



Quality Assurance Manual 2008

SECTION 1

FOREWORD AND DEFINITIONS

INDEX

FOREWORD

FOR 1	INTRODUCTION	1
FOR 2	PURPOSE OF MANUAL	1
FOR 3	ACCREDITATION BODY STANDARDS	1
DEFINITIONS	3

FOREWORD

FOR 1 INTRODUCTION

- 1.1 The following National Accreditation Division Quality Assurance Manual is written in the context of generally accepted standards that accreditation bodies should meet in whole or substantial part in order to:
- 1.1.1 Protect the interests of the community;
 - 1.1.2 Develop a profession;
- 1.2 The Manual has been developed in accordance with the National Accreditation Framework prepared by the Building Officials Institute of New Zealand and, where possible, maintains consistency with this framework.

FOR 2 PURPOSE OF MANUAL

- 2.1 The purpose of this Manual is to develop accreditation standards for:
- 2.1.1 Accreditation of Building Surveyors;
 - 2.1.2 Renewal / request for upgrade of existing Accredited Building Surveyors;
 - 2.1.3 Appeals; and
 - 2.1.4 Continued Professional Development.

FOR 3 ACCREDITATION BODY STANDARDS

- 3.1 An accreditation body should ensure that:

Geographic Scope

- 3.1.1 Its accreditation activities effectively cover their geographical scope;

Wide acceptance

- 3.1.2 Its standards, policies, and procedures are widely accepted;

Board representation

- 3.1.3 Members of its expert group who assess accreditation/re accreditation applications and endorse or decline accordingly, adequately represent a variety of interests and do not, and are perceived not to have conflicts of interest;

Capability

3.1.4 It has the administrative and fiscal capability to carry out its accreditation activities effectively, including the ability to maintain complete and accurate records of its activities;

Competence

3.1.5 Competent and knowledgeable individuals are available and are assessed in line with New Zealand accepted industry standards, policies and procedures;

Conflict of interest measures

3.1.6 It has clear and effective measures to ensure actual and perceived fairness and impartiality in decision making, and avoid the appearance of impropriety; This includes (but is not limited to) forming any alliances with real estate companies or individual agents offering inducements to obtain referral business.

Accreditation standards

3.1.7 It has current and documented standards for accreditation and re-accreditation that is sufficiently rigorous to protect the interests of the community and expand a developing sector of Accredited Building Surveyors in New Zealand;

Due process

3.1.8 The procedures used satisfy due process.

Compliance evaluation

3.1.9 Effective mechanisms are in place for evaluating an individual's compliance with its standards before reaching a decision to accredit or re-accredit;

Decision consistency

3.1.10 It consistently applies and enforces its standards;

Current and relevant standards

3.1.11 It maintains a systematic programme of review that ensures standards are current and relevant;

Environmental monitoring

3.1.12 It maintains adequate environmental monitoring and substantive change practices that ensure that any substantive change in an industry is rapidly identified and factored in to its standards, policies, procedures, decisions and to accredited professionals

Public documentation

3.1.13 It maintains and makes available relevant, reliable and sufficient written materials describing:

3.1.13.1 Each type of accreditation it grants;

3.1.13.2 The procedures for applying for accreditation;

3.1.13.3 The standards used;

3.1.13.4 The individuals the organisation has accredited;

3.1.13.5 The names, academic qualifications, professional experience, employment and organisational affiliations of the organisation's decision making individuals/bodies, the expert group, and administrative staff;

Stakeholder notification

3.1.14 it provides decisions in writing to appropriate authorities, accreditation or authorising agencies and the public, of accreditation decisions if allowable

under the New Zealand Privacy Act.

Appeals

3.1.15 An appropriate appeals process is in place to allow individuals the opportunity to secure equitable, consistent and correct decisions.

DEFINITIONS

Accreditation - means the status of recognition that the Institute grants to applicants that meets the National Accreditation Division's standards and requirements;

Approved CPD Provider - means a corporation or association recognised by the Institute in accordance with this Manual to provide CPD programmes, courses, activities, etc;

Approved Instructor - means an individual in a CPD activity sponsored by an Approved CPD Provider who possesses the necessary practical and academic skills to conduct the activity effectively;

Attendance Restriction - Attendance restriction exists where any one or more of the following occur:

The CPD activity is not open to all individuals thought to be interested in the subject matter;
it is not held in a place open to the Accredited Building Surveyors community at large;
it is not held in a place large enough to accommodate all such individuals thought to be interested;
or the charge is not reasonable;

Authorised Officer - means an officer of the Institute who has been so authorised;

Board - means the Board of the Building Officials Institute of New Zealand;

Chief Executive Officer - means the Chief Executive Officer of the Building Officials Institute of New Zealand;

Code of Conduct - means the "Code of Conduct" adopted by the Institute from time to time;

Compliance Period - CPD compliance periods shall be twelve (12) months in length;

CPD - Continued Professional Development is defined as the systematic maintenance, improvement and broadening of knowledge and skill, and the development of personal qualities necessary for the competent execution of professional and technical duties throughout a professional's working life in their field of endeavour;

Existing Accredited Building Surveyor - means an Accredited Building Surveyor who has been issued with accreditation as an Accredited Building Surveyor by the National Accreditation Division of the Building Officials Institute of New Zealand and may include other disciplines as decided by the Board;

Fiduciary - means any executor, trustee, guardian, or administrator;

Financial Interest - means ownership of any percent or equitable interest, or as a relationship as director, advisor or other active participation in the affairs of an activity;

In-House Activity - means any educational activity offered by a firm or group of two (2) or more firms or a corporation or group of corporations or any combination thereof with whom an individual is affiliated and which has an attendance restriction on individuals who are not affiliated with the firm or corporation;

Institute - means the Building Officials Institute of New Zealand;

National Standards Board – means the Board responsible for ensuring standards and the process of accreditation is sufficiently rigorous to ensure that the Institute is a reliable authority and contributes adequately to the purposes of accreditation on behalf Accredited Building Surveyors;

National Standards Board Accreditation Proceedings - means proceedings founded in order to contribute to the purposes of accreditation. Proceedings include, accreditation, re-accreditation, interviews, appeals, and Continued Professional Development;

Payments, advances, or reimbursements - means for travel, including actual transportation and related lodging and subsistence, which is reasonably related to proceedings under this Manual;

Privacy - means all aspects contained within the Privacy Laws under New Zealand Statute;

Provider - means an entity that has been approved by the Board to provide Continued Professional Development;

Re-accreditation - means the process of maintaining accreditation;

Recognised Qualification - means a qualification that has been recognised by the Board as meeting certain standards and will provide students with the necessary theoretical knowledge to competently perform their professional and technical duties in the field of Accredited Building Surveyors.