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2012 PROSPECTUS

**DIPLOMA BASED COURSES
AND
CONTINUING PROFESSIONAL DEVELOPMENT**

www.TRAININGACADEMY.org.nz

A WELCOME TO THE TRAINING ACADEMY

The Building Controls sector attracts many talented people determined to succeed in this challenging field. One of the most important of ambitions shared amongst those working in the sector is to have a fulfilling and successful career, gaining in knowledge and skills, to contribute fully to the construction industry while protecting the health and safety of building users. However, until recently this ambition was not supported by a consistent and supporting educational programme that gave a clear path forward.

With the courses now provided by the Training Academy the way is clear for you to launch your career. We are sure you will enjoy and gain gratification from partaking in the learning experience now available to assist you on the way forward.

The Training Academy welcomes you.

I wish you all the best as you conquer the challenges ahead of you armed with a solid and robust qualification.

Nick Hill

Chief Executive

Building Officials Institute of New Zealand

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BACKGROUND

The Training Academy is a division of the Building Officials Institute of New Zealand.

A primary purpose of the Training Academy is to provide technical training to prepare a student to undertake the Assessment for Prior Learning (APL) conducted by the Otago Polytechnic.

The courses offered are based around the Unit Standards placed on the New Zealand Qualification Authorities framework, but not offered by any other provider. The Unit Standards training is to provide the student with the technical knowledge contained within the various compliance documents and BCA processes which when combined with the appropriate level of practical experience will enable students to obtain individual units towards the Diploma in Building Control Surveying, Small Buildings and large Buildings.

In addition to the Unit Standard training the Training Academy also provides Continuing Professional Development (CPD) through short courses, presentations and seminars. To facilitate CPD the Training Academy offers CPD courses and presentations, partners with other providers and approves presentations and seminars given by other industry organisations. CPD is offered to maintain the currency of skills for Building Control Officers (BCOs) and update knowledge and skills on Building Control legislation and Compliance Documents.

Tony Conder

Honoury National Training Advisor

THE TRAINING ACADEMY

OUR VISION

That members of the Building Officials Institute of New Zealand become professionally qualified and advance the knowledge of Building Controls.

OUR MISSION

To provide current, consistent, accessible high quality education of building controls in New Zealand.

OUR VALUES

Through its actions the Training Academy will demonstrate its core organisational values by being:

Professionalism – we will deal with our customers, trainers, partners and industry organisations in a professional manner.

Partnering – we will partner with key organisations within the sector to develop sustainable relationships.

Customer Focus - we are passionate about our customers, employing organisations, trainers and partners and will work towards them being successful.

Accessibility - we will work towards ensuring our training is accessible to everyone in the sector.

Honesty and Ethics - we will operate in an ethical manner when dealing with participants, trainers, key stakeholders and employer organisations.

Affordability - we will work towards delivering high quality affordable training that will deliver successful outcomes for the sector.

OUR OBJECTIVES

The key objectives of the Training Academy are:

- To provide a range of training products and services.
- To partner with training providers in the delivery of industry-specific training.
- To promote training opportunities to the sector.
- Develop training programmes that support participants, before, during and after undertaking a national qualification.
- To manage and maintain the Institute's Continuing Professional Development programme.
- To be the lead training provider in the sector.

TRAINING ACADEMY CODE OF ETHICS

- To promote professionalism and quality outcomes to all who attend our training deliveries.
- Conduct business in a manner that promotes a high quality of service and a professional image to our customers.
- Ensure all training conforms to industry best practice.
- Maintain high standards of fair practice in all business transactions as prescribed in the Association's policies and regulations.
- Keep proper books of accounts and conduct affairs in a businesslike manner.
- Uphold and observe all laws and regulations governing the sale of goods and services.
- Price goods and services fairly and avoid deceptive pricing practices.
- Ensure that advertising is accurate and truthful, and free of any device, which could create an erroneous impression or otherwise be contrary to the public interest.
- Recognise and affirm the right of the customer to courteous, prompt and honest dealings.
- Answer all proper inquires to the best of our ability and satisfies all reasonable complaints.
- Ensure that all activities comply with all environmental requirements of the Resource Management Act and of all local and national authorities.
- Uphold the work and interests of the Institute and the Build sector generally and avoid conduct, which may bring discredit to the Institute and its members.



PART A:

DIPLOMA BASED

COURSES

And General Information

For our current TRAINING CALENDAR visit

<http://www.boinz.org.nz/training-academy/calendar.php>

GENERAL INFORMATION

COURSES

The following courses are offered for the 2012 academic year and linked to Unit standards:

- TA 002 Building Controls
- TA 005 Plan Processing
- TA 006 Site Inspection
- TA 013 E2 Weathertightness
- TA 019 Plumbing Inspection, small buildings
- TA 020 Fire Documents, small buildings
- TA 104 Complex Fire Design, large buildings
- TA 105 Complex Plumbing Inspection, large buildings
- TA 007 Simple House Compliance Document (under development)
- TA 008 NZS 3604;2011 Timber Framed Buildings (under development)

ENTRY REQUIREMENTS

All applicants must have qualifications or experience in the building industry. Specific pre-requisites are detailed under each course heading. The teaching material is written assuming an understanding of the terminology and basic procedures followed within the industry.

PRE-ENROLMENT

There is no fixed time for pre-enrolment. However, to be eligible for 'early-bird' promotions enrolment must occur on or before the date advertised. Pre-enrolment will allow a student to book for a specific course and enable all preliminary processing to be carried out.

COST

The courses are offered to the Building and Building Control Surveying industries on a total cost recovery basis. Student fees are not subsidised by the Building Official's Institute of New Zealand, or the Ministry of Education. The fees reflect the true cost of providing the courses and the support and administration surrounding them.

Refer to the fee costs and payment schedules for each course.

REFUND POLICY

Students who have enrolled and begin, but are unable to complete a course, will be refunded on a pro-rata basis less a percentage of fees incurred, and an administrative fee of 15%. Students unable to start a course will be refunded less 10%. If a course is cancelled, rescheduled or relocated by the Training Academy and you are unable to attend, a full refund of the course fee will be given. In the event of a course being cancelled, rescheduled or relocated, the Training Academy will not be responsible for any travel or accommodation expenses.

If you are unable to attend the course due to personal or work commitment reasons, a full refund will be given, less 15%.

DATES AND TIMES FOR COURSES

Dates and locations for courses may vary from those initially advertised. Please check the Training Academy e-news letter or web site for the latest information on times and places for courses.

COURSE SIZE

Each course is limited to a set number of participants. Small class sizes ensure quality teaching and enables effective networking and discussion.

SET TEXTS

Study notes are supplied or identified for each course, along with related documents or suggested reading. The cost of study notes and set texts required for the completion of the course are included in the enrolment costs. Related documents or suggested reading are not included in the enrolment costs.

ASSESSMENTS

The course notes will identify the work required to be completed in set lecture times, outside set lecture times or by way of submitted work. All assessments will be required to be completed by every student before consideration can be given to the award of an achievement certificate. Assessments will have time limitations for submission. These will be clearly identified within the course work.

Grades or marks will not be disclosed to any third party without the express written agreement of the student. All submitted papers, marker's comments and resulting grades are available to the student.

COURSE PASS MARK

Each student is required to demonstrate competence by way of a course assessment. The % mark achieved will indicate the level of competence achieved.

STUDY TIME

The formal course work required is identified under each course. The prescribed lectures must be attended and assessments submitted to complete the courses. In addition to the set lecture periods, work is to be undertaken by students by way of preparation, familiarisation with related documents and set work. The expected own-time is identified under each course. Some courses will also require the submission of on-the-job work to ensure the principals taught have been sufficiently understood.

YOUR TUTORS

For each course of study, a tutor who is skilled in the area being taught will monitor your progress, provide you with feedback and assess your work. Personal service at the Training Academy means you can reach your tutor by leaving a phone, fax or email message.

FUTURE SKILLS

Completing a Training Academy course will provide a student with the technical knowledge contained within the associated Unit Standard for the National Diploma of Building Control Surveying (large or small buildings as noted). Further practical experience will be required in order to prepare for the APL process.

RELATED COURSES

Other technical qualifications are offered through universities, Polytechs or ITOs. As the qualifications offered here are Unit Standards or University qualifications, cross credits are not automatically available except by specific agreement between the student and other teaching institutions. A pass in a Training Academy course will however demonstrate the student has achieved the technical knowledge for the specific Unit Standard in the Diploma in Building Control Surveying, small or large buildings.

PART A – UNIT STANDARDS

The Unit Standards and the associated Training Academy courses are listed below, with the associated Training Academy courses identified.

National Diploma in Building Control Surveying (Small Buildings)

1296	Interview in an informal one-to-one situation	TA 001	Communication
11283	Communicate with clients in a compliance context		
22698	Demonstrate knowledge of building control legislation and requirements	TA 002	Building Controls
24161	Demonstrate knowledge of the process for issuing certificates and notices under the Building Act 2004		
24160	Peer review building control authority quality management system process for compliance with quality standards	TA 004	Accreditation
24162	Explain the effect and impact of loads, forces and physical effects on structural components and materials	TA 007	Simple House Acceptable Solution
		TA 008	NZS 3604:2011 Timber framed Buildings
		TA 009	NZS 4229:1999 Concrete masonry buildings not requiring specific engineering design
		TA 010	Light steel framing
24171	Demonstrate knowledge of Clause H1 – Energy Efficiency in the Building Code	TA 012	Energy efficiency
24172	Complete service inspections for small buildings	TA 019	Plumbing Inspection

24173	Assess building consent applications for the service elements of small buildings		
24175	Complete building inspections for small buildings	TA 006	Site Inspection
24176	Assess building consent applications for small buildings	TA 005	Plan processing
24177	Demonstrate knowledge of the processes for approving documentation and completing inspections for small buildings		
24519	Demonstrate knowledge of ethics and personal responsibility applicable to building control surveyors	TA 003	Ethics
10161	Establish the conditions for writing a design brief for a building project	elective	
10163	Prepare a developed building design from a given preliminary design	elective	
9663	Demonstrate knowledge of a feasibility study of a site	elective	
9664	Demonstrate knowledge of building law	elective	
9667	Apply principles from published data to the provision of services for small buildings	elective	
24164	Demonstrate knowledge of structural stability and durability in the Building Code	TA 014	Durability
24165	Demonstrate knowledge of fire safety requirements in the Building Code	TA 020	Fire Documents – small buildings
24166	Demonstrate knowledge of Clause D! – access routes in the Building Code	TA 016	Access Routes
24167	Demonstrate knowledge of surface water, and external and internal moisture control in the Building Code	TA 013	Weathertightness
24168	Demonstrate knowledge of hazard management and the safety of users in the Building Code	TA 015	Safety of Users

24169	Demonstrate knowledge of the requirements for services and facilities in the Building Code	TA 017	Services and facilities
24170	Demonstrate knowledge of the requirements for piped services and waste in the Building Code	TA 018	Piped Services and Waste
9669	Apply principles from published data to evaluate and select materials and finishes for buildings	elective	
9671	Determine and describe construction methods for small buildings	elective	
24163	Demonstrate knowledge of small building construction methods, materials and systems	TA 011	Building materials and systems

ADDITIONAL UNITS TO COMPLETE NATIONAL DIPLOMA IN BUILDING CONTROL SURVEYING (MEDIUM AND LARGE BUILDINGS)

25462	Demonstrate knowledge of processes for approving documentation and completing inspections for medium and large buildings	TA 101	Processing building consents – large buildings
25465	Assess building consent applications for medium and large buildings	TA102	Assessing building consent – large buildings
		TA 103	Large buildings – fire design
		TA 104	Complex fire designs
25466	Complete building inspections for medium and large buildings	TA107	Large buildings inspections
9668	Apply principals from published data to the provision of services for medium and large buildings	TA 108	Large building services
		TA 105	Complex plumbing inspection
9672	Determine and describe construction methods for medium and large buildings	TA 109	Construction



COURSE OUTLINES

BUILDING OFFICIALS QUALIFICATION – SMALL BUILDINGS

TA 001 – BUILDING CONTROLS

ASSOCIATED UNIT STANDARDS :

22698 Demonstrate knowledge of building control legislation and requirements

22698 Demonstrate knowledge of building control legislation and requirements

COURSE DESCRIPTION

This course will give participants an understanding of the 'Big Picture' in terms of the building environment, local government and private sector building controls, agencies, the people and the language. Participants will get to know who is responsible for what at Territorial Authorities (TAs) / Building Consent Authorities (BCAs), building controls staff, building owners and Licensed Building Practitioners (LBPs). They will find out where to go to get the answers on the law, compliance documents, the Standards, and how to navigate around technical documents/producer statements/appraisals/determinations.

Modules cover:

- Introduction to the Building Controls Regime
- The Building Act, Building Regulations, Forms
- NZ Building Code and Compliance Documents
- Project Information Memoranda
- Building Consents
- Code Compliance Certificates (CCC)
- Certificate for Public Use (CPU)
- Certificates of Acceptance (CoA)
- Compliance Schedules and Building Warrant of Fitness (BWOFF)
- Dangerous, Insanitary and Earthquake Prone Buildings
- Notices to Fix
- Change of Use

Duration:

Three days

Cost:

NZD\$1,300 excl gst (Members)

NZD\$1,690 excl gst (Non-Members)

Associated Credits: 2

BOINZ CPD Points:

15 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

ASSOCIATED UNIT STANDARDS :**22698** Demonstrate knowledge of building control legislation and requirements**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:

- **Processing skills**
- **Processing a plan**
- **Plans and specifications**
- **Proving compliance**
- **Plan processing for PIMs, BCs and inspections**
- **Building Consent inspections**

Duration:

Two days

Cost:

NZD\$870 excl gst (Members)

NZD\$1,131 excl gst (Non-Members)

Associated Credits: 2**BOINZ CPD Points:**

10 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

TA 006 – SITE INSPECTION

ASSOCIATED UNIT STANDARDS :

24175 Complete building inspections for small buildings

COURSE DESCRIPTION

This course is designed to give participants the knowledge and understanding of good practice in site inspection – skills and techniques, considerations for minor works and small residential buildings to Class 1 and practical exercises, simulations and case studies and undertaking real inspections.

Modules cover:

- Site Inspections
- Safety and health
- Types of inspections and sequence
- Inspection preparation, procedures and recording

Duration:

Two days

Cost:

NZD\$870 excl gst (Members)

NZD\$1,131 excl gst (Non-Members)

Associated Credits: 1

BOINZ CPD Points:

10 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

TA 007 – SIMPLE HOUSE COMPLIANCE DOCUMENT
(Under development)

ASSOCIATED UNIT STANDARDS :

24162 Explain the effect and impact of loads, forces and physical effects on structural components and materials

COURSE DESCRIPTION

Modules cover:

- Scope
- Site
- Foundations
- Wall framing
- Roof framing
- Wall claddings
- Roofing
- Services
- Facilities
- Sustaining resources

Duration:

Two days

Cost:

NZD\$870 excl gst (Members)

NZD\$1,131 excl gst (Non-Members)

Associated Credits: 1

BOINZ CPD Points:

10 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

**TA 008 – NZS3604:2011 Timber Framed Buildings
(Under development)**

ASSOCIATED UNIT STANDARDS :

24162 Explain the effect and impact of loads, forces and physical effects on structural components and materials

COURSE DESCRIPTION

Modules cover:

- Scope and interpretation
- Timber and wood-based building components
- Site requirements
- Durability
- Bracing for wind and earthquake
- Foundation and subfloor framing
- Floors
- Walls
- Post and beam connections
- Framed roofs
- Trussed roofs
- Timber selection Tables
- Ceilings
- Requirements for 3 kPa floors
- Snow loadings

Duration:

Up to Four days (TBC)

Cost:

NZD\$ (TBC) excl gst (Members)

NZD\$ (TBC) excl gst (Non-Members)

Associated Credits: 4

BOINZ CPD Points:

20 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

ASSOCIATED UNIT STANDARDS :

24167 Demonstrate knowledge of surface water and external moisture control in building

NZBC Clause – E2

COURSE DESCRIPTION

This course will provide an understanding of the mechanics of water and of the NZBC as it applies to water entry and the ability to apply this knowledge to ensure compliance of a completed construction.

The scope of this course will be limited to:

- detached dwellings
- low rise residential building
- industrial buildings using domestic construction methods.

Learning outcomes:

At completion of this course you will be able to assess an application for building consent for compliance with the provisions of E2.

The course will work through:

- the mechanisms that contribute to the entry of water
- the compliance documents applicable
- assessing plans and specifications
- observing construction for compliance.

Duration:

Three days

Cost:

NZD\$1,300 excl gst (Members)

NZD\$1,690 excl gst (Non-Members)

Associated Credits: 2

BOINZ CPD Points:

15 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

TA 019 – PLUMBING INSPECTION (small buildings)

ASSOCIATED UNIT STANDARDS :

24172 Complete service inspections for small buildings

24173 Assess Building Consent applications for the service elements of small buildings

NZBC Clauses - E1, E3, G1, G2, G4, G5, G12 and G13

COURSE DESCRIPTION

This course is aimed to give participants knowledge and understanding of water supply and sanitary plumbing for Categories 1 and 2 buildings. The course will cover connections including foul, storm-water and water supply; onsite disposal; roof water including collection, disposal and storage; potable and non-potable water supply; protection of water supply; and industrial waste.

Modules cover:

- Legislation
- Durability
- Water Supply
- Sanitary Plumbing
- Foul Water Drainlaying
- Surface water disposal, Storm-Water drains, Roofing and Downpipes
- E3, G1, G2 & G4 Internal moisture protection, Fixture Allocation & Design, Laundering, Ventilation
- On-site effluent disposal.

Duration:

Five days

Cost:

NZD\$2,155 excl gst (Members)

NZD\$2,801 excl gst (Non-Members)

Associated Credits: 10

BOINZ CPD Points:

25 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

The assessment will be in the form of an assignment to be completed upon the attendee returning to their building consent authority.

- Part 1 assessment of an application
- Part 2 establishing compliance of construction.

TA 020 – FIRE DOCUMENTS

ASSOCIATED UNIT STANDARDS :

24165 Demonstrate knowledge of fire safety requirements in the NZBC Clauses C1, C2, C3 and C4

NZBC Clauses- C1, C2, C3, and C4

COURSE DESCRIPTION

This course will give participants an understanding of the New Zealand Building Code Clauses C1, C2, C3, C4 and F7, and the Compliance Document C/AS1 Fire Safety and the C/VM1 for Solid Fuel Appliances.

By the end of this course participants will be able to:

- Recall the relevant NZ Building Code clauses for fire safety
- Scope buildings covered in this solution
- Have confidence in dealing with these types of buildings
- Navigate throughout C/AS1, recall how it works and what is in it
- Follow a plan processing checking sequence
- Apply the requirements of C/AS1 to plan processing scenarios
- Know when to seek advice.

Modules cover:

- Part 1: Scope and introduction to the document
- Part 2: Occupant Numbers and Purpose Groups
- Part 3: Means of Escape
- Part 4: Requirements for Firecells
- Part 5: Fire Resistance Ratings
- Part 6: Control of Internal Fire and
- Part 7: Control of External Fire Spread
- Part 8: Fire Fighting
- Part 9: Outbreak of Fire
- Appendices and Tables within the document, and much more...

Duration:

Three days

Cost:

NZD\$1,300 excl gst (Members)

NZD\$1,690 excl gst (Non-Members)

Associated Credits: 3

BOINZ CPD Points:

15 CPD points on successful completion of the assessment

Pre-requisite:

None

Audience:

Building Control Officials

Assessment(s):

Yes

BUILDING OFFICIALS QUALIFICATION – LARGE BUILDINGS

TA 104 – COMPLEX FIRE DESIGNS (large buildings)

ASSOCIATED UNIT STANDARDS :

24165 Demonstrate knowledge of fire safety requirements in the NZBC Clauses C1, C2, C3 and C4

NZBC Clauses- C1, C2, C3, C4 and F3, F6 – F8

COURSE DESCRIPTION

This course goes beyond C/AS1 and traverses the areas of alternative fire design solutions and all that is involved in a BCA's decision to accept the proposal on reasonable grounds.

Building Act sections covered

- Section 112 Alterations
- Section 115 Change of Use

Other issues covered

- New Zealand Gazette Notice Number: 1648, Year: 2005, Publication Date: 24 March 2005
- Section 21A Fire Service Act
- What is sent to the Design review Unit and how to read and interpret memorandums from the DRU
- Fire Reports and authorship
- Risks around fire designs
- Acceptance of producer statements associated with fire reports
- Third party verification issues
- Where a design becomes an alternative solution or specific design.

Duration:

Two days

Cost:

NZD\$870 excl gst (Members)

NZD\$1,131 excl gst (Non-Members)

Associated Credits: 2

BOINZ CPD Points:

10 CPD points on successful completion of the assessment

Pre-requisite:

TA-020 Fire Documents

Audience:

Building Control Officials

Assessment(s):

Yes

TA 105 – COMPLEX PLUMBING INSPECTION (large buildings)

ASSOCIATED UNIT STANDARDS :

24165 Demonstrate knowledge of fire safety requirements in the NZBC Clauses C1, C2, C3 and C4

NZBC Clauses- C1, C2, C3, C4 and F3, F6 – F8

COURSE DESCRIPTION

This course will give participants the understanding and knowledge of water supply and sanitary plumbing for Category 3 Buildings, i.e. unlimited scope.

Modules cover:

- Revision of B2 & G13
- Water Supply
 - Hot Water
- Foul Water Disposal (including Storm Water Disposal)
- Single Stacks
 - Fully Vented & Modified
 - Drainage Principles, Reduced Velocity Aerated Stacks, Stormwater
 - Flow Rates & Demand
 - Backflow, Fire Fighting Apparatus.

Duration:

Three days

Cost:

NZD\$1,300excl gst (Members)

NZD\$1,690 excl gst (Non-Members)

Associated Credits: 3

BOINZ CPD Points:

15 CPD points on successful completion of the assessment

Pre-requisite:

TA-019 – Plumbing Inspection

Audience:

Building Control Officials

Assessment(s):

The course will culminate with an assessment. The assessment will be in 2 parts:

- Part 1: Written Assessment (1 Hour) - 50% of total.
- Part 2: Fixture Unit, Flow Rate & Hot Water Recovery Rate Assignment - 50% of total.



PART B:

CONTINUING

PROFESSIONAL

DEVELOPMENT

And General Information

ABOUT THE CPD PROGRAMME FOR BCOS

Continuing Professional Development (CPD) is the ongoing acquisition of knowledge, skills, and training aimed at improving and enhancing existing professional practice, and developing the personal qualities required in professional life.

The Institute's Continuing Professional development programme was developed for Building Control Officers (BCO's) to advance and promote individual betterment ensuring members were appraised of the best quality information and up to date work practices within the built environment. Over the years the Institute's training through our Training Academy has expanded its course content and now includes training that is relevant to Licenced Building Practitioners (LBP's), designers and IQP's. The resultant outcome is that training benefits accrue not only to individuals but to Building Control Authorities and employees alike.

The hallmark of CPD is that it recognises things change over time. Professional and technical information, research, legislation, and processes evolve in the Building Controls profession. To remain a competent professional giving quality advice and service requires developments and changes to be continually recognised through relevant training, education and professional programmes. CPD keeps you ahead of the game.

BUILDING OFFICIALS INSTITUTE OF NZ MEMBER REQUIREMENTS

CPD points are only allocated to financial members. Allocation of CPD points for training activity during a non financial status period attracts an administration fee.

The Institute's Code of Ethics, details an obligation for members to maintain standards of competence and to carry out work in accordance with appropriate technical and professional standards throughout their professional career.

CPD is currently not a requirement for membership retention, but all members are encouraged to partake. Partaking in CPD is your individual leverage to prove competency, a "currency of knowledge" and your worth to your employers.

The Institute strongly advises members to promote annual CPD training during employment discussions.

CPD POINT ALLOCATION

The Institute's Board encourages all members to maintain an annual average of 30 CPD points per annum.

Licensed Building Officials are required to complete 30 CPD points per annum.

Accredited Building Surveyors are required to complete 40 CPD points per annum.

It is largely up to the member, as a professional Building Official to nominate and seek allocation of what they consider to be appropriate CPD recognition. The emphasis should be placed on the subject and time spent to enhances one's professional knowledge - i.e. things that one has learnt that improves ability and conduct as a Building Official.

CPD Provision for 2012

Activity	Allocation of Points
Conferences	
Maximum 20 per annum	
INSTITUTE ANNUAL CONFERENCE / AIBS CONFERENCE	4 CPD points per day
Training Courses/Seminars	
Maximum 30 per annum	
Training Academy courses as per Prospectus	5 points per day or 2.5 points per ½ day
Training Academy endorsed short courses, seminars, workshops (refer to http://www.boinz.org.nz/ta-cpd.html)	0.5 points per hour
Other training providers/organisations	0.5 points per hour
Institute Special Interest Group Forums (SIGs)	0.5 points per hour
Meetings	
Max 20 per annum	
Active participation in an Institute project team	1 point per hour
Government, LGNZ or Standards NZ committee	1 point per meeting
Institute Board meeting	4 points per day
Institute meetings including where a guest speaker is invited / training day approved by Training Academy, including regional and branch meetings	0.5 points per hour
Academic Courses and Individual Studies	
Maximum 30 per annum	
Undergraduate studies (excluding National Diplomas in Building Surveying)	5 points per subject
Post graduate studies (excluding National Diplomas in Building Surveying)	10 points per subject
National Diploma in Building Surveying (Small Buildings) * #	10 points per successfully completed Unit Standard (1-10 Credits) 20 points per successfully completed Unit Standard (11-25 Credits)
National Diploma in Building Surveying (Medium – Large Buildings) * #	10 points per successfully completed Unit Standard (1-10 Credits) 20 points per successfully completed Unit Standard (11-25 Credits)
*Evidence = Record of Learning from NZQA #See Unit Standard Listing	
Published Material & Lectures	
Maximum 10 per annum	
Professional research, the results of which culminate in published form (> 4,000 words)	5 points per paper
Preparation and presentation of lecture/paper (> 4,000 words)	5 points per paper
Preparation of article published in official BOINZ magazine (> 1000 words)	3 points per article
Professional Reading	
Maximum 10 per annum	
Professional and Technical reading.	1 point per 2 hours reading.




CPD ONLY COURSES


For our current TRAINING CALENDAR visit

<http://www.boinz.org.nz/training-academy/calendar.php>


TIMBER TRUSS AND WALL FRAME STRUCTURE AND FIXING SEMINAR SERIES

	Who Should Attend:	Building Officials and Consent/Compliance Staff The training course is targeted towards building officials and consent/compliance staff wishing to know more about the applied structural timber “skeleton” of the house. This course is re-vamped and will suit both new entrants and those wishing to expand their knowledge through a different format.
	BOINZ CPD Points: 4	
		Duration: ¾ Day


BUILDING CONSENT VETTING

	Who Should Attend:	Open to anyone on the frontline at the building consent office in their region or building inspectors.
	BOINZ CPD Points: 5	
		Duration: 1 Day

TIMBER TREATMENT FOR ENCLOSED FRAMING CPD SEMINAR SERIES

	Who Should Attend:	Building Officials and Consent/Compliance Staff The training course is targeted towards building officials staff wishing to know more about the applied timber treatments
	BOINZ CPD Points: 4	
		Duration: ¾ Day

ROOFING SEMINAR – under development

	Who Should Attend:	TBC
	BOINZ CPD Points: 5 (TBC)	
		Duration: 1 Day (TBC)



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