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# **Quality Assurance Manual 2008**

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## **SECTION 14**

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### **Continuing Professional Development**

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## GENERAL INFORMATION

1. Continuing Professional Development (CPD) is **recommended** nationally for Accredited Building Surveyors professionals and **required** for all accredited Building Surveyors;
2. CPD is essential to maintain a current level of competence and professionalism throughout one's career so as to deliver building surveying services at an optimal level of quality;
3. CPD is defined as the systematic maintenance, improvement and broadening of knowledge and skills. It also includes 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;
4. Every CPD participant (practicing full time or part-time) shall complete the a minimum CPD points as determined by the Continuing Professional Development Programme adopted by the Building Officials Institute of New Zealand from time to time.

## Accredited Building Surveyors

### Continuing Professional Development Plan Guide Notes

Continuing Professional Development (CPD) is the systematic updating and enhancement of skills, knowledge and competence which takes place throughout working life. It is a continuous process of personal growth to improve the capability and realise the full potential of building surveyors in New Zealand. This can be achieved by obtaining and developing a wider range of knowledge, skills and experience, which together develop and maintain competence to practise.

Most professionals recognize the need for professional updating but the CPD Plan for accredited building surveyors focuses on systematic development and the comprehensive identification of learning opportunities which both formal and informal learning activities can be set. With a CPD Plan, ongoing learning and development becomes planned, rather than accidental.

CPD is **continuing** because learning never ceases, regardless of age or seniority;

It is **professional** because it is focused on personal competence in a professional role;

It is concerned with **development** because its goal is to improve personal performance and enhance career progression and is much wider than just formal training courses.

A requirement for accreditation as a building surveyor is to complete a personalised CPD Plan. An individual CPD Plan will be established at the time of application, and will be renewed annually at the time of re-accreditation. A CPD Plan will record areas of technical and professional responsibility of the individual, and will target training and development in these areas. There will also be scope in the CPD Plan for the individual to develop skills in areas which are of interest but may not be used in every day work.

The CPD Plan will require the accredited individual to participate in training and development courses which are relevant and useful to their professional work and attendance will result in the accumulation of CPD points. Annually, these CPD points provide evidence of on going commitment to professional development and contribute to re-accreditation.

The Building Officials Institute of New Zealand will manage the accrediting of building surveyors and has a Training Academy which publishes a Training Prospectus of approved training and development courses. The courses have been sourced by industry subject matter experts as quality training programmes delivered on a wide range of topical subjects. Information about upcoming courses around the country can be found at [www.boinz.org.nz/surveyors.htm](http://www.boinz.org.nz/surveyors.htm), or phone the Institute to request a copy.

## Your Continuing Professional Development Plan

This section has been designed to accompany the Continuing Professional Development (CPD) Plan (see Sample CPD Plan for more information) for accredited building surveyors.

The CPD Plan has been planned around a 4-stage learning framework:

- STAGE 1: APPRAISAL**
- STAGE 2: PLANNING**
- STAGE 3: DEVELOPMENT**
- STAGE 4: REFLECTION**

Your personalised CPD Plan will take you through these four steps so you can accurately identify training and development needs, target relevant courses and evaluate your newly acquired skills.

### STAGE 1: APPRAISAL

The first step is to review your current personal and professional experience in order to identify future learning and development needs. In the matrix provided, you can record what you have already achieved in terms of work related skills and knowledge and this will provide a platform from which to plan for future training opportunities.

The following questions may help you identify your strengths and weaknesses and to examine both the opportunities and challenges you may face:

#### Strengths

- What are your core skills?
- What do you do well?
- What formal qualifications do you hold for technical skills?
- Identify other transferable skills you may have

#### Weaknesses

- Where are there gaps in your skills and knowledge?
- Where would you like to improve?

#### Opportunities

- What are the opportunities facing you?
- What market possibilities are open to you?

#### Challenges

- What obstacles do you face?
- Is your professional role changing, and if so, how can you utilise these to your advantage?

This kind of analysis will enable you to determine areas of interest and need for development. It is important to consider both the opportunities to improve your skills in areas

of weakness, but remember not to overlook the potential for further development in your stronger areas, or areas of personal interest.

## **STAGE 2: PLANNING**

Now that you have established a clear path of needs based training, the next step is to prioritise these and consider the options available.

The following definitions of competence levels may help you describe your current level of ability and the level you want to attain:

### Unaware

- unaware of subject area and knowledge
- possess little or no knowledge/skills
- require full training and development

### Aware

- possess basic knowledge/skills
- unable to work without supervision
- require training/development

### Capable

- possess adequate knowledge/skills
- able to work with some autonomy
- able to work effectively as part of team
- require guidance/some further training

### Skilled

- possess requisite knowledge/skills to perform effectively and efficiently
- able to work with considerable autonomy
- need occasional top-up training

### Expert

- acknowledged by others as an authority
- very substantial personal autonomy

When establishing your objectives, you should also work within practical constraints which may influence methods of development. Factors you may wish to take into account include local training opportunities that are available to you, costs in terms of money, time, conflict with other commitments and the value you will gain from training, i.e. a qualification, promotion, new business.

Finally, objectives should be set within a realistic time-frame. In some cases they will not be easily achievable within a 12 month cycle.

However, it should be possible to determine some progress towards achieving an objective in this time period and to re-evaluate long-term objectives in the continuing cycle of development.

## **STAGE 3: DEVELOPMENT**

This stage records the details of the training activities you have chosen. To be eligible for re-accreditation, you will be required to attain 40 CPD points per annum. These points can be obtained through attendance at various training courses endorsed by the Building Officials Institute of New Zealand. The Building Officials Institute of New Zealand will manage the accrediting of building surveyors and has a Training Academy which publishes a Training Prospectus of approved training and development courses. The courses have been sourced by industry subject matter experts as quality training programmes delivered on a wide range of topical subjects. Information about upcoming courses around the country can be found at

<http://www.boinz.org.nz/calendar.htm>, or phone the Institute to request a copy.

## **STAGE 4: REFLECTION**

To gain the full benefit from your CPD activities, it is necessary to evaluate the outcomes and to establish whether you have achieved your objectives.

When reflecting on your activities you should consider whether you have experienced personal or business benefits from your efforts through the practical application of what you have learnt.

Evidence of skills acquisition and increased competence can be demonstrated in various ways as illustrated, for example:

### **Recognised Qualifications**

- short course completion certificates

### **Self**

- measured against own criteria
- discussion with manager/colleagues
- favourable annual appraisal
- recommendation for promotion
- change in professional role/duties

### **Organisation**

- adoption of recommendations as policy
- improved business performance
- cost efficiency savings
- safer working environment
- achievement of quality standard

### **Client**

- award of further work
- award of commission in new area
- recommendation to other organisation

By reviewing the outcomes of your CPD activity in this way you will continue the learning and development cycle into the next year.