

Continuing Professional Development Programme

General Information

Introduction

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 apprised 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.

The CPD programmes flexible delivery approach includes a wide range of learning activities to enhance professional knowledge and skills through a variety of structured delivery avenues, listed below:

A) THE TRAINING ACADEMY TRAINING COURSES

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

B) CPD TRAINING DELIVERED BY APPROVED AND AUTHORISED EXTERNAL PROVIDERS

1) TRAINING ACADEMY STRATEGIC PARTNER PROGRAMMES

- These are industry specific courses/programmes offered by the Training Academy, but designed and delivered by a Strategic Training Partner.
- 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, but worthy of CPD points given the knowledge and skills delivered.
- This training has been approved through the Institute’s “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)

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.

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.

Officials 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 point 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.

Approved CPD

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 Suite of Training Products (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) * #	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 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 LOG

CONFERENCES (Maximum 20 CPD points per annum)				
TRAINING COURSES, SEMINARS APPROVED BY BOINZ (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	

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.