



NZIBS  
Education Centre for  
Technical Distinction

# NZIBS Mentoring Programme 2019

[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

0800 113 400



New Zealand  
Institute of  
**BUILDING  
SURVEYORS**



## Introduction

The New Zealand Institute of Building Surveyors Inc. (NZIBS) is a national body of skilled, professional building consultants who have extensive knowledge and experience in construction and building related matters.

The Institute was started in 1994 and has Registered Members up and down the country. Our members work closely with other professionals within related organisations including central and local Government, the Construction Industry Council (CIC), Building Research Association of New Zealand (BRANZ), Architects (NZIA), and Architectural Designers, Quantity Surveyors, Engineers and Builders.

In the United Kingdom this is a tertiary qualified profession. Over recent years surveyors from the United Kingdom have immigrated to New Zealand, to take up this profession within NZ, which required some re-training around NZ building practices and its regulation.

NZIBS has over 200 members and this is growing rapidly. The Tertiary sector is now recognising the need for this profession in New Zealand. Tertiary institutions over the next few years are looking to launch a new degree programme specific to the Building Surveying profession.

Since around year 2001, following the widely publicised 'Leaky Building' problems in NZ our members have been in great demand. Our members are well known to the legal profession and many members have acted as experts' in a very large proportion of 'leaky' and other building defect cases. Our members have been at the forefront of getting these damaged buildings remediated.

The industry knows of the skills shortage issues around achieving good building standards and NZIBS members are engaged to assess and report on many issues related to standards in construction and the condition of property.



## Join the NZIBS Institute while you study?

### NZIBS CAREER PATHWAY

Membership of the New Zealand Institute of Building Surveyors Inc. (NZIBS) is open to anyone who is studying in the construction industry, or holders of, professional construction industry qualifications in fields such as Building Surveying, Architecture, Engineering, Quantity Surveying, Construction Management, Building Sciences etc.

Membership is also open to those with a significant degree of experience in the construction industry and in Building Surveying without necessarily having formal professional qualifications.

The New Zealand Institute of Building Surveyors Inc. has one class of full membership – Registered Membership. There are two earlier stages that may lead to Registered Membership, these stages are;

#### STUDENT

Student Membership is open to all those currently studying for a construction related qualification. Student Membership is not open to those that are in full time employment.

When a Student Member starts working full time they must relinquish their Student Membership and apply for Transitional Membership if they wish to remain within the Institute.

#### TRANSITIONAL

Transitional Membership is a preliminary stage of membership for all those that apply for and are in the process of completing requirements to become a full Registered Member.

Transitional Members must be actively practicing as Building Surveyors in New Zealand and must complete the Institute's assessment of professional competence (APC) process to progress towards Registered Membership.

Prior learning and skills are taken into consideration when a study programme is provided to a Transitional Member for the APC path towards registration which may mean a shorter period of a transitional membership than 18 months to final interview.

#### REGISTERED

Registered Membership is for those Members who actively practice as Building Surveyors in New Zealand and have satisfied the Institute that they meet the criteria for Registered Membership by completing the assessment of professional competence process.

To take up on the NZIBS Core Module Member registration rate, join up today! You do not have to be a member of NZIBS to attend and complete the below module courses.

To receive the membership pack and to learn more about being a member of the New Zealand Institute of Building Surveyors, please go to the NZIBS website; [www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz) or Ph: 0800 11 34 00.



# Transitional Member Suggested Pathway

## Sole Practitioner 18 months – 5 years

### Diploma in Building Surveying

- Completion of NZIBS Core Module 1 - 10 training courses
- Pass each NZIBS Core Module 1 - 10 exams (pass rate: 70%)  
(you do not have to apply for the Diploma (certificate) to meet the transitional membership pathway requirements. All ten modules and the passing of each exam is required)

### Training into Practise

- Place Core Module training into practise
- Completion of your CPD work diary

### NZIBS Sole Practitioner Mentor Options

#### NZIBS Mentoring Option 1

- Confirmation in writing nominating who your NZIBS Senior Registered Member individual Mentor is (registered for a min. of 3 years)
- Completion of your quarterly mentor reports and Core Role Achievement Record with your Individual Mentor, on the required deadlines.

#### NZIBS Mentoring Option 2

- Completion of the NZIBS Mentor Workshop Programme / Lead Mentor: three face to face workshops and Skype sessions in succession
- Completion of your quarterly mentor reports and Core Role Achievement Record with your Lead Mentor, on the required deadlines.

**A minimum of three quarterly reports, completion of the Core Role Achievement Record and approval from your Individual or Lead Mentor is required, prior to applying for your final APC interview.**



## What does a Registered Building Surveyor do?

Provide Expert Advice on property and construction related matters. Registered Building Surveyors are experienced in acting as independent and impartial experts that provide advice and reports for many different requirements.

### A Registered Building Surveyor can be experienced in the following work areas;

#### Investigation and Reporting

Over the last 10 years or so, “leaky homes” have received a great deal of publicity. Our Registered Members have developed considerable expertise in the investigation and reporting on “weathertightness” related failures in domestic buildings. Investigating and reporting on less common building failures and commercial buildings (especially high rise) involves more specialised disciplines which a number of our Registered Members have experience in.

Other forms of investigation and reporting a Registered Building Surveyor may undertake include:

- Building defect or building failure investigation and reporting.
- Inspection and premises condition reporting, prior to purchase, for disposal or for leasehold requirements.
- Interpretation and reporting on construction compliance issues.
- Condition inspections and reporting for short or long term maintenance planning requirements.

#### Pre Purchase Inspection Reports

Registered Building Surveyors can provide a prospective purchaser with knowledge about the current condition of a dwelling and what to expect in terms of significant defects, significant maintenance and other factors such as any gradual deterioration. This reporting can be part of an overall due diligence assessment of any proposed purchase.

#### Remediation

If you are thinking of partly or fully recladding your house, either because you suspect (or know) there are problems with the existing cladding, or because the market has severely devalued your house merely because of the type of cladding, the Registered members that are remediation specialists will be able to advise you on what is involved to complete a compliant repair. Alternatively, if you have building defects that need repair and need firstly to understand the problem before a repair solution is found, a Registered member can assess this and offer an appropriate repair recommendation and design the repair solution.



## What does a Registered Building Surveyor do?

### Contract Administration

Find a Registered member to administer your construction contract, ensuring that an appropriate design, contract form and procurement is found and who will then be able to assess demands for payment are appropriately dealt with, variations to the contract are handled efficiently and the contract is satisfactorily completed.

### Dilapidation (Lease Reinstatement) Reports

Many registered members provide schedules of condition of premises at lease commencement (see below). However when no such schedule is prepared there is still an obligation on a Lessee (and Landlord) at lease termination. A dilapidation report schedule may be prepared by a Registered member during the life of a lease confirming the details of wants of required repairs/make good or maintenance that the tenant (or landlord) has under the terms of their lease. Such specialist reports can advise a Lessee or Landlord of potential dilapidation liabilities and cost estimates; and/or aid in understanding or minimising financial exposure during a lease, when considering lease renewal or, more typically, at lease termination.

### Schedule of Condition Reports

These are prepared for either the Tenant or Landlord of commercial premises at the commencement of a lease to identify legal obligations and to record the condition of the property. The purpose of the report is to record the condition to enable an understanding of the level of reinstatement considered necessary at the end of a lease, intended to protect parties from unwarranted reinstatement claims. These Reports can also be prepared prior to commencement of development works to adjoining structures to document the condition of an adjacent or nearby property, which help to minimise neighbourly disputes around the possible effects of development or infrastructure works. In the event that a dispute occurs over damage, which becomes apparent during or after completion of works then the report may be used as evidence to either support or to refute any claim.

### Dispute Resolution

Within the Institute you will find members with significant experience as arbitrators, mediators and “expert witnesses” in construction disputes. These three roles all require the member to be impartial and independent, in contrast to a lawyer who is generally engaged to be the client’s advocate.



## What does a Registered Building Surveyor do?

### **Building Technology and Construction**

This includes providing advice on the performance of building materials and systems, their selection, usage, assembly, anticipated life span, repair and the effects of natural elements. This can include the creation or reviewing of construction documentation to avoid or identify potential design deficiencies and avoid buildability problems later.

### **Building Maintenance Reports**

These can be long-term or planned maintenance reports assessing the present condition of the internal and external building fabric of a commercial or residential property, together with its infrastructure. In addition advice could be provided on the life expectancy of each element and reflecting on aged conditions, as relevant, to put together a annual or longer term maintenance plan and for a sinking fund to be confirmed. This is particularly relevant for Bodies Corporate working under the Unit Titles Act 2010.

### **Insurance Assessment and Reinstatement**

Registered Building Surveyors can assist insurance companies in providing impartial expert advice relating to property-related insurance claims to determine the likely causes of the damage due to either – insured events; lack of maintenance; defective construction; or poor workmanship.



## NZIBS Mentoring Programme

This mentoring programme has been designed for NZIBS Transitional Members who are sole practitioners and/or who are not supported by two or more NZIBS Senior Registered Members in an organisation or a nominated individual mentor. Any NZIBS Transitional Member can attend however priority will be given to those that are sole practitioners without a mentor.

Attendance to all three quarterly face to face mentoring workshops in a small group facilitated by an experienced NZIBS Senior Registered Member along with Skype individual 15 minute online meetings in succession are required along with the required documentation, prior to submitting an application for the APC final interview to being a Registered Member.

Please note: you will need to attend and complete in succession all 3 workshops. Payment can be paid in full for the three workshops or individually, 2 weeks prior to the nominated workshop date.

### **2019:**

Cost: \$795.00 + GST, per person, per workshop. (This includes one face to face workshop and two Skype sessions with your lead mentor, except for the final workshop which will include one face to face workshop and one Skype session with your lead mentor).

**Pay up front for all three sessions and receive 5% discount.**

We require attendance of a min. of 4 people and a max. of 6 attendees for the workshop to go ahead.

Location: Auckland / and or Christchurch, subject to attendance numbers.



# Mentor Face to Face Workshop 1

<b>Mentor Face to Face Workshop 1:</b>	<p><b>There will be no workshop in the first part of 2019</b></p> <p>Time: 8.30 – 4.30pm</p>
<b>Workshop 1 overview:</b>	<p>Pre-course reading and homework - will be requested from those attending Workshop 1, 3 - 4 weeks before the start of Workshop 1.</p>
<b>Morning:</b>	<p><b>Topic: Report writing</b></p> <ol style="list-style-type: none"> <li>1. Welcome and Introduction.</li> <li>2. Report Analysis, feedback and report writing and development skills.</li> <li>3. Review and discussion of case studies / example reports / photographs / defect / scenarios.</li> <li>4. NZIBS Guest Speaker: From a legal perspective, on report writing!</li> </ol>
<p><b>Afternoon:</b> Guest Speaker</p>	<ol style="list-style-type: none"> <li>1. Case studies: group to work through other activities while 1:1 are being held.</li> <li>2. In conclusion: Attendees share their findings and conclusions of the day in a group environment. Set an agenda for the next face to face session. For example; are there any challenges or areas / processes they wish to learn and expand on.</li> </ol>
<p>Skype meeting – 15 minutes</p>	<p>Skype or face to face meeting to be arranged by the Lead Mentor. Homework: completion of your draft quarterly mentor report and CRA record for the Lead Mentor to review. (work through the lead mentor report and any homework)</p>
<p>Skype meeting – 15 minutes</p>	<p>Skype or face to face meeting to be arranged by the Lead Mentor. Homework: Final signoff of your quarterly mentor report and CRA record for the Lead Mentor to review. Send into NZIBS, to the advertised deadline in this programme. (in preparation of the next face to face meeting)</p>



## Mentor Face to Face Workshop 2

<b>Mentor Face to Face Workshop 2:</b>	<p>Time: 8.30 – 4.30pm</p>
<b>Workshop 2 overview:</b>	<p>Pre-course reading and homework - will be released at workshop 1, for those attending Workshop 2.</p>
<b>Morning:</b>	<p><b>Topic: NZIBS rules, regulations and expectations</b></p> <ol style="list-style-type: none"> <li>1. NZIBS resources &amp; website - CPD, NZIBS Regulations and Guidance Documents.</li> <li>2. Discussion of Professional Ethics and standards expected.</li> <li>3. NZIBS Guest Speaker: Crombie Lockwood: <b>Risk, Liability, Terms and conditions, &amp; insurances</b> including P.I. insurance, P.L. insurance and limitations and exclusions.</li> </ol>
<b>Afternoon:</b>	<ol style="list-style-type: none"> <li>1. Case studies: group to work through other activities while 1:1 are being held.</li> <li>2. In conclusion: Attendees share their findings and conclusions of the day in a group environment. Set an agenda for the next face to face session. For example; are there any challenges or areas / processes they wish to learn and expand on.</li> </ol>
Skype meeting – 15 minutes	<p>Skype or face to face meeting to be arranged by the Lead Mentor.          Homework: completion of your draft quarterly mentor report and CRA record for the Lead Mentor to review.          (work through the lead mentor report and any homework)</p>
Skype meeting – 15 minutes	<p>Skype or face to face meeting to be arranged by the Lead Mentor.          Homework: Final signoff of your quarterly mentor report and CRA record for the Lead Mentor to review. Send into NZIBS, to the advertised deadline in this programme.          (in preparation of the next face to face meeting)</p>



## Mentor Face to Face Workshop 3

<b>Mentor Face to Face Workshop 3:</b>	<p>Time: 8.30 – 4.30pm</p>
<b>Workshop 3 overview:</b>	<p>Pre-course reading and homework - will be released at workshop 2, for those attending Workshop 3.</p>
<b>Morning:</b>	<p><b>Topic: Review of the past 2 workshops and NZIBS final APC interview mock interviews.</b></p> <ol style="list-style-type: none"> <li>1. Final Review of Risk, Liability, and Professional Ethics.</li> <li>2. NZIBS final APC interview process, including application / supporting information overview.</li> </ol>
<b>Afternoon:</b> Guest Speaker	<ol style="list-style-type: none"> <li>3. Case studies: group to work through other activities while 1:1 are being held.</li> <li>4. In conclusion: Attendees share their findings and conclusions of the day in a group environment. Set an agenda for the next face to face session. For example; are there any challenges or areas / processes they wish to learn and expand on.</li> </ol>
Final Skype meeting – 15 minutes	<p>Skype or face to face meeting to be arranged by the Lead Mentor.</p> <p>Completion of your final quarterly mentor report and CRA record for the Lead Mentor to review and sign before mid October 2019.</p> <p>Ensure NZIBS has received all three quarterly mentor reports and CRA record.</p> <p>(final overview and any points that need to be discussed before being issued the NZIBS Mentoring Workshop Programme completion certificate)</p>

Upon the final Skype meeting being conducted, a completion certificate will be issued. Please attach this certificate to your APC interview application\*\* and send this to NZIBS, to be considered for an interview.

\*\* If you have completed your transitional membership requirements and are eligible to submit your APC Final Interview application to NZIBS for consideration, please complete the APC interview application form with supporting information.

Please contact NZIBS to receive the final APC interview application pack via email.



## NZIBS Quarterly Mentor report

Due dates 2019 \*\*

Mentor report period	Due date
1 November 2018 – 31 January 2019	28 February 2019
1 February – 30 April 2019	31 May 2019
1 May – 31 July 2019	31 August 2019
1 August – 31 October 2019	30 November 2019 <b>*31 October 2019</b> (for the NZIBS Mentoring workshop programme 2019 attendees)
1 November 2019 – 31 January 2020	28 February 2020

\*\* This is effective as of 1 November 2017. It is the responsibility of the transitional member to submit a completed quarterly mentor reports in before the due date. Failure to submit your report in time could mean that your transitional membership period be lengthened and or your membership may be reviewed by the NZIBS Executive Membership Committee.



## NZIBS Mentoring Programme 2019 Registration

To register your interest in the NZIBS Mentoring Workshop programme 2019 please email us and indicate how you would like to be invoiced:

- Each individual workshop (as you attend)  
OR
- All 3 workshops up front (and receive a 5% discount) Registrations close on 31 January 2019.

Please email the secretary@buildingsurveyors.co.nz

New Zealand Institute of Building Surveyors  
PO Box 1283, Dunedin 9018

Please pay via online banking to Direct credit to:  
BNZ 02 0910 0154498 00  
Reference: your name and Mentoring programme.

A GST receipt will be issued upon payment.

[www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)  
0800 113 400

Cost: \$795.00 + GST, per person, per workshop. (This includes one face to face workshop and two Skype sessions with your lead mentor, except for the final workshop which will include one face to face workshop and one Skype session with your lead mentor). If you pay for three workshops up front you will be offered a 5% discount.

We require attendance of a min. of four people and a max. of six attendees for the workshop to go ahead.



# Terms and Conditions

## Terms and Conditions

NZIBS Mentoring Workshop programme terms and conditions;

The NZIBS Mentoring Workshop programme is applicable for current NZIBS Transitional Members only.

The registration costs as indicated are exclusive of GST. The registration cost covers the course, any pre course reading if applicable, lead mentor, Skype mentor sessions after the face to face workshop, morning / afternoon tea, light luncheon and a final completion certificate after attending all three workshops and completing all Skype sessions including submission of quarterly mentor reports and the CRA record (Core Role Achievement Record sheet) signed.

Completing the online NZIBS Mentoring workshop training registration form, confirms your attendance. Should you wish to cancel and not incur any cancellation fees, you will need to provide in writing your request to cancel before registrations close off 15 business days before the first workshop. Payment is required upfront before the commencement of the workshop or when registrations close off. Only once we have your payment, will we release the pre course reading if applicable.

For a NZIBS Mentoring Workshop programme (per workshop) to run we require a minimum of 4 and a maximum of 6 participants. Notice will be given when registrations close, 2 weeks (ten business days) prior to the workshop date should the course be cancelled, due to attendance numbers.

Should you wish to register onto any NZIBS Mentoring workshop after registrations have closed off, you will need to confirm in writing that you acknowledge the pre course reading, if applicable has been sent out already and that you confirm that you will not be disadvantaged by receiving this information late. We are unable to register nor provide pre course reading to anyone 5 working days before the advertised workshop date.

No refund will be given for any cancellation after registrations have closed, or as a no show or for sickness on the workshop day. Cancellation policy; \$250.00 + GST per day will apply. No substitutes are allowed.

Completion of all three NZIBS Mentoring workshops and the associated Skype sessions with your lead mentor must be completed and any other transitional membership requirement prior to applying for the NZIBS Final APC interview for full registration.

Please note: by attending all three mentoring workshop sessions and Skype sessions does not guarantee acceptance at the NZIBS Final APC interview, to being approved as a NZIBS Registered Member.