areas of knowledge and skill; Nil, providing that applicants have achieved the minimum required CPD points.

10.2 Qualification for accreditation

10.2.1 Be able to produce evidence of a relevant technical qualification and/or successfully complete a relevant qualification in Accredited Building Surveyors as recognised and approved by the National Standards Board of the Building Officials Institute of New Zealand; **AND**

10.2.2 Successfully completed direct and appropriate experience (see paragraph ACC 18); **AND**

10.2.3 Have complied with the Institute's:

10.2.3.1 Continued Professional Development (CPD) requirements (refer to the CPD section);

10.2.3.2 Code of Ethics;

10.2.3.3 Policies and procedures; **AND**

10.2.3.4 Complete any additional conditions imposed by the Board or its delegate(s);

ACC 11 ASSESSMENT OF PRIOR LEARNING (APL) & RECOGNITION OF CURRENT COMPETENCE (APL & RCC)

11.1 APL & RCC is an acceptance that one may have gained knowledge and skills from many sources;

11.2 APL & RCC is a process that enables one to demonstrate the achievement of knowledge and skills and relate these to the learning outcomes associated with modules/subjects of a qualification in order to achieve subject/module status/exemption;

11.3 APL & RCC may be applied when applicants seeking accreditation do not hold a recognised qualification:

11.4 The APL & RCC process is completed through the following steps:

11.4.1 Applicants shall apply directly to National Accreditation Division

11.4.2 Prepare an application provided by the Board or its delegate(s) demonstrating existing skills and knowledge, matching each of the learning outcomes listed in the syllabus information for the modules subjects concerned. Evidence of skills and knowledge shall be provided and may include:

11.4.2.1 Copies of any statements, references or articles;

11.4.2.2 Samples of work;

11.4.2.3 Letters from employers/colleagues detailing competencies;

11.4.2.4 References from employer, supervisors, and peers;

11.4.2.5 Evidence of subjects/modules and training courses successfully completed;

11.4.2.6 Written reports;

- 11.4.3 Demonstrate that they have successfully completed direct and appropriate experience (see paragraph ACC 18)
- 11.4.4 The completion in full of an application provided by the Board or its delegate(s). Applications shall be:

- 11.4.4.1 Filed in accordance with paragraph GP 10 “Filing documents”;
- 11.4.4.2 Be acknowledged by the applicant that to the best of their knowledge and belief the statements in it are true;
- 11.4.4.3 Be accompanied by an appropriate fee;

- 11.5 Applications shall be assessed in accordance with the Decisions of the Institute section. The Board or its delegate(s) may choose to delegate its responsibilities to an assessment panel. The costs incurred or charged by an assessment panel shall be borne by the applicant;
- 11.6 The Board or its delegate(s) may choose to conduct an interview (as per the Interview section) if it deems it appropriate to properly and effectively assess an application for APL & RCC. The Board or its delegate(s) may choose to delegate its responsibilities to an assessment panel. The applicant’s costs for an interview shall be borne by the applicant.

ACC 12 ACCREDITATION RENEWAL / REQUEST FOR UPGRADE

- 12.1 Accreditation designations issued under this section shall expire one year after its issue date. The expiration of accreditation designations shall match the date on which accreditation designation was granted;

Renewing accreditation

- 12.2 To renew accreditation and a specialist designation, Accredited Building Surveyor shall apply to the Board or its delegate(s) thirty (30) days or any period deemed appropriate by the Board or its delegate(s) prior to the expiration date “Applications for accreditation, accreditation renewal / request for upgrade designations”;
- 12.3 The Board or its delegate(s) shall notify Accredited Building Surveyor of their application requirements sixty (60) days, or any greater period deemed appropriate by the Board or its delegate(s), prior to their accreditation lapse date;

Qualifying for accreditation renewal / request for upgrade

- 12.4 To qualify for renewal / request for upgrade Accredited Building Surveyors/ accredited specialists shall:
 - 12.4.1 Have complied with the Institute’s CPD requirements; **AND**
 - 12.4.2 Comply with the application requirements as per “Applications for renewal / request for upgrade designations”;

ACC 13 Applications for renewal / request for upgrade designations

- 13.1 Applications not provided in accordance with the following requirements may not be considered by the Board or its delegate(s);
- 13.2 Accredited Building Surveyors are under a continued obligation to keep the data provided to the Board or its delegate(s) current and must update the information

provided whenever there is an addition to or change to information previously furnished;

- 13.3 Applications for renewal / request for upgrade must comply with this section and be accompanied by the prescribed fee;
- 13.4 Applications for re-accreditation received less than thirty (30) days or any period deemed appropriate by the Board or its delegate(s) prior to the lapse of accreditation will be considered by the Board or its delegate(s), however, they shall incur the following fees:
 - 13.4.1 The prescribed fee;
 - 13.4.2 A penalty fee equal to fifty percent (50%) of the prescribed fee, unless waived by the Board or its delegate(s);
- 13.5 Interim Accreditation shall be granted (at an applicant's current level of accreditation) for a period of thirty (30) days or any period deemed appropriate by the Board or its delegate(s) if the time taken to process the application exceeds or will exceed the accreditation lapse date. The Board or its delegate(s) shall grant extensions of the thirty (30) day period if deemed appropriate;
- 13.6 Applications not received prior to or on the accreditation lapse date shall cause their accreditation to be suspended. Applicants may within fourteen (14) days or any period deemed appropriate by the Board or its delegate(s) from the date of suspension, file an application to have the suspension waived as per paragraph ACC 7 "Temporary waivers, extensions, modifications and deferrals". Applicants shall be charged a penalty fee (as per subparagraph 13.4.2), and a fee to consider the waiver application. The Board or its delegate(s) may choose to waive the penalty and "waiver" fees. After consideration of the application an Interim Accreditation may be issued;
- 13.7 Applications received more than fourteen (14) days or any period deemed appropriate by the Board or its delegate(s) after the date of suspension shall be rejected and accreditation immediately revoked (see paragraph ACC 19 "Refusal or revocation of accreditation or specialist designation") unless deemed otherwise by the Board or its delegate(s). Applicants wishing to renew or apply for an upgrade shall be required to apply in accordance with paragraphs ACC 8 "Accreditation as a Accredited Building Surveyors professional" and may be required to:
 - 13.7.1 Undertake additional CPD above the minimum requirement;
 - 13.7.2 Operate with conditions;
 - 13.7.3 Comply with any other arrangements deemed appropriate by the Board or its delegate(s);
- 13.8 The Board or its delegate(s) shall not grant accreditation to a person who fails to pay the prescribed fee. However, the Board or its delegate(s) may, in its discretion, grant an extension to the accreditation (see paragraph ACC 7), for a maximum of one (1) year, or for any other period deemed relevant by the Board or its delegate(s), to an Accredited Building Surveyor who demonstrates financial hardship or other circumstances considered appropriate by the Board or its delegate(s). The Board or its delegate(s) may require any such person granted an extension to reimburse the Institute within that one (1) year period for unpaid fees;
- 13.9 The Board or its delegate(s) may charge a penalty fee equal to fifty percent (50%) of a prescribed fee when:

13.9.1 Applications for renewal / request for upgrade are received less than thirty (30) days or any period deemed appropriate by the Board or its delegate(s) prior to the lapse of accreditation;

13.9.2 The Board or its delegate(s) consider it appropriate;

ACC 14 SUBSTANTIAL, DIRECT AND APPROPRIATE EXPERIENCE

14.1 Substantial experience refers to a period deemed relevant by the Board or its delegate(s), in the actual practice of Accredited Building Surveyors (see ACC 5 “Actual practice of Accredited Building Surveyors”) or specialist areas of Accredited Building Surveyors.

14.2 Substantial experience shall be assessed over the following periods immediately preceding the date of application:

14.2.1 For Accredited Building Surveyors professionals: Level 1 – Nil, providing that applicants have achieved the minimum required CPD points for the first triennium over the preceding twelve (12) months, otherwise the accreditation may be granted on the condition that at least double the CPD points referred to above are achieved over the next twelve (12) months.

14.2.2 For Accredited Building Surveyors professionals: Level 2 – a two (2) year period within the preceding three (3) years or for a period deemed relevant by the Board or its delegate(s);

14.2.3 For Accredited Building Surveyors professionals: Level 3 – a three (3) year period within the preceding five (5) years or for a period deemed relevant by the Board or its delegate(s);

14.3 Direct experience refers to experience in a broad range of recognised core Accredited Building Surveyors functions (refer to the CPD Programme) or recognised core specialist functions;

ACC 15 ASSESSMENT OF DIRECT AND APPROPRIATE EXPERIENCE

15.1 Applicants seeking accreditation must have their work experience assessed and recognised and shall:

15.1.1 Provide evidence of:

15.1.1.1 Direct and appropriate experience in the actual practice of Accredited Building Surveyors over a broad range of recognised core Accredited Building Surveyors functions over a range of buildings. The period of modification that may be granted will depend on the degree to which the past experience was direct and appropriate, and the extent of the experience.

15.2 Applicants shall include a “*Practical Experience Report (PER)*”. The Board or its delegate(s) may require additional evidence on a case by case basis. The PER shall conform to the “Evidence” section and may include:

15.2.1 Job specifications, position descriptions, etc;

15.2.2 Employer, peer, client and supervisor statements;

15.2.3 A list of jobs performed;

15.3 Evidence provided shall allow the Board or its delegate(s) to make an informed

decision as to an applicant's:

- 15.3.1 Nature and extent of experience. The Board or its delegate(s) shall use the evidence to assess whether an applicant has undertaken work which they are not competent to perform;
- 15.3.2 Ability to acquire and apply knowledge successfully on the job;
- 15.3.3 Standard of professional and ethical conduct;
- 15.3.4 Ability to effectively manage a broad range of recognised core Accredited Building Surveyors functions over a range of buildings, or recognised core specialist functions;
- 15.3.5 Any other aspects the Board or its delegate(s) deems relevant;

15.4 The application for the recognition of work experience shall:

- 15.4.1 Include sufficient, relevant and reliable supporting evidence in accordance with the relevant provisions set forth within the "Evidence" section;
- 15.4.2 Address in detail, with practical work examples, each of the recognised core Accredited Building Surveyors functions specified by the Board or its delegate(s) in relation to the level of accreditation being sought;
- 15.4.3 Be signed by the applicant as a statutory declaration;
- 15.4.4 Be filed with the Board or its delegate(s) in accordance with paragraph GP 10 "Filing documents" of the "General Provisions" section;

15.5 The Board or its delegate(s):

15.5.1 Shall assess experience in accordance with:

- 15.5.1.1 The "Decisions of the Institute" section;
- 15.5.1.2 The Board or its delegate(s) may choose to conduct an interview as per the relevant paragraphs within the "Interview" section. The "Interview" section is written in a generic sense in order to encompass the widest possible range of scenarios. Therefore where paragraphs appear not to match the circumstances, their spirit may be applied;

15.5.2 May choose to charge an interview fee (in addition to the application fee);

15.5.3 If Applicant seeking accreditation does not satisfy the requirements identified within subparagraph (15.1.1.1), the Board or its delegate(s) may, for example:

- 15.5.3.1 Refuse to grant accreditation;
- 15.5.3.2 Grant Accreditation with or without conditions;
- 15.5.3.3 Grant accreditation where the Accredited Building Surveyors provides a plan of continued professional development in relation to the designation being sought above the minimum annual requirement specified within the CPD section;
- 15.5.3.4 Take any action it deems appropriate.

ACC 16 REFUSAL OR REVOCATION OF ACCREDITATION DESIGNATION

16.1 Accreditation or specialist designation may be refused, revoked or modified by the Board or its delegate(s) if:

- 16.1.1 A class of accreditation or specialist class of accreditation/designation is revoked by the Board;

- 16.1.2 The Board or its delegate(s) has reason to believe that the applicant/
Accredited Building Surveyor have:
 - 16.1.2.1 Knowingly misrepresented any facts or circumstances;
 - 16.1.2.2 Had their accreditation, licence or approval to operate in the
practice of Accredited Building Surveyors revoked previously;
- 16.1.3 An Accredited Building Surveyor professional fails to lodge a complete
application for accreditation in accordance previous sections of this manual;
- 16.1.4 An Accredited Building Surveyor fails to meet experience requirements (refer
to “Assessment of direct and appropriate work experience”) and CPD
requirements (refer to CPD section);
- 16.2 Where sub-paragraph (16.1.1) applies, the Board or its delegate(s) may assign a
level of accreditation commensurate with the existing level of accreditation where
such accreditation exists subject any criteria specified by the Board or its delegate(s)
at the time;
- 16.3 Where sub paragraph (16.1.2) applies, the Board or its delegate(s) has the right to:
 - 16.3.1 Reject applications for accreditation or specialist designation;
 - 16.3.2 Grant with conditions;
 - 16.3.3 Impose modifications consistent with those imposed by any Territory
Authority;
 - 16.3.4 Require additional CPD to be undertaken above the minimum requirement;
 - 16.3.5 Downgrade accreditation status with or without conditions
 - 16.3.6 Impose other sanctions it deems relevant;
- 16.4 Accreditation shall also be revoked if the Building Surveyor seeks not to renew their
accreditation and advises the Board or its delegate(s) in writing;
- 16.5 If an application for accreditation is rejected, or accreditation designation is revoked
due to the circumstances listed within:
 - 16.5.1 Subparagraphs (16.1.3) to (16.1.4), a new application may be filed
immediately, however, applicants shall be required to apply in accordance
with paragraphs ACC 8 “Accreditation as a Accredited Building Surveyor”
Successful applicants may be required to:
 - 16.5.1.1 Undertake additional CPD above the minimum requirement;
 - 16.5.1.2 Comply with any other arrangements deemed appropriate by the
Board or its delegate(s);
- 16.6 If accreditation is revoked, applicants shall:
 - 16.6.1 Immediately remove all references to the Building Officials Institute of New
Zealand from business cards, signage, stationary, etc;
 - 16.6.2 Immediately return their Identification Cards to the Board or its delegate(s);
 - 16.6.3 Immediately return the Building Officials Institute of New Zealand *Certificate
of Accreditation*;
 - 16.6.4 Refrain from proclaiming oneself as being accredited;
 - 16.6.5 Notify their clients that they are no longer accredited with the National
Accreditation Division;
- 16.7 If accreditation is modified, applicants shall:

- 16.7.1 Immediately remove all references to the previous level of accreditation from business cards, signage, stationary, etc;
 - 16.7.2 Immediately return their existing Identification Cards to the Board or its delegate(s);
 - 16.7.3 Immediately return their previous *Certificate of Accreditation* to the Building Officials Institute of New Zealand;
 - 16.7.4 Refrain from proclaiming oneself as being accredited at their previous level of accreditation;
 - 16.7.5 Notify their clients that they are no longer accredited with the National Accreditation Division at that level;
- 16.8 If accreditation is revoked or modified, the Board or its delegate(s) may notify the appropriate government agency of such, and shall document the revocation and the reasons why;

ACC 17 PRACTICE CEILINGS

- 17.1 The Accredited Building Surveyor shall not exceed the accreditation level that they have obtained. For example a Level 1 surveyor shall not survey buildings in the Categories of Level 2 and 3.
- 17.2 The surveyor shall not undertake any work which will compromise their Professional Indemnity Cover.

ACC 18 RECOGNISED QUALIFICATIONS

- 18.1 A recognised and relevant technical qualification is a qualification that directly relates to the construction of or inspection/surveying of a building. Sub trades do not fall within this definition e.g. Plumber, electrician or brick layer.
- 18.2 The minimum level of relevant technical qualification will be Trade Certificate/National Certificate in Carpentry or recognised equivalent.
- 18.3 In the case of an equivalent or higher level qualification than 18.1, consideration will be given by the Board or its delegate(s) on a case by case basis. The decision made by the Board or its delegate(s) will be final.

ACC 19 APPEALS

- 19.1 Any applicant or Accredited Building Surveyor aggrieved by any recommendation or action under this section may submit an appeal in accordance with the provisions set forth with the “Appeals” section.

ACC 20 CONFIDENTIALITY

- 20.1 Accreditation and renewal / request for upgrade processes are subject to the confidentiality provisions set forth in the “General Provisions” section.

ACC 21 ADDITIONS AND AMENDMENTS

- 21.1 The Board maintains a systematic program of review of its standards, policies and procedures (refer to the “Review of Standards, Policies and Procedures” section) in order to ensure that it contributes to:
 - 21.2 Community safety, health, and amenity, and the preservation of community confidence in the Accredited Building Surveyors profession and professions

specialising in a particular area of Accredited Building Surveyors (such as pre-purchase and pre sale inspections compliant to NZS4306:2005, management and maintenance inspections, disability access, etc.);

- 21.3 The development and enhancement of the Accredited Building Surveyors profession;
- 21.4 The achievement of the objectives of various regulations and good trade and management practices around New Zealand as determined by the Institute.
- 21.5 However, where applicants, Accredited Building Surveyors professionals, or interested parties believe that all or parts of this section require addition or amendment, they are encouraged to do so by filing a submission with the Board.

ACC 22 BOARD DELEGATION

- 22.1 The Board may choose to delegate its authority wholly or partly under this section.