

## Continuing Professional Development Policies and Procedures 2010

### ***Purpose***

This policy guideline has been developed to describe how continuing professional development activities may be approved as verifiable CPD for Licensed Building Control Officials and Accredited Building Surveyors and any Institute members wishing to partake.

### ***Licensing of Building Officials and Accredited Building Surveyors***

The issue of a practising certificate each year is no longer automatic upon receipt of payment. The Institute must now be satisfied that Licensed Building Control Officials and Accredited Building Surveyors have maintained their competence and fitness before they are re-certified to practise through the issue of the annual practising certificate. As such the Institute will be requiring all Licensed Building Officials and Accredited Building Surveyors to participate in verifiable CPD activities.

### ***The Institute's approach to the approval of CPD activities***

To count towards a licensed members CPD points, an activity must be run or authorised by an approved CPD provider or be approved by the Institute's Training Academy and Board.

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

To support all submitted CPD logs, Certificates of Attendance for all training courses undertaken by any other organisation, except for the Training Academy, are to be supplied at the time the CPD log is submitted to the Institute at the end of each year, ie December. (*CPD Point Log.*)

### ***Who must participate***

Participation in the CPD programme is not compulsory to retain membership of the Institute. However, all members are encouraged to participate in the CPD programme.

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 do not have to partake in the CPD scheme. However, retired members who wish to make themselves available for temporary assignments should consider maintaining their professional development.
- Student, associate and corporate members can participate in the CPD scheme if they wish.

### ***Acceptable CPD includes:***

- Attendance at Training Academy training courses and seminars
- Attendance at Training Academy endorsed courses and seminars
- Attendance at Institute endorsed conferences
- Other courses and seminars applicable for Building Officials and Accredited Building Surveyors
- Academic courses and individual studies, including National Diplomas in Building Surveying
- Attendance at Regional/Branch Meetings
- Published material and lectures
- Professional reading.

## **CPD Point Allocation**

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

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

## **Acceptable CPD Explanations**

### ***Attendance at Training Academy training courses and seminars***

These courses include all Training Academy owned courses and courses that are delivered by contract training providers through the Training Academy of which are listed in the Prospectus and Event Calendar.

### ***Training Academy Endorsed Training programmes***

These courses and seminars have been endorsed by the Training Academy through a partnering agreement with different organisations. These courses will display the Training Academy's endorsement by the use of the Training Academy's logo. Current organisations are: Barrier Free New Zealand Trust and Fire Safety Advisory Services.

### ***Attendance at Institute Endorsed Conferences***

This will include the Institute's Annual conference, plus any other conference that has been approved by the Board. This will also include AIBS (Australian Institute of Building Surveyors).

### ***Other courses and seminars applicable for Building Officials and Accredited Building Surveyors***

The Institute recognises that there are many training providers and organisations that deliver training to members. A certificate of attendance, which includes, date, training provider, type of training delivered and duration of training should be submitted as part of the evidence.

These organisations include: Department of Building and Housing, Standards NZ, NZ Quality College and BRANZ. A more comprehensive list is available on the website and this is updated on a regular basis.

### ***Academic courses and individual studies, including National Diplomas in Building Surveying***

Members who are undertaking academic studies are encouraged to do so. To gain CPD, a copy of your Record of Learning should be submitted with any other documents for evidence.

### ***Attendance at Regional/Branch Meetings***

To ensure CPD points are recorded accurately against your name for your attendance at Regional/Branch meetings, it is important that an Attendance Sheet be completed by all those who attended and submitted to the Training Academy for input into the member's database. This database records CPD activity. Each Attendance Sheet will need to be signed off by a Senior Manager to confirm attendance. Alternatively, a copy of the Minutes listing the attendee's presence is also acceptable and will need to be forwarded to the Training Academy as soon as it is possible. (*Attendance Sheet.*)

If a company or supplier is presenting at Regional/Branch meetings, guidelines have been produced to enable them to deliver information required by the members. (*Appendix A - Guest Speaker Criteria.*)

### ***Published material and lectures***

If you are requested to present at a conference or forum then that time and effort can be collected for 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 includes updating yourself on Building Law, Regulations, Codes, Standards etc that pertain to the building and construction industry. It also includes technical publications such as Straight Up, Codewords and BUILD magazine to name a few.

## **The Approval Process for Organisations seeking Endorsement**

The training provider seeking approval to have their training programme endorsed by the Training Academy is required to submit details of the activity using this policy as a guide. (*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.
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.
- 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 the number of verifiable CPD points and Training Academy endorsed logo.
- h) The training provider will agree to the terms and conditions for the use of the Training Academy logo.

## **Timeframe**

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 the recognition of CPD or the accreditation of hours, the Training Academy Manager or the member may refer the matter for final determination to the Institute Chief Executive and/or 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 and the Training Academy reserve the right to rescind, decline or approve endorsed training providers and CPD point allocation approval at any time.

<b>Activity</b>	<b>Allocation of Points</b>
<b>Conferences,</b>	<b>Maximum 20 per annum</b>
Institute Annual Conference / AIBS Conference	4 CPD points per day
<b>Training Courses/Seminars</b>	<b>Maximum 30 per annum</b>
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
<b>Meetings</b>	<b>Max 20 points per annum</b>
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
<b>Academic Courses and Individual Studies</b>	<b>Maximum 30 points per annum</b>
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) (Schedule attached).* #	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) (Schedule attached)* #	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	
<b>Published Material &amp; Lectures</b>	<b>Maximum 10 per annum</b>
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
<b>Professional Reading</b>	<b>Maximum 10 per annum</b>
Professional and Technical reading	1 point per 2 hours reading.

# Appendix A

## Criteria for speakers at Regional/Branch meetings

It is of assistance that when you have a company or a product supplier who approaches you to give a presentation at your local branch meeting that you give suggestions on how they can be of most benefit in the delivery of their presentation to our 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.

### Criteria

1. Explains how to inspect the product or service?
2. Explains what to look for and easily identifying where there may be fault in a product or its workmanship?
3. The product can demonstrate compliance with relevant NZ legislation and codes.
4. Advises what the guarantees and warranties are for the product or service, for how long and what management maintenance processes are required and what cautions need to be considered.
5. Advises how the product needs to be installed, ie by licensed installers? Can give examples of who they are, where they are and whether they have a guarantee with their workmanship?
6. Explain that as a manufacturer they independently check on site and guarantee their product or service and clarify it has been installed meeting the necessary requirements.

As a Region/Branch, is there some specific idiosyncrasy to your particular region 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?

The guest speaker's presentation should 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.

Branch Chair and/or Secretary, need to confirm in writing to the Training Academy that the Guest Speaker met the criteria as outlined above and provide a list of attendees at the meeting in order for CPD points to be recorded against the participants database record.