



GETTING STARTED IN 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.

This series of “Getting Started” 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.

Training Level
Entry Level

Full Investment
NZD\$1,080 incl GST

Member Investment
NZD\$880 incl GST

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

BOINZ CPD Points
10
(Upon successful completion of the assessment)

LBP Points Allocation
12



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

2010 PUBLIC SCHEDULE TRAINING

2010 Locations and Dates

Christchurch	29 – 30 July 2010
Auckland	23 – 24 September 2010

Our public schedule courses are open to all building officials, building industry personnel, or anyone with an interest in building control topics.

Register your interest for additional Public Schedule courses to be delivered in your region by emailing us at training@boinz.org.nz

COURSE REGISTRATION FORM

COURSE INFORMATION

Course Name: **GETTING STARTED IN PLAN PROCESSING**

Course Date & Course Location: (Please tick one)

Christchurch	29 – 30 July 2010	<input type="checkbox"/>
Auckland	23 – 24 September 2010	<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 Investment NZD\$880 inc gst	Non-Member Investment NZD\$1080 inc gst
			\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			\$ <input type="checkbox"/>	\$ <input type="checkbox"/>
			\$ <input type="checkbox"/>	\$ <input type="checkbox"/>

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: Payable to the "Building Officials Institute of NZ"

Credit Card No:

Expiry Date:

Card Security Code:(Card Security Code (CSC) is a 3 or 4 digit number that appears on the back of your credit card)

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 6142
Fax (04) 473 6004 or email events@boinz.org.nz
Event enquiries should be directed to events@boinz.org.nz or phone (04) 473 6005

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 acknowledged in writing within 7 days of receipt. At no later than 3 weeks prior to the course start date an email confirming either your position on the course, together with all relevant information regarding the course or an update on the status of the course will be sent to you. 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. 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.

MEMBER INVESTMENT ELIGIBILITY

In order to claim the members' discounted rate for attendance at any event attendees must be current financial members of the Institute. Please check that your membership is current with no outstanding subscriptions due. Members who are unfinancial at the time of the event, they have been registered for, may incur an additional charge for this training.

MONEY BACK GUARANTEE

In 2010 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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