



Licensing Manual 2006

Section 1

Forward and Definitions

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Forward

FOR 1 Introduction

1.1 The following Building Officials Institute of New Zealand Licensing manual is written in the context of generally accepted standards that Licensing 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 Licensing Framework prepared by the Building Officials Institute of New Zealand and, where possible, maintains consistency with the document:

FOR 2 Purpose of Manual

2.1 The purpose of this Manual is to develop Licensing standards for:

- 2.1.1 Licensing of Building Control Officials;
- 2.1.2 Re-licensing of existing Building Control Officials;
- 2.1.3 Appeals; and
- 2.1.4 Continuing Professional Development.

FOR 3 licensing body standards

3.1 A licensing body should ensure that:

Geographic Scope

- 3.1.1 Its licensing 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 decision making body, who endorse and/or decide licensing/re-licensing, adequately represent a variety of interests, and do not, and are not perceived to have conflicts of interests;

Capability

3.1.4 It has the administrative and fiscal capability to carry out its licensing 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 NZ 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;

Licensing standards

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

Due process

3.1.8 The procedures it uses satisfies 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 license or re-license;

Decision consistency

3.1.10 It consistently applies and enforces its standards;

Current and relevant standards

3.1.11 It maintains a systematic program of review that ensures that its 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 and decisions;

Public documentation

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

3.1.13.1 Each type of licensing it grants;

3.1.13.2 The procedures for applying for licensing;

3.1.13.3 The standards used;

3.1.13.4 The individuals the organisation has licensed;

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

Stakeholder notification

3.1.14 It provides decisions in writing to appropriate Authorities licensing or authorising agencies, and the public of licensing decisions and if allowable under NZ Privacy law's.

Appeals

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

Definitions

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

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

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 building control 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;

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 thirty six (36) months in length.

CPD - Continuing 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 Licensed Building Control Officer - means a Building Control Officer who has been issued a license to practice as a building control officer by the Building Officials Institute of New Zealand and may include other disciplines as decided by the Board i.e. Plumbing and Drainage Inspector, Clerk of Works etc.

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;

Licensing - means the status of recognition that the Institute grants to applicants that meets

the organisation's standards and requirements;

Licensing Proceedings - means proceedings founded in order to contribute to the purposes of Licensing. Proceedings include – licensing, re-licensing, interviews, appeals, and CPD;

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 which has been approved by the Board to provide CPD under this Manual;

Re-licensing - means the process of maintaining Licensing;

Recognised qualification - means one that has been recognised by the Board as meeting certain standards that will provide students with the necessary theoretical knowledge to competently perform their professional and technical duties in the field of building control