
Building Officials Institute of NZ LICENSING PROGRAMME For Building Officials

Application Form 2011

APPLICANT'S NAME: _____

FEES	
NZD\$125.00 (excl GST)	Fee for Institute Members
NZD\$175.00 (excl GST)	Fee for Non- Members
NZD\$574.00 (excl GST)	Minimum for interview Application process plus whatever actual costs for this process to be actioned i.e. travel venue etc.
NZD\$100.00 (excl GST)	For Interview or Assessment Postponement as explained under 16.1 and 16.2

APPLICANT CHECKLIST

APPLICANT'S NAME:

PART 1: APPLICANT INFORMATION

- Contact details for yourself and your employer.

PART 2: EDUCATION

- Copy of Certificates for each qualification gained from an Institution.

PART 3: PRACTICAL EXPERIENCE

- Full names and addresses of current and past employers
- Employer references
- Letter from employer signed/dated
- Job specification and position description.

PART 4.1: BUILDING OFFICIALS INSTITUTE OF NZ MEMBERSHIP

- Please list Membership number if you are a member of the Building Officials Institute of NZ.

PART 4.2: MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS

- Details of membership type and name and address of organisation.

PART 5: LICENSING CATEGORY

- An appropriate indication of applicant's license designation believed to be indicated.
- Copies of supporting Competency Assessments.

PART 6: DECLARATION

- Applicant's declaration has been signed and dated.

PART 7: FEE INCLUDED

- The appropriate fee is included with application.

PART 8: PHOTOS

- 2 X Passport Photos have been attached.
(Photos must be no bigger than 45mm x 35mm)
- (alternatively digital photos can be emailed to office@boinz.org.nz).

PART 1: APPLICANT INFORMATION

NAME:

TITLE:

POSTAL ADDRESS:

CURRENT EMPLOYER:

EMPLOYERS ADDRESS:

JOB TITLE:

E-MAIL:

PHONE:

FAX:

Wk:

Mob:

I HAVE INCLUDED MY FEE FOR:

INSTITUTE MEMBER

 NZD\$125.00 (excl GST)

NON- MEMBER

 NZD\$175.00 (excl GST)

PART 2: EDUCATION**SECONDARY EDUCATION:**

Dates of Attendance (From - To)	Certificate Obtained

TERTIARY EDUCATION:

Dates of Attendance (From - To)	**Qualification Obtained

**Attach Certified Copy of Certificates for each qualification

CONTINUING EDUCATION:

Dates of Attendance (From - To)	Study Topic

Are you currently studying towards any other qualifications?

Yes (Please specify):

No

PART 4.1: BUILDING OFFICIALS INSTITUTE OF NZ MEMBERSHIP

I am a current financial member of the Building Officials Institute of New Zealand:

YES / NO (please circle one)

Membership Number (8 digits): _____

PART 4.2: MEMBERSHIP OF OTHER PROFESSIONAL ORGANISATIONS

MEMBERSHIP TYPE:

NAME AND ADDRESS OF ORGANISATION:

DO YOU HAVE ANY REGISTERED STATUS?

(Example a Registered Plumber, Gasfitter, Drainlayer or Registered Architect)?

Yes (Please specify):

No

PART 5: LICENSING CATEGORY

What categories do you believe are most appropriate for your skill level?

	Building		Plumbing & Drainage	
	Building Consent Approvals	Building Inspections	Plumbing & Drainage Consent Approvals	Plumbing & Drainage Inspections
3 Unlimited scope				
2 No more than 3 storeys, up to 2000m ²				
1 No more than 2 storeys, up to 500m ²				

PART 6: DECLARATION

1. All information provided in this application is true and correct.
2. The applicant agrees to provide any additional information in connection with the investigation as may be required.
3. To abide by the Code of Ethics adopted by the Institute.

Signature of Applicant:

Date of Application:

PART 7: EMPLOYERS DECLARATION

NAME OF THE EMPLOYER:

NAME OF ORGANISATION:

NAME OF APPLICANT:

I have reviewed the licensing application form provided by the fore mentioned applicant and verify that the details regarding employment history with our organisation, the roles and duties performed are true and correct and the competency assessments included are valid for this individual.

Signature of Employer:

Date of Application:

SELF-ASSESSMENT

Employee Name:

Organisation:

Date:

ADMINISTRATION COMPETENCIES

COMMUNICATION SKILLS

Conflict Resolution	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in conflict resolution / managing interpersonal conflict.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> identify and clarify areas of interpersonal conflict develop strategies to resolve conflict implement resolution; and evaluate resolution. 			

(Ref US Manage Interpersonal Conflict – 9704)

Interviewing skills	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in interview techniques.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> identify the communication environment in one to one interviews conduct a one to one interview to elicit information and opinions. 			

(Ref US Conduct a one to one interview – 1296)

Listening Skills	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in listening skills in an interpersonal context.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> analyse listening techniques, and listen respond to information received 			

(Ref US - Listen and respond to information received – 11098)

Professional ethics, liability and workplace responsibilities	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in health and safety.			
I have had training in professional ethics and liability.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> demonstrate knowledge of the way the Health and Safety in Employment Act 1992 applies in my own workplace. take steps to comply with the Health and Safety in Employment Act 1992 as an employee. analyse the professional code of conduct and ethics applicable to building control. analyse the concepts of liability and responsibility of building practitioners as detailed in legislation. understand the typical issues that arise such as, on site and personal safety, what duties they need to perform to discharge their duties, etc. 			

Meeting procedure	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in formal meeting procedure.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> prepare for meeting. contribute to meeting discussion. contribute to group and/or team function. 			

(Ref US Participate in formal meetings – 9679)

COMPUTER SKILLS

Computer Skills	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in personal computer systems.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> demonstrate knowledge of the hardware components of a personal computer system. describe the operation of the system and application software of a personal computer. operate a printer. demonstrate operation and maintenance of a personal computer system. demonstrate knowledge of ergonomic principles for the safe operation of a personal computer system. 			

(Ref US Operate and maintain a personal computer system – 2780)

E-mail	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in email.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> describe the use of e-mail. create email. send, receive, organise, and save e-mail. 			

(Ref US Exchange messages using electronic mail – 5941)

Word processing	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in word processing.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> explain the principles and features of word processing. apply the principles, features, and functions of word processing to produce information. apply file management and printing techniques to manage document production. 			

(Ref US Produce information using word processing functions – 112)

Using the Internet	Qualifications	In-house training	Other
(Specify dates, courses, copy of certificate)			
I have had training in using the internet.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> launch and close an internet browser and use browser controls. use a search engine. use webpage hyperlinks. 			

(Ref US Use a browser to navigate the World Wide Web – 18758)

Health and Safety	Qualifications	In-house training	Other
(Specify dates, courses, copy of certificate)			
I have had training in Health and Safety.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> recognise statutory rights and responsibilities. protect health and safety. 			

(ref US Protect health and safety in the workplace – 497)

TECHNICAL COMPETENCIES

CONSTRUCTION SCIENCE

Footing design principles to residential buildings	Qualifications	In-house training	Other
(Specify dates, courses, copy of certificate)			
I have had training in Footing design principles to residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> identify soil types and their behaviour. understand suitability of foundation soils to support various types of structures. identify and apply the various methods and applications of soil testing. determine footing systems for the site conditions and building type. 			

Timber framing for one and two storey residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in timber framing for one and two storey residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • assess plans and specifications for permanent wind bracing requirements for nominated design gust wind speeds. • assess plans and specifications for size, span and spacing of structural members required in ceiling and roof framing. • assess plans and specifications for size, span and spacing of structural members for timber wall frame/s. • assess plans and specifications for size, span and spacing of structural members for timber piles, floor bearers and joists. 			

Assess design, construction and services for residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in assessing design, construction and services for residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • determine trade sequencing. • evaluate construction standards and practices for typical residential buildings. 			

Materials used for construction of residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in construction materials.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • analyse building materials for commonly materials used for residential construction. • understand how materials may or may not be compatible for use. • durability principles, ability to identify faults with materials. 			

Understanding elements of structural design	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in the elements of structural design.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understand materials. • understand the performance and behaviour of structural materials. • identify factors affecting design of connections between structural elements • outline how loads of various types occur and impinge on a building structure. • general understanding of the principles of how structures are designed. 			

Footing design principles for commercial, industrial and multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in footing design principles for commercial, industrial and multi-residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understand factors that effect slope instability. • understand requirements for retaining walls. • determine footing design requirements. • determine requirements for compaction of soil fill. 			

Concrete use in commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Concrete use in commercial, industrial & multi-residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • analyse the properties, characteristics, constituents and mix design of concrete. • assess the requirements for concrete handling, placement, compaction, finishing and curing methods. • identify concrete faults and repair methods. 			

<ul style="list-style-type: none"> • assess the effect of fire on concrete. • identify the environmental issues and new technologies which affect concrete. 			
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Design and construction of commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Design and construction of commercial, industrial & multi-residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • prepare comprehensive checklist schedule to investigate, plan and set up sites. • investigate and evaluate building site establishment. • identify and apply earthquake resistant construction to building. • determine stages and sequencing practices for structural systems. • evaluate construction standards and practices. • plan for continuing maintenance on a construction project. 			

Impact of fire on building materials 1	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Impact of fire on building materials 1.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • devise the fire load of a building and describe the effect on the NZBC Approved Documents purpose group and fire compartmentation. • report the requirements of fire resistance of materials, building elements and forms of construction. 			

Impact of fire on building materials 2	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Impact of fire on building materials 2.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • general understanding of fire development principles. • record mechanisms of heat transfer during fire growth, development and spread. • record the behaviour of building materials subjected to extreme levels of heat. 			

Fire Safety and Risk Management Principles for Buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Fire Safety and Risk Management Principles for Buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • evaluate fire safety engineering. • evaluate risk assessment. • understanding of the principles that underpin fire risk analyses. • understand the types of questions that they need ask surrounding fire and risk engineering basic understanding of what a probalistic analysis may address and how statistics are used in fire safety engineering. 			

INSPECTIONS COMPETENCIES

Inspection Procedures for Residential Buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Inspection Procedures for Residential Buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • apply knowledge of building to complete routine inspections for buildings to be used as residential dwellings and their associated outbuildings and ancillary buildings. • determine the compliance on site of a new building with the approved plans, relevant legislation and standards during its construction. • record observations and conclusions. 			

Complete routine inspections for drainlaying consents for domestic buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Complete routine inspections for drainlaying consents for domestic buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to carry out drainlaying inspections for residential buildings. • apply knowledge of drainlaying to conduct routine inspections. 			

Complete routine inspections for plumbing consents for domestic buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Complete routine inspections for plumbing consents for domestic buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to carry out plumbing inspections for residential buildings. • apply knowledge of plumbing to complete routine inspections. 			

Complete routine inspections for water supply system consents for domestic buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Complete routine inspections for water supply system consents for domestic buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to carry out water supply inspections for residential buildings. • apply knowledge of water supply systems to complete routine inspections. 			

Inspection Procedures for, Commercial, Industrial and Multi-Residential Buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Inspection Procedures for, Commercial, Industrial and Multi-Residential Buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • apply knowledge of building to complete routine inspections for industrial, commercial, and multi-residential buildings. • determine the compliance on site of a new building with the approved plans, relevant legislation and standards during its construction. 			

Complete routine inspections for drainlaying consents for commercial and industrial buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in inspections for drainlaying consents for commercial and industrial buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • apply knowledge of drainlaying to conduct routine inspections. 			

Complete routine inspections for plumbing consents for commercial and industrial buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Complete routine inspections for plumbing consents for commercial and industrial buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • apply knowledge of plumbing to complete routine inspections. 			

Complete routine inspections for water supply system consents for commercial and industrial buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Complete routine inspections for water supply system consents for commercial and industrial buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to carry out water supply inspections for commercial and industrial buildings. • apply knowledge of water supply systems to complete routine inspections. 			

PLAN ASSESSMENT COMPETENCIES

Building codes & standards for residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Building codes & standards for residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> analyse the purpose and basic intent of the Building Act, regulations, NZBC and Approved Documents. locate and interpret code/ standard requirements that are applicable to detached residential buildings, associated ancillary buildings and farm buildings. apply solutions to construction problems for compliance with the NZBC and Approved Documents. 			

Plumbing codes & standards for residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Plumbing codes & standards for residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> assess plumbing design documentation for residential buildings submitted for plumbing consent. It would be expected that. read, interpret and apply requirements from relevant NZBC Approved Documents and relevant NZ and Australian Standards. evaluate designs for plumbing, water systems and drainlaying. 			

Assessment of Alternative Solutions for residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Assessment of Alternative Solutions for residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • assess an alternative solution for compliance with the performance requirements of the NZBC. • identify the relevant performance requirements. • make requests for relevant (and sufficient) information to enable the design to be considered and clearly document their decision. • evaluate performance based designs. • apply the performance-based New Zealand Building Code (NZBC). 			

Building codes & standards for small commercial & industrial buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Building codes & standards for small commercial & industrial buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to assess design documentation for small commercial and industrial buildings submitted for building consent. • locate and interpret code/ standard requirements that are applicable to small commercial and industrial type buildings. • apply solutions to construction problems for compliance with the NZBC and Approved Documents. 			

Plumbing codes & standards for small commercial & industrial buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Plumbing codes & standards for small commercial & industrial buildings.			

I can: <ul style="list-style-type: none"> • assess plumbing design documentation for small commercial and industrial buildings submitted for plumbing consent. • evaluate designs for plumbing, water systems and drainlaying. 	Not at all / very little	Average	Fully confident

Building codes & standards for commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Building codes & standards for commercial, industrial & multi-residential buildings.			
I can: <ul style="list-style-type: none"> • assess design documentation for commercial, industrial and multi-residential buildings submitted for building consent. • interpret code/standard requirements that are applicable to commercial, industrial and multi-residential buildings. • apply solutions to construction problems for compliance with the NZBC and Approved Documents 	Not at all / very little	Average	Fully confident

Plumbing codes & standards for commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Plumbing codes & standards for commercial, industrial & multi-residential buildings.			
I can: <ul style="list-style-type: none"> • evaluate designs for plumbing, water systems and drain laying. 	Not at all / very little	Average	Fully confident

Services for commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in services for commercial, industrial & multi-residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to assess services design documentation for commercial, industrial and multi-residential buildings submitted for consent. • read, interpret and apply requirements from relevant NZBC Approved Documents and relevant NZ and Australian Standards. • know the basic principles behind services design. • Identify natural lighting for varying situations and evaluate suitable lighting fixtures for a range of operations. • determine the requirements for emergency electrical service installations. • evaluate commonly used methods for, mechanical ventilation and air-conditioning and methods of air filtration and its layout. • evaluate methods for vertical transportation and layout. • evaluate layouts of water supply for general and fire fighting use. • evaluate fire fighting services. • evaluate fire detection systems for buildings. 			

Assessment of Alternative Solutions for commercial, industrial and multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Assessment of Alternative Solutions.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understanding how to assess an alternative solution for compliance with the requirements of the NZBC. • the specific areas covered in 			

<p>this element cover fire safety designs such as, acceptance criteria for tenability limits, fire size and growth rate, etc.</p> <ul style="list-style-type: none"> • identify the relevant performance requirements. • make requests for relevant (and sufficient) information to enable the design to be considered and clearly document their decision. • evaluate fire safety engineering. 			
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Fire Technology for commercial, industrial & multi-residential buildings	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Fire Technology for commercial, industrial & multi-residential buildings.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • understand how active fire suppression and smoke control systems work. • know some of the basic parameters surround the installation of these systems. • determine the requirements for sprinklers and drenchers in buildings. • evaluate smoke control in buildings. • integrated active fire protection systems with passive fire protection are evaluated. 			

LEGISLATIVE COMPETENCIES

Demonstrate knowledge of the legal system as it pertains to local government in New Zealand	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in the legal system as it pertains to local government in New Zealand.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> describe law made by the legislative branch of government, the process by which it is made, and its effect. describe the law made by the administrative branch of government and the process by which it is made. interpret a section of an Act. identify and interpret regulations or by-laws. describe amendment of laws in response to society's changing needs and values. 			

(Ref US Demonstrate knowledge of the legal system as it pertains to local government in New Zealand –19420)

Describe and compare methods of dispute resolution in the legal system	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in methods of dispute resolution in the legal system.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> describe methods of dispute resolution in the legal system. compare methods of dispute resolution in the legal system. 			

(Ref US Describe and compare methods of dispute resolution in the legal system – 10338)

Building Consent Processes 1	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Building Consent Processes.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> understand the processes and procedures under the Building Act to process and building consent application. evaluate documents submitted with an application 			

for a building consent. <ul style="list-style-type: none"> • apply knowledge of building to review consents for buildings. 			
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Urban development legislation	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Urban development legislation.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • to refer an application to other relevant agencies for comment. • interpret and apply resource management and related legislation. • apply special provisions of land-use legislation. • promote sustainable building and conservation practices in the community. 			

Building Consent Processes 2	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Building Consent Processes 2.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> • apply knowledge of building to review consents for industrial, commercial, and multi-residential buildings, and their associated outbuildings and ancillary buildings. 			

Extension of competency 'Building Consent Processes 1' - more complex buildings

NEW COMPETENCIES

Record observations and conclusions	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in recording observations and conclusions.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> inspection's findings are clearly conveyed on site. issues of non-compliance are considered, and remedial action is identified. records of the inspection are clear, complete, up-to-date and follow QA processes and procedures. 			

Seeking specialist advice	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in Seeking specialist advice.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> recognise when it is appropriate to request specialist advice and/or request additional information. understand when to refer documents on to other areas. 			

Reading and interpreting technical documents	Qualifications	In-house training	Other
	(Specify dates, courses, copy of certificate)		
I have had training in reading and interpreting the documents.			
I can:	Not at all / very little	Average	Fully confident
<ul style="list-style-type: none"> read, interpret and apply requirements from relevant NZBC Approved Documents and relevant NZ and Australian Standards. 			

GUIDANCE NOTES FOR LICENSING APPLICATIONS

The audit committee has processed numerous licensing applications and we have drafted some tips on how to present your application to make it easier to follow and able to be verified.

SELF-ASSESSMENT CHECKLIST

Ensure you have completely filled in the self-assessment competencies checklist. (*Some people have left sections blank*). Even if you are not applying for this area you need to tick “not at all” so the reviewers know you understand the application form. The assessment panel can only rate you on the information you have provided. The more detailed the information is to the license category you have applied for, the easier it will be for the panel to assess you. Detailed photographs of work you have approved or inspected give a clear picture to the assessment panel of your understanding of the building code. If you provide these give an overview picture first before moving to more detailed photos. Photos provided must be on a clean CD. We are now three years into the licensing program and the bar is lifting. The information you provide must clearly reflect your ability to undertake your employment role and license class applied for.

CPD ACTIVITIES

Some people have prepared a schedule of their CPD activities and numbered the courses and the relating certificate of attendance, etc. They have then cross-referenced these numbers to the self-assessment checklist. This is very helpful. Don't forget to provide a total to reflect the 90 points required to achieve re-licensing.

YEARS OF EXPERIENCE

Get your employer to verify the level at which you are working at and for how long and include details of your competency assessment and the methodology of assessment.

If you have been at a local authority for less than one year, wait until you have more experience before applying.

If you have been at a local authority for up to 2 years you will need more experience, if you are to be approved in levels 2 or 3.

RELATED QUALIFICATIONS

With the Building Control Surveyors Diploma yet to be delivered by the provider, at present we are relying on related qualifications to assess levels 1,2 and 3

Here are a range of base qualifications that have come through in the various areas. If you have completed a degree course please provide details of the relevant units undertaken which demonstrate a clear knowledge of the building code and associated compliance.

BUILDING	
Level 3	Bachelor of Architecture Bachelor of Building Science Building Surveying qualifications (UK)
Level 2	Advanced Certificate Carpentry
Level 1	Trade Certificate Carpentry

PLUMBING & DRAINAGE	
Level 3	Trade qualifications in plumbing and drainage
Level 2/ Level 1	UNITEC cross skill plumbing course Cross Skills or Plumbing Inspection course run by BRANZ CITE, previously by Plumbing Design Consultancy.
A one day plumbing seminar is NOT sufficient to attain levels 1, 2 or 3.	

CPD ALLOCATION OF POINTS

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 (schedule attached)	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 points 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 points 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 POINTS LOG:

Date	CPD Activity	Training Provider	Location	CPD Points
Conferences (Maximum 20 CPD points per annum)				
Training Courses, Seminars, (Maximum 30 points per annum)				
Meetings (Maximum 20 CPD points per annum)				
Academic Courses and Individual Studies (Maximum 30 CPD points per annum)				
Published Material & Lectures (Maximum 10 CPD points per annum)				
Professional Reading (Maximum 10 CPD points per annum)				
			Total	

I hereby certify that I have undertaken continuing professional development for the period:	
1 st January:	to 31 st December:
Signed:	Date:
Name:	Membership No:
Organisation:	
Please ensure you attach copies of your certificates for Non-Training Academy courses.	