



New Zealand
Institute of
**BUILDING
SURVEYORS**

NZIBS INDIVIDUAL MENTOR INFORMATION PACK

**Supporting NZIBS Transitional
Sole Practitioner Members**

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Section 1:

WELCOME FROM THE PRESIDENT

Thank you for volunteering as a NZIBS Individual Mentor. As you are no doubt aware, to achieve “**Registered Building Surveyor**” status in NZIBS, a Transitional Member is required to complete and pass a rigorous process involving training courses, mentoring and examinations, leading to a final Assessment of Professional Competence (APC) interview.

This process was put in place to ensure all those that become Registered Building Surveyors have demonstrated to their peers that they are professionally competent to work in this field. The mentor’s role in this process cannot be underestimated in guiding those starting out in their building surveying careers towards achieving this goal through providing direction, advice and a sounding board for concerns and queries.

As a mentor to transitional members preparing to progress towards registered member status your role is to:

- Be in contact with the Transitional Member on a quarterly basis at a minimum, or as requested to assist in any day to day queries. Help support them and provide a mentor’s report back to NZIBS each quarter (refer to the attached Transitional Member Mentor Report Template (July 2017 version) for details) We encourage face to face meetings. Please note: contact and timely submission of the mentor reports are intended to be driven by the transitional member.
- Provide support to the Transitional Member when completing their NZIBS specified continuing professional development (CPD) programme and Core Modular Training each year.
- Identify at the beginning what time you are able to dedicate and any costs associated should you need to charge the Transitional Member for extra support. The role of an Individual mentor is typically voluntary however depending on the needs of the Transitional Member some may require more time and support than others.
- Make the Transitional Member aware of the requirement to carry professional indemnity insurance at all times for the building surveying work they undertake.

These steps are to ensure our Transitional Members fulfil and maintain the high standards demanded of them in relation to NZIBS rules and regulations. It is important all members remain current and enhance their knowledge and skills throughout their careers to cope with the constantly developing world of construction and building surveying.

To learn further please visit our website www.buildingsurveyors.co.nz

Again, I wish to pass on my sincere thanks to you for taking up this role; I look forward to hearing how you are going and seeing new members become registered in the Institute due to the help and support so kindly offered by like-minded members of our organisation.

Heather Crilly
NZIBS President

Section 2:

NZIBS Mentor Information Pack

On behalf of the New Zealand Institute of Building Surveyors (NZIBS), we would like to welcome and congratulate you on becoming a NZIBS Approved Individual Mentor.

This membership information pack summarises what a new Transitional Member needs to do and how to become a Registered Member of the NZIBS.

To gain NZIBS Registered Membership status the following membership criteria needs to be satisfied, as required by the Institute's Rules and Regulations;

- Members are required to pay an annual membership subscription as set by the Executive which needs to be paid by the 31st August each year – the Institute Secretary will send them an invoice reminder. After this date, a late penalty fee may apply.
- The Transitional Member is to arrange and confirm who their NZIBS mentor will be at the new membership interview. If they do not have a mentor nor know of a NZIBS Registered Member who can help mentor, NZIBS will suggest that the transitional member undertake the NZIBS Mentor Workshop Programme, after they have completed the ten training modules. The NZIBS is facilitating a group mentoring programme to meet the growing need for mentoring of our transitional members. The NZIBS Mentor Workshop programme is an eight month programme, which is facilitated by Registered NZIBS members. This will be available on a yearly basis (eight months programme in succession), starting in March.
- The appointed individual mentor will need to be a Registered Member of the NZIBS. The Transitional Member should keep in touch regularly with the mentor and we recommend that they meet with their mentor on a quarterly basis. The Transitional Member will need to complete and send the quarterly report into NZIBS which outlines their progress through their Transitional Membership – NZIBS will send a reminder and a schedule on when the reports are due in. The quarterly mentor templates are included in section 3 of this document. Please refer to the Annual NZIBS Mentor Workshop Programme for the quarterly mentor report due dates. It is the responsibility of the Transitional Member to submit these completed quarterly mentor reports in on time.

Please note: Historically, individual mentors have given their time freely to help mentor the Transitional Member, however this is something that you need to confirm at the beginning with the Transitional Member, in case you are unable to support the Transitional Member in all ways free of charge.

- We encourage you and the Transitional Member to become familiar and regularly visit our NZIBS website; **www.buildingsurveyors.co.nz**. The website has useful NZIBS resources and building surveying information. In particular, to familiarise the Transitional Member with the members' section on the website. Here, there are useful resources such as NZIBS Guidance notes and here you will find Membership Rules and Regulations.
- As part of their transitional membership (unless otherwise agreed with the Institute) they will need to undertake all of the NZIBS Core training modules (ten) as they work towards gaining Registered Membership. This training is provided through the NZIBS Education Centre for Technical Distinction. The Core Module training programme is part of the NZIBS Career Pathway to becoming a Registered Building Surveyor and is part of the NZIBS Assessment of Professional Competence (APC).

The 14 Institute core training modules available are as follows:

Module 1:	Introduction to the Building Act & Related Legislation	1 day
Module 2:	Properties of Moisture	1 day
Module 3:	The Building Envelope & Cladding Systems	2 days
Module 4:	Condition & Compliance Reporting	1 day
Module 5:	Residential Property Inspections	1 day
Module 6:	Forensic Investigations	2 days
Module 7:	Technical Report Writing for Expert Witnesses	1 day
Module 8:	Decay, Fungi & Moulds	½ day
Module 9:	Durability & Materials Performance	½ day
Module 10:	Building Remediation	1 day
Module 11:	Contract Administration	1 day
Module 12:	Asset Management & Maintenance Planning	1 day
Module 13:	Lease Reinstatement (Dilapidations)	1 day
Module 14:	Technical Due Diligence for Commercial Properties	1 day

Upon successfully passing all of the 14 modules, you will become eligible to apply for the NZIBS Diploma in Building Surveying – ISO9001:2015 (Level 5).

Both members and non-members can attend any of the Core Module training courses throughout the year.

Information on the core module training programme, timetable and location of venues are available on the NZIBS website. New members can enrol and pay for each module by completing the NZIBS Core module course registration form on the website. Registrations close two weeks prior to the scheduled course date and Terms and Conditions apply. Some new Transitional Members may be exempt from some of the above courses, this will be confirmed in writing to both the Transitional Member and the individual mentor.

- At the end of each core training module they have been required to attend, they will need to sit an examination. We strongly recommend that they prepare beforehand by studying and reviewing the pre-course reading provided. The pre-course reading is issued to attendees when registrations close two weeks before the scheduled course date. A minimum 70% pass mark on examination is required for satisfactory completion of each module. Some exams are open book based on the given pre-course reading otherwise all other exams are closed book. No electronics can be used in the examination, regardless of whether it is open or closed.
- For those who have completed their Core Module training in 2015 and since, you can now apply for the NZIBS Diploma in Building Surveying ISO9001; 2015. For future information please refer to the NZIBS Diploma in Building Surveying ISO9001:2015 – Core Module Training Programme.
- Another requirement of Transitional membership is the completion of an **Annual work diary** and the recording of approved **NZIBS Continuing Professional Development (CPD)**. Annual CPD records showing evidence of relevant building surveying work and training is to be accurately submitted to the NZIBS. CPD can be submitted online, via the Institute web site members Log In. Examples of relevant CPD could be attendance at the NZIBS Annual conference, March training day event, Institute CPD events, plus attending the Core Training Modules. Other external relevant education and training from other professional organisations or institutes can be counted.

Failure by transitional members to record their **Annual CPD in a timely manner can result in a fine**. The CPD year runs from 1 July to the end of June, year to year so the deadlines for final submission of their annual return is 30 June each year. All members can fill in their CPD at any time during this period, so don't leave it to the end! If the new member has not completed a full year, please ask them to contact the Institute Executive Assistant, to complete a manual CPD entry form.

- All members will need to provide annual confirmation that they carry adequate professional indemnity insurance, or provide confirmation that they are indemnified for the building surveying work that they undertake.
- After successful completion of their transitional membership period, the required Core Module training and mentor reports, transitional Members can apply for a final APC interview, where they are assessed on whether they are ready for Registered Membership. This is an important interview and is hosted by NZIBS executive members. The Transitional Member will be assessed on their training and experience during the final interview. Before submitting their application for the final APC interview, the Transitional Member will need to provide confirmation to NZIBS that they have fully completed their individual Transitional membership requirements. More information on the requirements of a final interview will be provided to the Transitional Member when they apply or are available on the NZIBS website. An application fee will apply.
- We would like to get the Transitional Member to a position of a final APC interview as soon as practicable, after their minimum Transitional period of membership has been completed. However, should the Institute need to extend their Transitional Member period more than the maximum period of five years, the Transitional Member will need to provide NZIBS with the following;
 - A completed application form for extension of time for transitional membership with the supporting information required. An application fee will apply. The extension of time application form is available from the NZIBS Institute Executive Assistant. The transitional member will need to provide an explanation and evidence of why they are applying for the extension which will then be considered by the NZIBS membership committee.
 - Confirmation of their current work verification – i.e. are they still working in the Building Surveying profession?
 - Any other criteria as may be determined on a case by case basis by the NZIBS Executive membership sub-committee.

The extension of time submission will be reviewed by the NZIBS Executive membership sub-committee for assessment of any approval for an extension to their Transitional Membership. There is no guarantee of an extension being granted.

- Please be aware that a Transitional member cannot at any time use the **Institute logos or the letters NZIBS**, nor any other designation related to NZIBS in any personal or business collateral, marketing or promotional profiling (such as a company website, stationary or LinkedIn). This requirement is to be most strictly observed by all Transitional Members. This is a strict requirement of Regulation 1 and sanctions exist for non adherence.

Section 3:

Individual Mentors Programme Overview

All new members joining the New Zealand Institute of Building Surveyors must nominate **one** of the following options;

1. Where there are two (2) or more Senior NZIBS Building Surveyors providing mentoring in an organisation/company that the Transitional Member works with, or
2. Nominate a NZIBS Senior Building Surveyor as your individual mentor for the duration of your transitional membership, or
3. Attend the NZIBS Mentoring Workshop Eight-month Programme.

Individual Mentor Requirements

Individual Mentors should have a minimum of three (3) years' experience as a Registered Building Surveyor and be able to demonstrate that they have a broad range of experience of core Building Surveying skills

The Mentor's responsibilities to the Transitional Member include;

- Assist with directing to publications for study such as BRANZ documents, Building Code references etc.
- To be available for regular contact with the applicant, and provide general guidance and assistance with regard to work practices of a Building Surveyor, at least once on a quarterly basis
- Attend or be available for teleconference quarterly meetings with the Transitional Member, and provide brief quarterly mentor reports and updates on the Transitional Member progress with regard to their study and experience gained, or when requested by the Executive.
- To sign-off the Core Role Achievement Recording indicating that they are satisfied that the Transitional Member is able to demonstrate sufficient professional competence in their core building surveying areas to satisfy the Institute's Executive that they are ready to be assessed for Registered Membership when they have completed all of their transitional membership requirements. To clarify, the Transitional Member does not have to demonstrate competence in all of the core roles listed in the Core Role achievement record. For example, if the work undertaken by the Transitional Member is primarily pre-purchase reporting, they would not be expected to demonstrate the same competence as when TM is supervised and exposed to a wider range of surveying work in a larger multi-disciplinary practice.

It is the Transitional Member's responsibility to ensure that these objectives are met and not the responsibility of the individual mentor, however it would be good if you can remind your Transitional Member.

Disclaimer

Please note: - A Mentor's role is voluntary. You are making yourself available to assist the member in gaining the experience and training needed to become a competent building surveyor and progressing towards Registered Membership of the Institute. Any information provided to the member applicant by the mentor should be treated in the strictest confidence and not discussed with any other parties. The mentor accepts no responsibility or liability for any of the actions the Transitional Member may take because of discussions or advice provided.

Section 4:

Other Useful Information

- Make sure that you and the new member are receiving our regular communication, for example; the NZIBS monthly external and the member newsletter and internal communications. If any contact details change, please let the Institute Executive Assistant know as soon as possible.
- We strongly encourage you and transitional members to attend events the Institute run regularly in New Zealand. Not only is this a great opportunity to network and build your knowledge base but it can possibly open up new business opportunities.

Thank you for taking up the role as a NZIBS Mentor, we look forward to supporting you and transitional members through their journey to becoming a Registered Building Surveyor.

If you have any questions, please contact:

Christina Overwater
Executive Assistant
NZ Institute of Building Surveyors Inc
Phone 022 6937685
Email christina@buildingsurveyors.co.nz
W: www.buildingsurveyors.co.nz

Attached are the following report templates;

- a. Quarterly Mentor Reports - to be completed by the applicant and mentor as directed
- b. Core Role Achievement Record. The mentor signs off each of these core roles when they believe the applicant has successfully achieved the requirements of each role.