

## **REGULATION 4 - ANNUAL MEMBERSHIP REQUIREMENTS**

### **ANNUAL MEMBERSHIP SUBSCRIPTIONS**

In order to maintain Membership of the Institute, Members are required to pay an annual membership subscription as set by the Executive. Membership runs from 1 July to 30 June the following year.

Where “Members” are referred to in this section this shall mean Transitional, Life and Registered Members only.

Invoices for the Annual Membership Subscription will be provided to Members annually in July. Subscription invoices shall be paid by 31<sup>st</sup> August. Once payment has been received, and their online Continuing Professional Development (CPD) record and verification forms are submitted and accepted, individual Member practicing certificates will be issued.

If payment and/or the CPD and verification forms have not been received by 31 August, a written reminder will be forwarded to the member and a penalty of \$200.00 may apply at the sole discretion of the executive for late payment or late submission of documents.

If payment remains outstanding as at 30 September, the Member will cease to retain Membership and will be advised accordingly in writing, at the sole discretion of the Executive. If payment is made after 30 September, the Executive at its sole discretion may reinstate membership.

### **CPD PROGRAMME & ANNUAL DECLARATION**

In order to maintain ongoing Transitional, Registered and Life Membership of the Institute, members must undertake CPD study and enter the details in their online CPD Diary for each group of hours claimed, against specific categories.

An electronic CPD Diary shall exist for each Member on the Institute’s website, under the individual Members profile/log-on. Time may be recorded for CPD activity during the year, as CPD is completed. CPD Diary entries shall be marked as complete and be submitted annually for approval by the Institute’s Executive by June 30, to coincide with the membership year. The membership/CPD year coincides with the annual subscription renewal and runs from 1 July to the end of June in each year.

Members are required to complete a minimum of 25 hours of CPD study in each year period prior to each annual renewal of their membership. The maximum number of hours that can be allocated to each category is shown in the central column in the table following. This means at least 3 areas of CPD will be required during the CPD year.

The only CPD which is mandatory is Ethics.

All Transitional, Life and Registered members are required to complete and pass the specified RICS Ethics module. Registered and Life members must complete this by 30 June 2018, or (if they are already RICS members) show that they have completed the module and passed within the three year period previous to 1 July 2018.

Transitional members must complete and pass the module before attending the final Assessment of Professional Competence (APC) interview.

**There is an ongoing requirement to sit and pass the specified Ethics module at least once every three years.**

An annual declaration must be made on-line under the individual Member's profile to confirm that the minimum 300 hours of building surveying work has been achieved during the year and that professional indemnity insurance or other indemnity is maintained that covers the member. The declaration and the annual CPD record shall then be reviewed in detail to ensure they meet Regulations regarding membership criteria and CPD activity, to check this has met the requirements set by Executive.

The CPD hours may be allocated as follows:

	CPD category	Max. hrs	Description
1	Attendance at NZIBS Annual General Meeting	3	3 hours for attending the full AGM.
2	Attendance at NZIBS Modules	12	8 hours for attending a full day module, 4 hours for half day module. An additional 2 hours can be claimed for successfully passing each module exam.
3	Maintenance of the NZIBS expected ethical standards.	5	<b>There is a one hour minimum requirement for Ethics</b> in each year when the specified Ethics module is not sat and passed One hour for reading a recognised publication on ethics
4	Attendance at other Training Seminars & Workshops	10	One hour may be claimed for each hour, when attending NZIBS conference and training courses, BRANZ or other related seminars or workshops.
5	Additional qualifications and distance learning	8	One hour may be claimed for each hour studying for a recognised construction related qualification.
6	Professional Reading including, but not limited to Legislation and Compliance Documents	8	One hour may be claimed for each hour studying recognised publications.
7	In-house education	5	One hour may be claimed for each hour attending in-house education.
8	Professional Body Participation	8	One hour may be claimed for each hour of participation on Executive or national or local committee for NZIBS or other recognised professional body.
9	Mentoring of Transitional members	8	One hour may be claimed for each hour spent.
10	Lecturing, examining & moderating, professional publishing & technical authorship	8	One hour may be claimed for each hour of preparation and presentation in construction related course material. The nature of the training must be identified in the record.
11	Research (or other: details to be provided)	4	One hour may be claimed for each hour of research on a construction related subject. The nature of the training must be identified in the record.

## CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMME

### ANNUAL CLAIM FORM

*(The Annual Claim can now be completed on the NZIBS Website)*

Member Name ..... Year ending .....

**Members are required to undertake 25 hour equivalents of CPD Study in each year period prior to renewal of their membership.** Please refer to the Table on the previous page for details of what can be claimed.

CPD Activity – 1. 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 3)		Hours claimed

CPD Activity – 2. ATTENDANCE AT NZIBS MODULES		
Description	Date of Attendance	Length of Seminar
Total CPD hours claimed for NZIBS Modules – (maximum 12 hours annually)		Hours claimed

CPD Activity – 3. MAINTENANCE OF THE NZIBS EXPECTED ETHICAL STANDARDS (KR2)			
Publication	Hours spent	Publication	Hours Spent
Total CPD hours claimed for NZIBS Ethical Standards (maximum 5 hours annually) –			Hours claimed

CPD Activity – 4. ATTENDANCE AT OTHER TRAINING SEMINARS AND WORKSHOPS	
Description of activity/responsibility	Name of Professional Body
Total CPD hours claimed for attendance at other training seminars and workshops – (maximum 10 hours annually)	Hours claimed

CPD Activity – 5. ADDITIONAL QUALIFICATIONS AND DISTANCE LEARNING	
Description of activity	Company Name
Total CPD hours claimed for additional qualifications and learning – (maximum 8 hours annually)	Hours claimed

CPD Activity – 6. PROFESSIONAL READING	
Description of activity	Name
Total CPD hours claimed for professional reading – (maximum 8 hours annually)	Hours claimed

CPD Activity – 7. IN-HOUSE EDUCATION	
Description of activity	Publication
Total CPD hours claimed for in-house education – (maximum 5 hours annually)	Hours claimed

CPD Activity – 8. PROFESSIONAL BODY PARTICIPATION	
Subject	Training Establishment
Total CPD hours claimed for professional body participation – (maximum 8 hours annually)	Hours claimed

CPD ACTIVITY – 9. MENTORING OF TRANSITIONAL MEMBERS	
Qualification	Where Studied
Total CPD hours claimed for mentoring of transitional members – (maximum 8 hours annually)	Hours claimed

<b>CPD ACTIVITY – 10. LECTURING, EXAMINING AND MODERATING, PROFESSIONAL PUBLISHING AND TECHNICAL AUTHORSHIP</b>	
Research Topic	Authorised by
Total CPD hours claimed for lecturing, examining & moderating, professional publishing & technical authorship – (maximum 8 hours annually)	Hours claimed

<b>CPD ACTIVITY – 11. RESEARCH (OR OTHER; DETAILS TO BE PROVIDED)</b>	
Research Topic	Authorised by
Total CPD hours claimed for research (or other; details to be provided) – (maximum 4 hours annually)	Hours claimed

<b>Signed</b>	<b>Date</b>	<b>Annual Total Claimed</b>

<b>Annual Membership Programme Convenor Checked</b>	<b>Date</b>
<b>Comment</b>	

## **WORK & PROFESSIONAL INDEMNITY INSURANCE VERIFICATION PROGRAMME**

The Work & Professional Indemnity Verification Programme is the means for establishing a Member's compliance with Regulation 1 – MEMBERSHIP, which states *“The Member must be actively involved in Building Surveying.” And that; “The Member shall carry Professional Indemnity Insurance, or be indemnified for the Building Surveying work they undertake”.*

*(Where “Members” are referred to in this section this shall mean Transitional, Life and Registered Members only)*

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 entries on the Work Verification (for each group of worked hours claimed) and Professional Indemnity Insurance Verification sections of their log-on/profile details on the Institute's website.

This information shall be completed and submitted annually 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 and Professional Indemnity Insurance 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 the Institute's 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 and Professional Indemnity Verification shall remain on the Institute's website under individual Member's log-on/profile. This information shall be completed annually by Members and submitted at the same time as the submission of their CPD Diary.

If the Work and Professional Indemnity Verification forms have not been completed and submitted via the website by 31 August, a written reminder will be forwarded to the Member advising that the Work and Professional Indemnity Verification requirement is mandatory for continued membership, along with a penalty of \$200.00.

In the event that the Work and Professional Indemnity Verification forms remain outstanding as at 30 September, the Member will cease to retain membership and will be advised accordingly in writing. If Work and Professional Indemnity Verification forms are submitted after 30 September the Executive, at its sole discretion, may reinstate membership.

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



## WORK VERIFICATION PROGRAMME

### ANNUAL CLAIM FORM

*(The Annual Claim Form can now be completed on the Institute website)*

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 have been undertaken during the financial year claimed. To satisfy the requirements of the work verification section of Regulation 4, 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 claimed	Hours
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 claimed	Hours
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 claimed	Hours
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 claimed	Hours
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 claimed	Hours
Weathertightness surveys		

<b>WORKED HOURS CLAIMED FOR YEAR IN THIS SECTION (200 hours minimum)</b>	
--	--

## **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.

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

<b>WORKED HOURS CLAIMED FOR YEAR IN THIS SECTION</b>	
--	--

**TOTAL CLAIMED FOR YEAR (Sections A + B)**

--

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** .....

<b>Annual Membership Programme Checked</b>	<b>Date</b>
<b>Comment</b>	

## PROFESSIONAL INDEMNITY INSURANCE VERIFICATION

### DECLARATION

*(This declaration can now be completed on the Institute's website)*

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 .....

<b>Annual Membership Programme Checked</b>	<b>Date</b>
<b>Comment</b>	