



Building
Officials Institute of NZ

TRAINING PROSPECTUS 2025

FOR PROFESSIONALS IN
BUILDING SURVEYING & CONTROLS

Your guide to professional development and growth



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THE BOINZ TRAINING ACADEMY

The Building Officials Institute of New Zealand (BOINZ) has been delivering training for over 50 years and set up the Training Academy in 2007 as its dedicated education and training arm.

At the Academy, we work to help grow building surveying and building regulatory capacity and capability across the built environment industry, including in BCAs – providing training in the formal, vocational and practical skills that professional building control officers (BCOs) need.

Through its programmes and courses, the Academy supports its members, BCOs and others in the sector to gain and maintain professional knowledge and skills at every stage of their careers.

The build environment is dynamic, complex and fast-paced, and the Academy is always learning and developing too. We regularly update, adapt and add to our courses, looking for feedback from you towards our course development work.

YOUR DEVELOPMENT IS WHAT MATTERS MOST TO US

We look forward to working with you to build your knowledge, skills and career and support you with:

- **highly experienced and dedicated trainers, including BCA managers who know well the challenges you face in your work**
- **a dedicated administrative and course writing team able to draw on further support and expertise from member professionals in building surveying and control**
- **the benefits that a peak body and charitable organisation brings through its reinvestment into your sector and the community's building outcomes**
- **significantly discounted rates for those who support us with BOINZ membership**
- **our continuing professional development (CPD) programme which boosts the acquisition of knowledge, skills and training needed to improve professional practice and personal qualities**

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OVERVIEW OF OUR TRAINING

The Academy offers a wide range of facilitated and online, self-paced courses. The BOINZ Learning Pathway

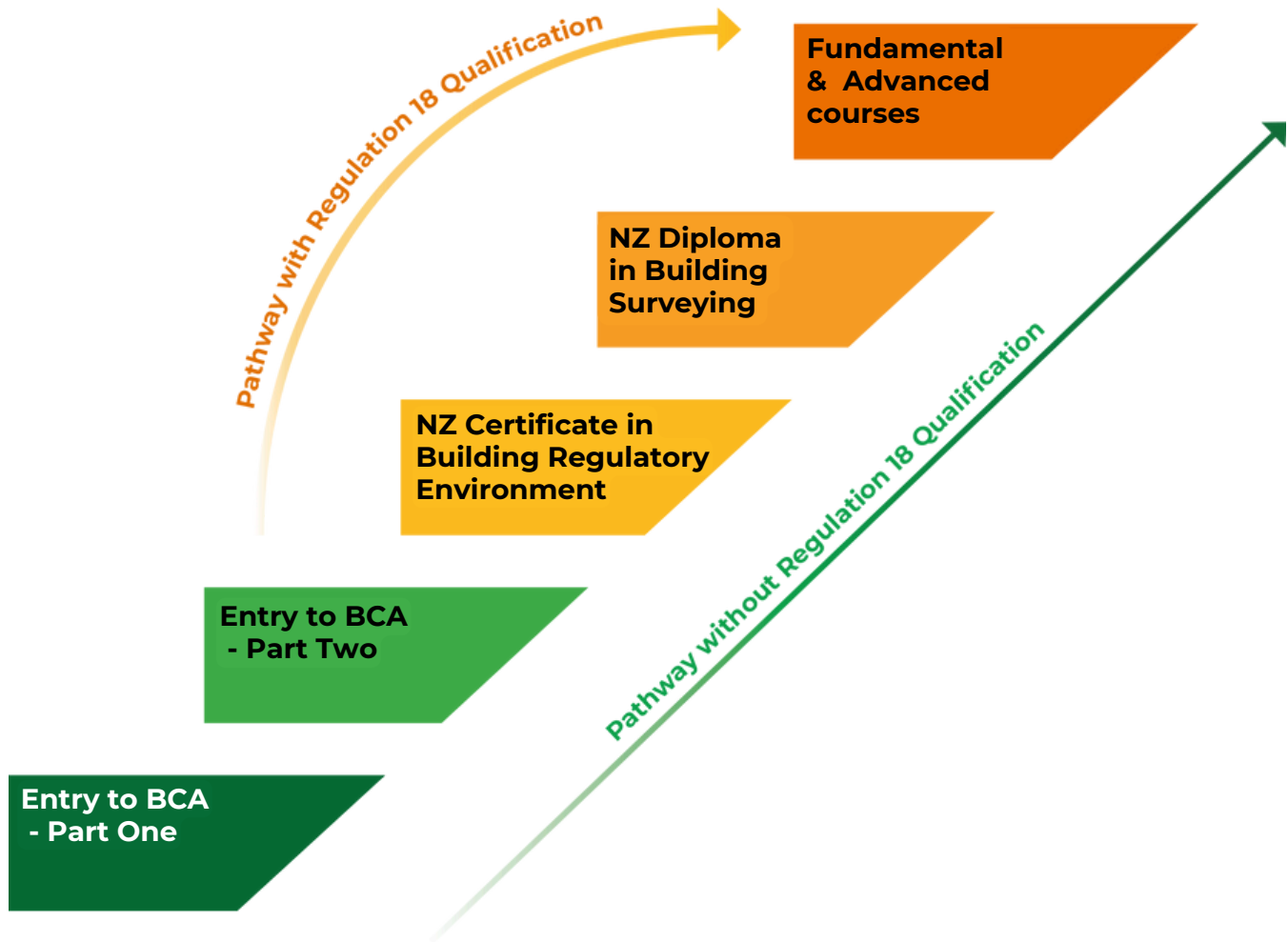
These courses extend across a learning pathway – from Entry Level courses for those newer to the BCA environment to Fundamental and Advanced courses for those looking to maintain/refresh or extend their skill set.

At Entry Level we offer a great range of courses designed to kick start a career in building surveying and control. Our portfolio includes two programmes - Entry to BCA Part One (online and self-paced) and Entry to BCA Part Two (14 online facilitated courses).

Fundamental Level courses provide comprehensive coverage of building code clauses and other building regulatory topics for those with some experience working in a BCA.

Our Advanced Level courses are designed for those more experienced in building surveying and controls and include our new annual two-day series of short workshops.

Learning Pathway



The BOINZ Learning Pathway offers training for wherever you are in your professional career.

Online Self Paced Learning

Finally, for those wanting to train more independently, our online, self-paced suite of courses can be completed anytime, anywhere. These are mostly introductory in nature and provide a solid starting point for learning.

Most importantly, we are here to deliver the training you want. If you need training, including face to face at your location, contact us at training@boinz.org.nz and we will work with you to deliver what you need.

You can find out more about our courses and programmes in this Prospectus and at <https://www.boinz.org.nz/>

FACILITATED ENTRY LEVEL COURSES AND PROGRAMME

For those new to the building controls environment, whether starting a career or changing one. Our facilitated Entry Level courses support those newer to building surveying and control and have a Res 1 focus while providing introductory points to Res 2 and Res 3. They can be taken individually or as part of our Entry to BCA Part Two programme. (Note that our Entry to BCA Part One programme is a self-paced online course - refer to Online Self-paced Courses.)

Entry to BCA - Part Two programme

Entry to BCA Part Two has been designed with building managers to quickly upskill new recruits who:

- will do the Certificate or Diploma courses within about a year to gain a regulation 18 qualification, or
- need to add the building controls context to an existing regulation 18 qualification.

It allows new staff to do online classroom learning alongside their workplace activity in a programme that consists of about 22 days of classroom learning in 14 courses over about 12 weeks. The programme aims to speed the way to Res 1 competency, achieving productivity and confidence for learners and employers alike.

The programme is made up of all 14 of the **Entry Level courses**.

“

I have noticed a big difference in the staff who have just completed the BOINZ Entry to BCA Part Two with their processing and inspection progress... I fully back the course and have no hesitation in recommending this to other BCAs.

”

Richard Knudsen

Team Leader Building, Buller District Council.

Communications Essentials

This course is designed to give participants the knowledge, understanding and skills needed to communicate effectively in their day-to-day work with sound listening and interpretive skills. The purpose is to help participants communicate effectively with customers about building control requirements and outcomes.

½-day course – 2 CPD points

Ethics Essentials

This course provides the theoretical basis of ethical behaviour and personal responsibility that underpins the building surveyor's treatment of the public in their professional role.

½-day course – 2 CPD points

Building Controls

This course enables participants to navigate the legislation applicable to building compliance, including the Building Act 2004, NZ Building Code, Acceptable Solutions and Verification Methods, standards and other documentation required to carry out the building control function. It also provides an understanding of the BCA processes for enforcement and the forms prescribed by the Building Act.

2-day course – 8 CPD points

Accreditation

This course provides participants with a thorough understanding of the key players, their roles and responsibilities and the processes involved in Accreditation. Participants will gain a good understanding of the importance of Accreditation and the part they play.

½-day course – 2 CPD points

Plan Processing

This course will give participants the knowledge and understanding of good practice in plan processing as required to ensure the delivery of a compliant design for the end user.

1-day course – 4 CPD points

Site Inspection

This course provides participants with knowledge and understanding of good practice in site inspections so as to ensure buildings are constructed to comply with the consented drawings and specifications and will be compliant when completed.

1-day course – 4 CPD points

Structure

This course gives participants knowledge and understanding of the role of building controls and standards in the design and construction of timber-framed buildings, with a focus on B1/AS1 and NZS 3604.

3-day course – 12 CPD points

B2 Durability

This course explains durability requirements of various building materials, ensuring the continued safety and health of building users. Materials covered include timber, concrete, steel connections, steel structures, claddings, membranes, sealants and tanking.

2-day course – 8 CPD points

D1 and F1-4

This course sets out performance requirements for these Building Code clauses and how to meet these to provide safe and accessible access routes and safeguard people in the construction and use of buildings from injury or illness.

1-day course – 4 CPD points

E2 Weathertightness

This course will provide an understanding of the Acceptable Solution E2/AS1, the mechanics of water and the application of these principles to ensure compliance with E2 External Moisture and make buildings weathertight.

2-day course – 8 CPD points

H1 Energy Efficiency

This course will provide an understanding of the mechanics of heat transfer and how to provide insulation of various types to ensure a building provides a safe and warm environment that is energy efficient and meets the requirements of Building Code clause H1.

1-day course – 4 CPD points

Fire Documents – focused on C/AS1

This course focuses on the Acceptable Solution C/AS1 in relation to Residential Buildings. The course includes Fire Separations and Means of Escape and involves working through a case study.

1-day course – 4 CPD points

Plumbing and Drainage

This course provides the ability to identify different plumbing and drainage systems and approaches, consent and inspect these installations and recognise unsafe installations to ensure Building Code compliance.

3-day course – 12 CPD points

Services and Facilities

This course provides the information and understanding to be able to explain the requirements in Building Code clauses G1 Personal Hygiene, G2 Laundering, G3 Food Preparation, G4 Ventilation, G7 Natural Light, G8 Artificial Light, G9 Electricity and E3 Internal Moisture.

2-day course – 8 CPD points

FACILITATED FUNDAMENTAL LEVEL COURSES

Boosting competence and competency and enhancing productivity, these courses are core to career progression and are valued by BCA managers to lift performance. Fundamental courses are designed to extend or refresh the learning of those with some experience in building surveying and control. They cover requirements for both residential and commercial buildings.

Building Controls

This course will give participants an understanding of the 'Big Picture' in terms of the building environment, local government and private sector building controls, agencies, people and language, and how as a building official they fit into that picture.

3-day course – 12 CPD points

NZS 3604 Timber-framed buildings

The Acceptable Solution for timber-framed houses provides the backbone of most residential construction in New Zealand. A thorough understanding of the provisions and application of this document to compliant timber design and construction is essential to the building surveyor in carrying out their functions.

4-day course – 16 CPD points

NZS 4229 Concrete Masonry

This course provides a thorough understanding of the requirements and application of the Acceptable Solution for masonry buildings, essential to the building surveyor in ensuring compliant masonry design and construction.

1-day course – 4 CPD points

Light Steel Framing

This course covers the NASH standard – Residential and Low-rise Steel Framing Part1: Design Criteria which is an Acceptable Solution for steel-framed housing and supports the building surveyor to ensure compliance through their role.

1-Day course – 4 CPD points

H1 Energy Efficiency

This course provides an understanding of the mechanics of heat transfer and how to provide insulation of various types to ensure a building provides a safe and warm environment. It makes sense of the various paths to compliance including schedule, calculation and modelling methods.

2-day course – 8 CPD points

E2 Weathertightness

This course provides an understanding of the Acceptable Solution E2/AS1, the mechanics of water and the application of these principles to ensure compliance with E2 External Moisture and make buildings weathertight.

2-day course – 8 CPD points

B2 Durability

This course covers the durability requirements of various building components, ensuring the continued safety and health of building users. Materials covered include timber, concrete, steel connections, steel structures, claddings, membranes, sealants and tanking.

2-day course – 8 CPD points

D1 and F1-4

This course sets out performance requirements for these Building Code clauses and how to meet these to provide safe and accessible access routes and safeguard people in the construction and use of buildings from injury or illness.

1-day course – 4 CPD points

Services and Facilities

This course covers services and facilities as specified in Building Code clauses G1 to G9 and E3. It covers the Acceptable Solutions and Verification Methods for Building Code compliance for such things as personal hygiene, laundering, food preparation facilities, ventilation, the interior environment, airborne and impact sound, natural light, artificial light, electricity and internal moisture.

2-day course – 8 CPD points

Plumbing and Drainage Compliance

The adequate supply of potable water and the safe disposal of foul water are essential for the wellbeing and health of individuals and the community. This course provides the thorough understanding needed by a building surveyor of the mechanics and methods of: cold water supply, safe water heating, hot and cold water distribution, disposal of surface water, and the safe collection and disposal of foul water to an approved outfall.

3-day course- 12 CPD points

Plumbing and Drainage AS/NZS 3500.2

This course covers AS/NZS 3500.2 and includes a refresher of Building Code performance criteria for G13 Foul Water. It looks at floor waste gullies, overflow relief gullies, 3500.2 underfloor drainage applications, gradients and venting, stacks (single stack -fully vented) and a mix and match with G13/AS1 and G13/AS2. The course has a residential focus with similarities/differences to commercial situations explained.

2-day course – 8 CPD points

Beginner Fire

This comprehensive workshop provides participants with a thorough understanding of Fire Documents C/AS1 and C/AS2. The course also looks ahead to the VM and alternative solutions.

2-day course – 8 CPD points

Intermediate Fire – The Fire Engineering Brief

This course provides building surveyors with a sound understanding of the Fire Engineering Brief (FEB) process and how Councils can play a more effective role. It looks at the roles of the various stakeholders, levels of FEB from basic to complex alternative solutions and the documentation required for a FEB.

1-day course – 4 CPD points

BWoF and Specified Systems

This course gives participants an in-depth knowledge and understanding of the Compliance Schedule regime, including how a compliance schedule should be prepared. The requirements for Warrants of Fitness and other documentation are provided, along with an explanation of each specified system and the inspection and maintenance regimes that ensure the safe operation of these systems.

3-day course – 12 CPD points

NZHHA Solid Fuel Heating

This partnership course with the New Zealand Home Heating Association ensures participants are aware of the latest product and technical developments, all important installation requirements and common areas of installation non-compliance.

2/3-day course – 3 CPD points

FACILITATED ADVANCED LEVEL COURSES

Advanced courses are designed to further extend learners' competency and confidence and address more complex aspects of building surveying and control.

Advanced Learning Workshop Series (annual)

Introduced in 2024, this advanced two-day series of four face-to-face workshops is designed for more experienced building surveyors. The focus is on learning with engagement and the series includes a panel Q&A and networking session.

It is anticipated that the 2025 series will be held in October with topics to be confirmed early in 2025.

“

Rated as one of the best courses they have attended, loved the topics and interaction with the other participants... an education formula that's proven to be a winner.

”

Warren Taylor

Manager Building Unit, Waimakariri District Council.

Advanced Fire

This course provides a more advanced view of the NZ Building Code clauses C1-C6 Protection from Fire and C/VM2. This advanced course is suitable for anyone dealing with designs beyond the Acceptable Solutions or with alterations to existing buildings who needs to understand the NZ Building Code for Protection from Fire to help with ANARP or alternative solutions decisions.

1-day course – 4 CPD points

Advanced BWoF

This course is designed as a refresher/supplementary course to the fundamental 3-day BWoF and Specified Systems course. Its contents include Building Act requirements, performance standards, inspection, maintenance and reporting procedures, the different specified systems, forms, and more.

1-day course – 4 CPD points

Advanced Compliance Schedules

Like the Advanced BWoF course, this course is designed as a refresher/supplementary course to the fundamental 3-day BWoF and Specified Systems course, but it extends in more detail over two days and focuses on compliance schedules and specified systems.

2-day course – 8 CPD points

Difficult to Consent

This workshop provides guidance on New Zealand's regulatory system and how to apply it beyond the normal bounds of typical residential, commercial and industrial construction. This includes building control considerations for boats, vehicles, yurts and shipping containers, as well as off-site and off-shore prefabrication, modular construction and transportable buildings' construction methodology that challenges our traditionally-accepted compliance pathways.

1-day course – 4 CPD points

As Near As Reasonably Practicable (ANARP)

This workshop provides a setting for participants to bring and contribute their knowledge to collectively broaden their own and others' understanding of the upgrading of existing buildings and apply "as near as is reasonably practicable".

1-day course – 4 CPD points

ONLINE SELF-PACED COURSES & PROGRAMME

Short duration, online, self-paced courses offer the flexibility to learn in your own environment, at your own pace, and at a time that works for you.

Each course takes between one and two hours to complete depending on your existing knowledge base. Upon enrolling you will be sent a link to your course/s.

Entry to BCA - Part One programme

The first part of the Entry to BCA programme is online and self-paced. This three-course programme provides the perfect introduction to the BCA environment and is suitable for those who are brand new or looking to enter the industry. It is an excellent step towards Entry to BCA Part Two. The three courses are:

- **Complying with the Building Code**
- **Introduction to Building Control Processes**
- **Writing for Building Control Officers.**

For course descriptions refer to the individual course listings below.

Restricting access to residential pools – Part 1

Part one of the BOINZ online pools suite covers the legislative requirements about restricting access to pools, why the legislation was introduced, and the roles and responsibilities of being an Independent Qualified Pool Inspector.

Residential pools – Acceptable Solutions F9/AS1 and F9/AS2 – Part 2

Part two of the BOINZ online pools suite has a specific focus on Acceptable Solutions F9/AS1 and F9/AS2 and is recommended for those who have previously completed the BOINZ online Restricted Access to Residential Pools course or those who would like to have an in-depth knowledge of the technical detail.

Complying with the Building Code

Complying with the Building Code is designed as an introduction to the Building Code System, or as a refresher, for people entering or working in the building industry.

Introduction to Building Control Processes

This course is an introduction to the building control process from a project information memorandum to the issuing of a code compliance certificate.

Writing for Building Control Officers

This course covers the fundamentals of writing for BCOs including writing associated with consenting and inspecting. This course can be completed at your own pace and has no assessment attached to it. You receive a downloadable PDF upon completion to assist you moving forward.

Introduction to Compliance Schedules and BWoF

This course provides knowledge and understanding of the compliance schedule – building warrant of fitness regime. It includes the preparation of a compliance schedule from the specified system inspection, maintenance and reporting information in the building consent application through to issuing BWoFs and amending compliance schedules.

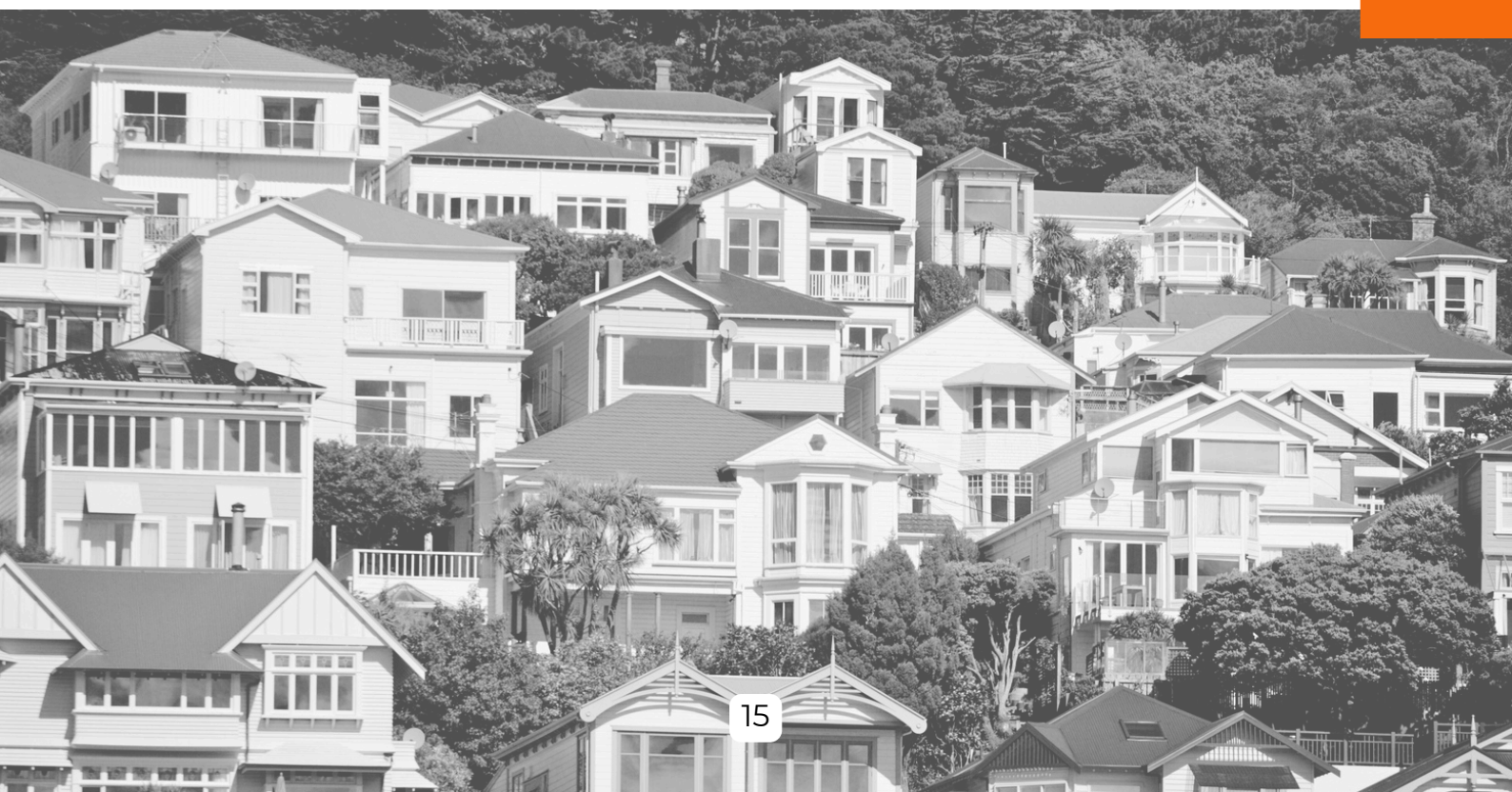
GUIDE TO COURSE PRICES

Prices shown here are a guideline for individual enrolments as at 1 January 2025 and exclude GST. Prices may change due to market impacts and size of course. For actual course prices, please refer to course listings in our Training Calendar which can be accessed on the BOINZ website. The Training Calendar shows scheduled courses.

As a membership organisation, BOINZ provides its members with a substantial discount on training courses. This benefit reflects the importance to BOINZ of its membership base and ongoing commitment to building surveying professionalism. If you want to find out more about being a BOINZ member, contact membership@boinz.org.nz.

Inhouse Group Training Prices

To ask about inhouse group training prices, please contact training@boinz.org.nz. These depend on factors like group size and membership status of group participants.



FACILITATED COURSES

- Entry, Fundamental, Advanced except for Fire courses

Number of days	Member excl GST	Non-member excl GST
1/2	\$445.00	\$695.00
1	\$595.00	\$995.00
2	\$925.00	\$1,495.00
3	\$1,370.00	\$1,995.00.
4	\$2,095.00	\$2,995.00

FACILITATED FIRE COURSES

- Entry, Fundamental, Advanced

Number of days	Member excl GST	Non-member excl GST
1/2	\$455.00	\$745.00
1	\$665.00	\$1,105.00
2	\$1,030.00	\$1,660.00

ONLINE, SELF-PACED COURSES

Member excl GST	Non-member excl GST
\$150.00	\$195.00

PROGRAMMES AND SERIES

ENTRY TO BCA PROGRAMMES		
Programme	Member excl GST	Non-member excl GST
Entry to BCA - Part One	\$350.00	\$550.00
Entry to BCA - Part Two	\$6,900.00	\$9,500.00

ADVANCED LEARNING WORKSHOP SERIES		
Training Event	Member excl GST	Non-member excl GST
Full series	\$1,836.00	\$2,236.00
Individual workshop	\$540.00	\$740.00
Panel/networking event	Flat rate \$50.00 excl GST	

HOW TO ENGAGE WITH AND ENROL IN BOINZ TRAINING

Enrolling is simple. We encourage discussion with the Professional Development Manager as to course suitability and any particular needs. Then we offer a simple online enrolment process via the BOINZ website.

ENROLLING IN COURSES

You can find our scheduled courses listed in the Training Calendar. The calendar is located in the Training Academy section of the BOINZ website (www.boinz.org.nz), under the Face to Face Training tab.

ENROL VIA THE WEBSITE

Clicking on a course in the calendar will take you to its enrolment details and registration link. There you can register yourself or on behalf of others.

ENROL BY CONTACTING THE TRAINING ACADEMY

You can also contact the Training Academy, using the email addresses below, and ask us to process the enrolment for you. You'll simply need to provide the names of the participants, the course name, the participants' email addresses and the invoicing details.



CONTACT US

If you have any questions about BOINZ training, want to discuss your training or the training needs of your team, or enrol a participant please don't hesitate to contact the Training Academy.

This includes any questions about running face to face training in your location, developing a new course or running courses tailored to your group's needs.



04 473 6003



training@boinz.org.nz

admin@boinz.org.nz



www.boinz.org.nz

TRAINING ACADEMY TERMS & CONDITIONS

Registration agreement

1. Building Officials Institute of New Zealand (BOINZ) courses are open to the general public, however, participants must be at least 18 years of age.
2. All courses are offered as continuing education courses unless clearly specified in the course's description.
3. Course duration is effective from the later of:
 - The date that the participant receives access to the e-learning materials (course materials), and
 - The date upon which BOINZ receives and processes the participant's payment for the course fees in full.
4. When registered for a course, the participant warrants to BOINZ that all information provided is complete and accurate.
5. When registering for a course, the participant will supply a suitable email contact so that prior to the course start date, an email containing relevant course information can be sent to the participant.

Acceptance of Terms and Conditions

6. The participant's registration for any training with BOINZ constitutes acceptance by the participant of these terms and conditions.
7. BOINZ reserves the right, at any time, to modify, alter or update these terms and conditions without prior notice. Modifications, alterations or updates shall become effective immediately upon the participant being informed of these modifications, alterations or updates. A participant's continued engagement with BOINZ after modifications, alterations or updates are notified constitutes an acknowledgement and acceptance of the modifications, alterations or updates.

Payment

8. Payment in full is required at the time of registration.
9. Payment must be made via credit card through the BOINZ Online Training Academy website unless otherwise agreed between BOINZ and the participant. There is a 2.5% surcharge to payments made using a credit card. All fees are billed in New Zealand Dollars.
10. The participant accepts that they are required to pay the full amount of the course fees even if they do not complete the course.

Member Investment Eligibility

- 11.** To claim the Institute's Member's discounted rate for attendance at any event, attendees must be current financial members of the Institute. Please check that your membership is current with no outstanding subscriptions due. Members who are non-financial at the time of the event they have been registered for may incur an additional charge.

Refund Policy

- 12.** Should a participant need to cancel their attendance prior to an event for which they have registered, notice of this with a valid reason must be received in writing by the Training Academy. The Training Academy will decide whether the reason is valid.
- 13.** The following fees will be applied to cancellations:
- 15-120 working days' notice: 25% cancellation fee
 - 10-14 working days' notice: 30% cancellation fee
 - 2-9 working days' notice: 50% cancellation fee
 - 24 hours' notice: no refund
 - No show: no refund
 - No valid reason for non-attendance: no refund.
- 14.** If a participant withdraws from a course, the Training Academy may accept a substitute who meets the course criteria. In the case of a substitution, there is no cancellation fee.
- 15.** If a participant wishes to withdraw from a course, they can transfer their fees to another available course of the same or a greater price without incurring a cancellation fee. If the new course fee is greater, the participant must pay the fee difference before attending the new course.
- 16.** Course transfers and substitutions incur a \$75.00 (GST exclusive) administration fee.
- 17.** Course transfers are not applicable as soon as the participant accesses the course materials.

Course cancellations and postponements

- 18.** BOINZ courses require minimum numbers of attendees to be registered for viability purposes prior to the event starting. Should minimum registration numbers not be reached for an event, BOINZ will make its best endeavours to reschedule the event or offer participants a suitable alternative such as a transfer or credit note or, if all participants agree to it, running the course at a slightly higher fee. In the case of face-to-face events, potential attendees will be advised two weeks prior to an event of the event's potential cancellation due to minimum numbers not being reached.
- 19.** When booking travel and accommodation to attend a course, participants should book travel and accommodation that can be refunded or transferred in the event of postponement or cancellation. While making its best endeavours to ensure events proceed as scheduled, The Training Academy will not be held responsible for any costs incurred.

Course content

- 20.** BOINZ will make all reasonable efforts to deliver the course as outlined on the website.
- 21.** BOINZ reserves the right to make reasonable amendments and updates to the content and syllabus of a course when necessary.
- 22.** The suggested duration of a course is to be used as an indication of the amount of time required to complete the course.
- 23.** To ensure participants can successfully participate in BOINZ online courses, participants should review the performance of their technology.

Continuing Professional Development (CPD) Points*

- 24.** Where Training Academy training events are allocated CPD points, these points will be recorded by the Training Academy and certificates will be provided after course completion. *CPD programme is in review (December 2024).

Copyright and prohibition on plagiarism of course materials

- 25.** The participant acknowledges that copyright in all of the course materials is owned by BOINZ and registration is deemed to be acknowledgement.
- 26.** Participants are authorised to use the course materials solely for the purposes of undertaking the course.
- 27.** Participants may use BOINZ course materials for their own personal study and educational purposes only, and BOINZ grants the participant a limited, non-exclusive licence for these purposes. This licence does not include a right to:
 - Use, reproduce, duplicate, modify, alter, adapt, or amend any such course materials or any of the underlying materials in any way, whether directly or indirectly,
 - Asset ownership or rights in respect of any course materials, and/or
 - Disseminate, distribute or provide course materials to any third party, including within a participant's organisation and/or to a participant's employer.
- 28.** Without limiting clause 27 in these terms and conditions, participants shall not copy (electronically or in hard copy) any of the course materials or any part of the course materials, or share the course materials or any part of the course materials with any other person.
- 29.** Participants shall be liable for any and all loss or damage which may be caused to BOINZ by:
 - The participant's storage, use or sharing of the course materials or part thereof, and
 - The storage, use or sharing of the course materials or part thereof, by any other person where that person acquires the course materials from the participant or via access to the participant's account where that access was achieved due to an act or omission by the participant.
- 30.** Without prejudice to clause 29 in these terms and conditions, the participant indemnifies and keeps indemnified BOINZ from and against all costs, claims, demands, liabilities, expenses (including legal expenses), damages or losses arising out of or in connection with any act, omission, default or breach of its obligations to BOINZ, in respect of the course materials.

Limitation of liability

- 31.** While all reasonable care will be taken in the preparation of the course materials, BOINZ accepts no liability whatsoever for any consequence (direct or indirect) as a result of the use of the course materials. The participant indemnifies BOINZ (and BOINZ officers, employees and agents) from any liabilities, claims, costs, loss (including consequential loss) or damage suffered or caused by reason of the participant's use of the course materials.

External Websites

- 32.** BOINZ's websites may contain links to other websites or materials over which BOINZ does not have control (External Websites). BOINZ is not responsible for and makes no representations or warranties in relation to the content of such External Websites, and such links do not constitute an endorsement by BOINZ of the content contained in those External Websites. A participant's use of External Websites is at their own risk and is subject to the terms and conditions of use and privacy policies located on those External Websites.

Information and privacy

- 33.** BOINZ will make reasonable efforts to keep any information on participants secure and to ensure BOINZ employees or agents who have access to this information do not conduct any unauthorised use, modification, reproduction or disclosure of that information.
- 34.** For the purpose of facilitating the efficient running of BOINZ, the participant authorises BOINZ to:
- collect all information BOINZ may require from any third parties and the participant authorises those third parties to release that information to BOINZ
 - hold all information given by a participant or any third parties to BOINZ, and
 - use that information, including giving information to any other person to facilitate collection of debts from a participant.
- 35.** The information will be collected, held and used on the condition that:
- BOINZ will use reasonable endeavours to hold it securely, and
 - It will be accessible to any of the BOINZ employees and agents who need access to it for the efficient running of BOINZ, and
 - A participant may request access to and correction of it at any time.
- 36.** BOINZ may send a participant information such as newsletters, updates and other material that may be relevant or of interest to a participant. Unless a participant informs BOINZ otherwise, BOINZ will assume that the participant agrees to receive this information.

Waiver and forbearance

- 37.** All BOINZ's rights will remain in full force despite any delay in enforcement under these terms and conditions. BOINZ will not be deemed to have waived any right unless that waiver is in writing and signed by a duly authorised officer of BOINZ. Any waiver will apply only to the particular matter in respect of which it is given.

Entire contract

- 38.** BOINZ and the participant agree that these terms express the complete agreement between them in relation to the relevant online course. There has been no representation made by either party to the other except as expressly set out in these terms and conditions.

Governing law

- 39.** These terms and conditions are to be governed by and construed in accordance with the laws of New Zealand.





