



NEW ZEALAND INSTITUTE OF BUILDING SURVEYORS INC

Freephone 0800 11 34 00
www.buildingsurveyors.co.nz

REGULATION 04 - ANNUAL MEMBERSHIP PROGRAMMES

- CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME
- WORK VERIFICATION PROGRAMME
- PROFESSIONAL INDEMNITY VERIFICATION

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

The Programme

In order to maintain Registered Membership of the Institute, members are required to make a commitment to a prescribed number of hours of recognised CPD study.

Members are required to undertake 25 hour equivalents of CPD study in each year period prior to each annual renewal of their membership.

The "hour equivalent" will be the formal time period adopted to measure the progress of members in this area and will be granted as follows :

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| 1 | Attendance at NZIBS Annual General Meeting | On an annual basis, attendees at the NZIBS Annual General Meeting will be advised of the hour credits that will be awarded for attendance at that meeting. |
| 2 | Attendance at seminars | One hour equivalent may be claimed for each hour of seminar time, where attending NZIBS conference, short courses, BRANZ or other construction related seminars. A maximum of up to 15 hours can be claimed annually. |

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| 3 | Professional Reading | One hour equivalent may be claimed for each three hours of professional reading undertaken. The reading material must be identified in the claim. Up to a maximum of 5 hours annually. |
| 4 | Legislation Familiarisation | One hour equivalent may be claimed for each 3 hours for familiarisation with changes to construction related legislation. A one off claim to a maximum of 5 hours annually may be made for familiarisation with any construction related Legislation change. Any claim will only be valid within two years of the legislation change. |
| 5 | Compliance Document Familiarisation | One hour equivalent may be claimed for each 3 hours for familiarisation with changes to Compliance Documents, including related Standards and other documents. A one off claim to a maximum of 5 hours annually may be made for familiarisation with Document changes. Any claim will only be valid within two years of the Document change. |
| 6 | Professional body participation –
- Institute of Arbitrators & Mediators
- Institute of Architects
- Institution of Professional Engineers
- Institute of Quantity Surveyors
- or other approved by the Executive | One hour equivalent may be claimed for each two hours of participation on Executive or national or local committee for NZIBS or other approved construction professional body. Up to a maximum of 5 hours annually. |
| 7 | Professional publishing | One hour equivalent may be claimed for each hour for the publication of a construction related article in an approved professional publication. Up to a maximum of 5 hours annually. |
| 8 | Teaching | One hour equivalent may be claimed for each 3 hours for the preparation and presentation of materials for lecturing, teaching or training students, candidates or staff. Training is to be in construction related course material and the nature of the training must be identified in the claim. Excludes full time lecturers. Up to a maximum of 5 hours annually. |

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| 9 | Additional qualifications | One hour equivalent may be claimed for each 5 hours of study towards an approved professional degree or diploma. Up to a maximum of 10 hours annually. |
| 10 | Research | One hour equivalent may be claimed for each 10 hours of research on a construction related subject at an approved education establishment, or by the NZIBS Executive. Not research on a daily basis as part of the members work. Up to a maximum of 10 hours annually. |
| 11 | General | A claim for an allowance of hour equivalents may be made for any activity which has a professional development component, including report research and industry update research – with a final judgement on the matter resting in the hands of the Executive. |
| 12 | CPD Additional requirement for Weathertightness Remediation Panel membership | It is a requirement for Panel Membership that Panel members complete 10 hour-for-hour equivalents of CPD study annually in addition to NZIBS member requirements for CPD. The CPD study for this section shall be specific to Weathertightness and Remediation related issues. The nature of the study must be identified in the claim. |

Monitoring

Members are required to complete an entry on CPD diary sheets provided by the Institute for each group of hour equivalents claimed (i.e. a member claiming for hour equivalents of CPD time for attendance at the NZIBS Annual General Meeting, would need to make an entry in his/her CPD diary to have that time allowance approved).

Diary sheets should be forwarded on a yearly basis for approval by the Institute's Executive and will be reviewed in detail to ensure the time claimed met the standards set by Executive.

Participation

The satisfactory completion of the CPD requirement will form the basis upon which the annual Practicing Certificate will be issued.

This programme has been instigated on a mandatory basis on the understanding that those with whom we deal, both within and outside the industry, can be assured that we, as Institute members, are kept informed of new methods, products and

technologies as they become available and the member's competencies are being adequately maintained.

Time Frame

CPD diary sheets will be provided to members along with the annual subscription account in July. These should be returned completed with the subscription and Work Verification form. No practicing certificate will be issued until the CPD requirement has been submitted and verified.

If the CPD sheets have not been received by 31 August, a written reminder will be forwarded to the member advising that the CPD programme is mandatory for continued membership.

In the event that CPD sheets remain outstanding as at 30 September, the member will cease to retain membership and will be advised accordingly in writing.

If any clarification or assistance is required, the Secretary should be contacted. A return contact from the Annual Membership Convenor will then be arranged.



CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMME FOR REGISTERED BUILDING SURVEYORS

ANNUAL CLAIM FORM

Member Name

Year ending

Remediation Panel Member Yes/No (Circle applicable option)

Members are required to undertake 25 hour equivalents of CPD Study in each year period prior to renewal of their membership. Refer to NZIBS Regulation 04 - Continuing Professional Development Programme for further information regarding annual CPD requirements.

CPD Activity – ATTENDANCE AT NZIBS ANNUAL GENERAL MEETING		
Description	Date of Attendance	Approved claim
Total CPD hours claimed for attendance at AGM in the year for which the CPD claim is made – (maximum 4)		Hours claimed

CPD Activity – ATTENDANCE AT NZIBS CONFERENCE, SEMINARS AND SHORT COURSES or other approved by Executive		
Description	Date of Attendance	Length of Seminar
Total CPD hours claimed for seminars – (maximum 15 hours annually)		Hours claimed

CPD Activity – PROFESSIONAL READING			
Publication	Hours spent	Publication	Hours Spent
Total CPD hours claimed for professional reading – (maximum 5 hours annually)			Hours claimed

CPD Activity – LEGISLATION FAMILIARISATION SPECIFIC TO CONSTRUCTION			
Publication	Hours spent	Publication	Hours Spent
Total CPD hours claimed for Legislation Familiarisation – (maximum 5 hours annually)			Hours claimed

CPD Activity – COMPLIANCE DOCUMENT FAMILIARISATION SPECIFIC TO CONSTRUCTION			
Publication	Hours spent	Publication	Hours Spent
Total CPD hours claimed for Compliance Document Familiarisation – (maximum 5 hours annually)			Hours claimed

CPD Activity – PROFESSIONAL BODY PARTICIPATION (construction profession only)	
Description of activity/responsibility	Name of Professional Body
Total CPD hours claimed for professional body participation – (maximum 5 hours annually)	Hours claimed

CPD Activity – PROFESSIONAL PUBLISHING (Writing construction related articles for professional Journals or publications)	
Description of activity	Publication
Total CPD hours claimed for professional publishing – (maximum 5 hours annually)	
	Hours claimed

CPD Activity – TEACHING (teaching, lecturing or training personnel in a construction related subject)	
Subject	Training Establishment
Total CPD hours claimed for teaching/lecturing – (maximum 5 hours annually)	
	Hours claimed

CPD ACTIVITY – ADDITIONAL QUALIFICATIONS (study towards an approved degree or diploma)	
Qualification	Where Studied
Total CPD hours claimed for Additional Qualifications – (maximum 10 hours annually)	
	Hours claimed

CPD ACTIVITY – RESEARCH (research project for approved education establishments or NZIBS executive)	
Research Topic	Authorised by
Total CPD hours claimed for Research – (maximum 10 hours annually)	
	Hours claimed

CPD ACTIVITY – GENERAL (Other CPD items including work related research)	
Project Description	
Total CPD hours claimed for General CPD activity – (maximum 10 hours annually)	Hours claimed

Signed	Date	Annual Total Claimed
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Annual Membership Programme Convenor	Date
Checked	
Comment	

WEATHERTIGHTNESS REMEDIATION PANEL CPD ADDITIONAL REQUIREMENT		
Study Description	Date	Hours claimed
Total CPD hours claimed– (10 hours annually required)		Hours claimed



WORK VERIFICATION PROGRAMME

The Work verification programme is the means for establishing a member's compliance with Regulation 01 – REGISTERED MEMBERSHIP which states *“A pre-requisite of continuing Registered Membership of the Institute is that the member shall be actively involved in the work of a Building Surveyor.”*

Members are required to undertake a minimum of 300 worked hours in each year period prior to each annual renewal of their membership. The year shall be the financial year of the Institute from 1 July to 30 June.

The “hours worked” will be the formal time period adopted to measure the progress of members in this area and will be granted in relation to the Member undertaking Building Surveying work. This will not include any administration component.

The member will be required to achieve a minimum of 200 worked hours per worked year in the core and developed role section. The remainder may be achieved by working in the related roles section.

MONITORING

Members are required to complete an entry on Work Verification diary sheets provided by the Institute for each group of worked hours claimed.

Diary sheets should be forwarded on a yearly basis for approval by the Institute's Executive and will be reviewed in detail to ensure the time claimed met the standards set by Executive.

PARTICIPATION

The satisfactory completion of the Work Verification requirement, will be the basis upon which the annual Practising Certificate will be issued.

This programme has been instigated on a mandatory basis on the understanding that those with whom we deal, both within and outside the industry, can be assured that we, as Institute members, are kept informed of new methods, products and technologies as they become available and the member's competencies are being adequately maintained through the member being actively involved in the work of a Building Surveyor.

CONFIDENTIALITY

The information forwarded by the members and contained within the body of the completed Work Verification form shall remain confidential to the Executive of the Institute and shall be used in such a manner so as to benefit the members.

TIME FRAME

Work Verification diary sheets will be provided to members along with the annual subscription account in July. These should be returned completed with the subscription and CPD diary sheets. No practicing certificate will be issued until the Work Verification requirement has been submitted and verified.

If the Work Verification sheets have not been received by 31 August, a written reminder will be forwarded to the member advising that the Work Verification programme is mandatory for continued membership.

In the event that Work Verification sheets remain outstanding as at 30 September, the member will cease to retain membership and will be advised accordingly in writing.

If any clarification or assistance is required, the Secretary should be contacted. A return contact from the Annual Membership Programme Convenor will then be arranged.



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WORK VERIFICATION PROGRAMME FOR REGISTERED BUILDING SURVEYORS

ANNUAL CLAIM FORM

Member Name

Year ending

Refer to Regulation 11 which identifies the Roles of a Building Surveyor. The member shall identify the approximate hours of work in the sections defined below that the have been undertaken during the financial year claimed. To satisfy the requirements of the work verification section of Regulation 04, registered members shall undertake a minimum of 300 worked hours undertaking Building Surveying work in each year period.

Worked hours should be based on building surveying work undertaken and no administration component should be included.

CONFIDENTIALITY

The information forwarded by the member and contained within the body of the completed Work Verification form shall remain confidential to the Executive of the Institute and shall be used in such a manner so as to benefit the members.

A) CORE AND DEVELOPED CORE ROLE WORK AREAS

The member must achieve a minimum of 200 worked hours per worked year in this section.

(1) Surveys and reporting

Description	Approximate Hours claimed
This section involves the surveying and reporting of building or construction works, whether under construction or complete, with regard to identifying faults, defects, compliance or condition.	

(2) Building Technology and Construction

Description	Approximate Hours claimed
This section involves the provision of advice, opinion, evaluation, design input or reviewing of building or construction materials, systems and documentation.	

(3) Building Management

Description	Approximate Hours claimed
This section involves asset management, which is planning and monitoring the purchase, use, maintenance and disposal of physical assets, such as buildings and plant, in order to maximise the potential of those assets.	

(4) Dispute Resolution

Description	Approximate Hours claimed
This section involves aspects of dispute resolution and litigation relating to the Core and Developed Roles of a Registered Building Surveyor.	

(5) Developed Core Role Areas

Description	Approximate Hours claimed
Weathertightness surveys	
Weathertightness Remediation	
WORKED HOURS CLAIMED FOR YEAR IN THIS SECTION (200 hours minimum)	

B) RELATED WORK ROLE AREAS

Where the member has not achieved, or claimed, in excess of 300 worked hours in Section A above, the additional hours required to reach the mandatory total of 300 worked hours per year may be claimed in this section, provided the works claimed are related work as defined in Regulation 11 and the total claim in Section A is in excess of 200 worked hours.

Description	Approximate Hours claimed
Identify areas of work undertaken and approximate hours worked in each area claimed.	

WORKED HOURS CLAIMED FOR YEAR IN THIS SECTION	
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TOTAL CLAIMED FOR YEAR (Sections A + B)

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I declare that in accordance with the membership Rules of the Institute, that I am actively engaged in the work of a Building Surveyor and that the hours claimed above are a fair and reasonable representation of my annual work apportionment.

Signed **Date**

Annual Membership Programme Convenor Checked	Date
Comment	



PROFESSIONAL INDEMNITY INSURANCE VERIFICATION

DECLARATION

I declare that in accordance with the membership requirements of the Institute, I carry Professional Indemnity Insurance or am indemnified, for works that I undertake as a Building Surveyor.

I further declare that I will maintain the above cover for the period for which the annual subscription accompanying this declaration applies.

Signed

Date

Annual Membership Programme Convenor Checked	Date
Comment	