

Continuing Professional Development Policies and Procedures

Purpose

This policy guideline describes how Continuing Professional Development (CPD) activities may be approved and verified and allocated to Institute members.

The Institute encourages all members to value ongoing training and skill development and has provided significant range of CPD courses to members, to allow them to progress in their careers and gain acknowledgement from their employers.

The Institute's approach to the approval of CPD activities

To qualify for CPD points, the training activity must be approved by the Institute. The contents quality and delivery are taken into account.

The Training Academy has a list of approved providers and approved activities on its website. This is updated regularly. (*Approved Providers.*)

Lodgement of CPD points is via the attendance Register, supplied to the Institute by the approved provider.

It is the member's responsibility to fill in the Attendance Register with their name and signature.

Who must participate

At this stage participation in the Institute's CPD programme is not compulsory to retain membership of the Institute. However, all members are encouraged to participate in the CPD programme, to increase the value and worth they deliver.

All licensed members of the Institute and Accredited Building Surveyors who are actively engaged in the building industry (except those listed below), are required to comply with the CPD scheme in order to retain their status as being licensed or accredited:

- Retired and Honorary members are not required to partake in the CPD programme. However, retired members who wish to make themselves available for temporary assignments should seriously consider maintaining their professional development training regime.
- Student, associate and corporate members are encouraged to participate in the CPD programme.

ACCEPTABLE CPD INCLUDES:

A) THE TRAINING ACADEMY SUITE OF TRAINING COURSES

- The Building Officials Institute of NZ - Training Academy is the industry's peak training provider for specific technical training in Building Controls.
- Visit www.trainingacademy.org.nz, to view the courses on offer.

B) CATEGORIES OF CPD TRAINING DELIVERED BY APPROVED EXTERNAL PROVIDERS (OUTSIDE OF THE TRAINING ACADEMY'S SUITE OF TRAINING)

1) TRAINING ACADEMY STRATEGIC PARTNER PROGRAMMES

- These industry specific courses/programmes are offered by the Training Academy, but designed and delivered by a Strategic Training Partner, but worthy of CPD points given the knowledge and skills delivered.
- Over recent years the Institute has developed relationships with industry suppliers who deliver best practice techniques and compliance information to the industry.

Strategic Training Partner
MiTek
MRM
Kop Coat

2) INSTITUTE ENDORSED TRAINING PROGRAMMES

- Approved training courses/programmes designed and delivered by an External Training Partner relating to a specialist field that both complements the training needs of members and the offerings of the Training Academy.

External Training Partner
Barrier Free NZ

3) INSTITUTE APPROVED INDUSTRY TRAINING BY AN EXTERNAL PROVIDER

- Training courses/programmes delivered by an external training provider considered as supplemental to the Training Academy's suite of training products.
- This training has been approved through the, Institute "Approval for CPD by an External Provider" process and has been deemed as current, appropriate and fit for purpose.

Provider
Pacific Coilcoaters - Presentation
DBH
Standards New Zealand
BRANZ Seminars (Only)
NZ Wood Design

4) INSTITUTE APPROVED PRACTICAL/NON-TECHNICAL SOFT SKILLS TRAINING BY AN EXTERNAL PROVIDER

- Specific training programmes outside of the scope of the Training Academy’s suite of products. E.g. activities related to the development of general professional skills. Such general professional skills may relate to human relations, management, legal knowledge, financial management, and personal knowledge, skills and values.
- Within this category provision has been granted for specifically designed soft skill training courses, commissioned by a council/organisation written and delivered in–house by an external provider. CPD for such training is allocated to the Council/organisation directly and the participants will be advised by the Council/organisation if Building Officials Institute of NZ CPD apply.

Course Name	Provider
First Aid Training	St John Red Cross
Site Safe Passport	Site Safe
Internal Auditor Training	NZ Quality College
Other	Specifically designed soft skill training courses, commissioned by a council/organisation written and delivered in–house by an external provider.

OTHER ACTIVITIES THE INSTITUTE ENCOURAGES FOR CPD POINTS RECOGNITION

- Attendance at Institute endorsed conferences
- Academic courses and individual studies, including National Diplomas in Building Controls Surveying
- Attendance at Regional/Branch Meetings
- Published material and lectures
- Professional reading.
- Research

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 and clients.

The Institute strongly advises members to promote annual CPD training and points gained 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 or 90 over 3 years.

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.

ACCEPTABLE CPD EXPLANATIONS AND/OR GLOSSARY TERMS

Attendance at Training Academy training courses and seminars

These courses include all courses owned and delivered through the Training Academy and are listed in the Prospectus and Event Calendar on the Institute's website.

Institute Endorsed Training Programmes

These courses and seminars have been endorsed by the Institute's Training Academy via a partnering agreement with specific organisations. Courses display the Training Academy's endorsement by the use of the Training Academy's logo. Current organisations are: Barrier Free New Zealand Trust.

Attendance at Institute Endorsed Industry Conferences

These include the Institute's own Annual conference, plus any other industry conferences approved by the Board. E.g.: AIBS (Australian Institute of Building Surveyors) Conference.

Institute Approved Industry CPD Training by an External Provider and Institute Approved Practical/Non-technical Soft Skills Training by an External Provider

The Institute recognises that there are other training providers and organisations that deliver training to members. These organisations include: Department of Building and Housing, Standards NZ, NZ Quality College and BRANZ. A comprehensive list is available on the Institute's website and this is updated on a regular basis.

Attendance at Regional/Branch Meetings

The Institute recognises the importance of branch meetings as a source of information sharing, whether it be through networking or presentation/workshop/seminar delivery. Accordingly CPD points are allocated for branch meeting attendance. The Institute's Board recommends a minimum attendance of two meetings per annum for each member

To ensure CPD points are recorded accurately against your name for your attendance at Regional/Branch meetings, it is important that an Attendance Register be completed by all those who attended. This is then submitted to the Training Academy for input into the member's database. This database records CPD activity. Each Attendance Register Sheet is signed off by the Branch Chairman to confirm attendance.

Organisations (suppliers, technical experts etc) presenting at Regional/Branch meetings are required to acknowledge and conform to the guidelines that have been produced to enable them to deliver information required by the members. (Appendix A - Guest Speaker Criteria (in the Policies and Procedures document).

Published material and lectures

If you are invited to present at a conference or forum the Institute acknowledges the time and effort involved in designing and delivering a presentation and accordingly allocates CPD Points. A copy of the presentation, paper or conference brochure outlining your involvement with the conference/forum should be submitted at the same time as the CPD Point Log is submitted to the Institute.

Professional reading

Professional reading is an essential component in ensuring ongoing competency in areas such as Building Law, Regulations, Codes, NZ Standards etc that has relativity to the building

and construction industry. Periodic technical publications such as, Straight Up, Codewords and BUILD magazine to name a few, also attract a CPD allocation.

Recognition of CPD Training

Should a course seminar (etc) be recognised by the Institute’s Training Academy, the course convenor will forward the Attendance Register containing names and signatures to the Training Academy along with comments on individuals attainment or otherwise. Successful candidates CPD allocations will be loaded into the Institute’s database.

Members who are seeking CPD points allocation for achievements outside the course structure recognised by the Training Academy should submit evidence of attainment attendance including date, training provider or material and duration of training.

The Approval Process for an External Provider Seeking BOINZ CPD Allocation

The external training provider seeking qualifying approval for CPD allocation for their training programme is required to submit appropriate details of the training activity using this Policy and Procedures document as a guide, when completing Institute’s “Approval for CPD by an External Provider Application” Form.

The Training Academy Manager will conduct a paper review of the submitted documentation against the criteria and will select one of the following options:

1.	Full approval, and CPD allocation confirmed
2.	Full approval subject to conditions – The Training Academy Manager may, for example, require the submission of further materials for review or reduce the numbers of verifiable hours which may be claimed if not satisfied that the proposed course or conference meets all the required criteria.
3.	No approval.

Criteria

The following criteria will be applied in assessing the suitability of the training for approval as verifiable CPD:

- a) The training must have concise educational aims, learning objectives and outcomes which relate to the educational needs of participants. The training documentation should also clearly set out the scientific or practical basis of the material to be presented together with the teaching methods to be used.
- b) Presentations of theories and techniques which are not supported by best practice nor generally accepted by the building and construction industry may not be recognised.
- c) The qualifications and experience of the presenters must be detailed. Sufficient information must be provided to enable the evaluators to judge the suitability of the presenter(s) to teach the proposed subject.
- d) The training provider should have sufficient educational expertise to develop and run the course. The status and impartiality of the providing organisation will be a consideration. Promotion of a particular product line by a commercial organisation may not be recognised.
- e) The training must demonstrate continuing quality improvement processes. The use of post-activity evaluation to assess the effectiveness of the activity is encouraged.

A questionnaire to determine participant's satisfaction with aspects of the programme or a post-activity test of participant's knowledge or competence adds value to the training and allows for course improvement.

- f) The training provider should be able to advise the cost of the seminar/course.
- g) The training provider shall issue a certificate of attendance to each participant which includes the attendee's name, the name of the provider, the name of the activity, the date, time and location of the activity and advise the participants of the approved Institute CPD points allocation for the course, seminar, presentation.

Timeframe

It is important that training providers accept CPD allocation will not be granted retrospectively and that the process is robust and has value.

Training providers should allow up to four weeks from the date of submitting the documentation to the Training Academy and receipt of the Manager's decision. Additional time may be required if the documentation submitted is not adequate to allow the Manager to assess the sufficiency of the activity against the defined criteria.

Dispute Process

Should any dispute arise as to course attendance recognition CPD points allocation, the Training Academy Manager or the member may refer the matter for final determination to the Institute's Chief Executive for consideration by the Institute's Board. Both parties will be asked to submit relevant material.

The decision of the Institute Board will be final and binding.

Any dispute needs to be submitted to the Training Academy Manager in writing with supporting evidence.

Rights of the Institute and Training Academy

The Institute through its Training Academy reserves the right to rescind, decline or approve endorsed training providers and CPD point allocation approval at any time.

APPROVED CPD

ACTIVITY	ALLOCATION OF POINTS
Conferences	Maximum 20 per annum
Institute Annual Conference / AIBS Conference and Senior Building Consent Officers Forum.	4 CPD points per day
Training Courses/Seminars	Maximum 30 per annum
Training Academy CPD courses (visit www.trainingacademy.org.nz)	5 points per day or 2.5 points per ½ day
Training Academy endorsed short courses, seminars, workshops (see website for a comprehensive list)	0.5 points per hour
BOINZ Approved Industry CPD Training by an External Provider and BOINZ Approved Practical/Non-technical Soft Skills Training by an External Provider (see website for a comprehensive list of training programmes)	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) * #	15 points per successfully completed Unit Standard (1-10 Credits) 25 points per successfully completed Unit Standard (11-25 Credits)
National Diploma in Building Surveying (Medium – Large Buildings) *#	15 points per successfully completed Unit Standard (1-10 Credits) 25 points per successfully completed Unit Standard 11-25 Credits) #See Unit Standard Listing
*Supporting evidence = Record of Learning from NZQA required	
# Appendix B	
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.

Appendix A

Criteria suggestion for speakers at Regional/Branch meetings

When a company or a product supplier makes an approach to give a presentation at your local branch meeting the Branch Executive is required to provide the following suggestions on how the supplier can be of most benefit in the delivery of their presentation to members attending.

We have prepared a list of questions below that can be given to any presenter in order to assist them in formulating their talk to the branch.

The guest speaker's presentation must not be a sales pitch. Building Officials in their capacity do not buy the products, they do not recommend the products, they do not install the products. However, they do inspect them. It is the Building Official's responsibility to ensure that the products currently meet the Building Act and the Building Code.

Criteria:

1. Names of presenter(s), Company, International affiliations.
2. Market coverage, size of organisation.
3. Contact details
4. Approvals, Accreditations.

Suggestions:

1. Explain how to inspect the product or service?
2. Explains what to look for and how easily identifying where there may be fault in a product or its installation/use/workmanship?
3. That the product demonstrates compliance with relevant NZ legislation and codes and possibly international compliance.
4. Advise guarantees and warranties for the product or service, for how long and what management maintenance processes are required and what cautions need to be considered.
5. Advise how the product needs to be installed, i.e by licensed installers? Can give examples of who they are, where they are and whether they have a guarantee with their workmanship?
6. Explain the manufacturer's independent on site quality control check.
7. Geographically, does any region have some specific idiosyncrasy that may affect the product or service in the way it is installed? I.e. is there high ultraviolet exposure; are there high rainfall areas; is it earthquake prone?

At the end of the meeting, the Branch Chair and/or Secretary, needs to confirm in writing to the Training Academy that the Guest Speaker met the criteria as outlined above. A list of attendees (Attendance Register) for the meeting is to be attached to the declaration so CPD points can be recorded against each participant's database record.

Appendix B

LIST OF UNIT STANDARD CREDIT VALUES

BOINZ CPD POINTS ALLOCATION:	
1 – 10 Credits = 15 CPD Points	11 – 25 Credits = 25 CPD Points

Unit	Title	Area	Type	Level	Credit
1296	Interview in an informal one-to-one situation	Compulsory	Communications	3	3
11283	Communicate with clients in a compliance context	Compulsory	Communications	4	6
22698	Demonstrate knowledge of building control legislation and requirements	Compulsory	Theory	5	20
24160	Peer review building control authority quality management system process for compliance with quality standards	Compulsory	Practical	5	10
24161	Demonstrate knowledge of the processes for issuing certificates and notices under the Building Act 2004	Compulsory	Theory	5	10
24162	Explain the effect and impact of loads, forces and physical effects on structural components and materials	Compulsory	Theory	5	10
24171	Demonstrate the knowledge of Clause H1 – energy efficiency in the Building Code	Compulsory	Theory	5	5
24172	Complete service inspections for small buildings	Compulsory	Practical	5	20
24173	Assess building consent applications for the service elements of small buildings	Compulsory	Practical	5	20
24175	Complete building inspections for small buildings	Compulsory	Practical	5	25
24176	Assess small building consent applications	Compulsory	Practical	5	25
24177	Demonstrate knowledge of the processes for approving documentation and completing inspections for small buildings	Compulsory	Theory	4	15
24519	Demonstrate knowledge of ethics and personal responsibility applicable to building consent processing	Compulsory	Theory	5	10
10161	Establish the conditions for writing a design brief for a building project	Elective 1	Theory	5	5
10163	Prepare a developed building design from a given preliminary design	Elective 1	Theory	6	10
9663	Demonstrate knowledge of a feasibility study of a site	Elective 1	Theory	5	5
9664	Demonstrate knowledge of Building Law	Elective 1	Theory	5	5
9667	Apply principles from published data to the provision of	Elective 1	Theory	5	10

	services for small buildings				
24164	Demonstrate knowledge of the structural stability and durability in the Building Code	Elective 1	Theory	5	10
24165	Demonstrate knowledge of fire safety requirements in the Building Code	Elective 1	Theory	5	10
24166	Demonstrate knowledge of Clause D1 – access routes in the Building Code	Elective 1	Theory	5	5
24167	Demonstrate knowledge of surface water, external and internal moisture control in the Building Code	Elective 1	Theory	5	5
24168	Demonstrate knowledge of hazard management and the safety of users in the Building Code	Elective 1	Theory	5	5
24169	Demonstrate knowledge of the requirements for Service and Facilities in the Building Code	Elective 1	Theory	5	5
24170	Demonstrate knowledge of the requirements for Piped Services and Waste in the Building Code	Elective 1	Theory	5	5
9669	Apply principles from published data to evaluate and select materials and finishes for buildings	Elective 2	Theory	5	10
19615	Select glass to meet the requirements of New Zealand	Elective 2	Theory	2	4
24163	Demonstrate knowledge of small building construction methods, materials and systems	Elective 2	Theory	5	25