



## NZIBS Core Module Training Course Registration Form 2024

If you wish to register for any of the below modules, please complete this form and return it with payment to the New Zealand Institute of Building Surveyors Inc. – [operations@buildingsurveyors.co.nz](mailto:operations@buildingsurveyors.co.nz)

### Registration Fees for 2024 Modules

Tick all modules you wish to register for. The fee covers the costs for the venue, presenter, admin, completion certificate and marking of the exam paper. Catering is included for full day courses.

### SPECIAL OFFER

Discounted rate when you book the certificate or diploma packages

### Core Module Training Course – Wellington

Fees are exclusive of GST

TICK HERE	Date	Duration	Course	NZIBS Member rate	Non Member rate
	2025	1 day	<b>Module 1:</b> Introduction to Building Law and Regulations	\$925	\$1,225
	2025	1 day	<b>Module 2:</b> Properties of Moisture	\$925	\$1,225
	2025	2 days	<b>Module 3:</b> The Building Envelope and Cladding Systems	\$1,395	\$1,750
	2025	1 day	<b>Module 4:</b> Condition & Compliance Reporting	\$925	\$1,225
	2025	1 day	<b>Module 5:</b> Residential Property Inspections	\$925	\$1,225
	Wednesday 20 & Thursday 21 March 2024	2 days	<b>Module 6:</b> Forensic Investigations *	\$1,550	\$1,925
	Tuesday 19 March 2024	1 day	<b>Module 7:</b> Technical Report Writing for Expert Witnesses	\$925	\$1,225
	Tuesday 30 April 2024 (AM)	½ day	<b>Module 8:</b> Decay, Fungi & Moulds	\$475	\$650
	Tuesday 30 April 2024 (PM)	½ day	<b>Module 9:</b> Durability & Materials Performance	\$475	\$650
	Wednesday 1 May 2024	1 day	<b>Module 10:</b> Building Remediation	\$925	\$1,225
	Tuesday 11 June 2024	1 day	<b>Module 11:</b> Contract Administration	\$925	\$1,225
	Wednesday 12 June 2024	1 day	<b>Module 12:</b> Asset Management & Maintenance Planning	\$925	\$1,225
	Tuesday 16 July 2024	1 day	<b>Module 13:</b> Lease Reinstatement (Dilapidations)	\$925	\$1,225
	Wednesday 17 July 2024	1 day	<b>Module 14:</b> Technical Due Diligence for Commercial Properties	\$925	\$1,225

NOTE: \* Module 6 registration fee covers: Transport and arranging the off-site inspections for day two.

### NZIBS Training Packages

Fees are exclusive of GST

TICK HERE				NZIBS Member rate	Non Member rate
	<b>Modules 1 – 5 Certificate Package</b>	6 days	<b>Certificate in Residential Property Inspections</b>	\$4,840	\$6,320
	<b>Modules 6 – 10 Certificate Package</b>	6 days	<b>Certificate in Forensic Building Surveying</b>	\$4,135	\$5,390
	<b>Modules 11 - 14 Certificate Package</b>	4 days	<b>Certificate in Commercial &amp; Asset Management</b>	\$3,515	\$4,655
	<b>Modules 1 – 14 Diploma Package</b>	16 days	<b>Diploma in Building Surveying</b>	\$11,830	\$15,500

TICK HERE	NZIBS DIPLOMA / CERTIFICATE AWARD (Billed on completion)	FEE (excl GST)
	NZIBS Diploma in Building Surveying Application Fee	Complimentary *
	NZIBS Certificate in Residential Property Inspection Application Fee	\$345
	NZIBS Certificate in Forensic Building Surveying Application Fee	\$345
	NZIBS Certificate in Commercial & Asset Management Application Fee	\$345

NOTE: \* Issued following Executive acceptance of meeting criteria



New Zealand  
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## NZIBS Core Module Training Course Registration Form 2024

I confirm, I would like to register to attend the NZIBS Module Course(s) as indicated on page 1 ☐

Name:

Please enter your Company or employers name and address if they are to be invoiced for the fees.

Employer:

Auckland CBD \$

Inv. Address:

Wellington \$

Christchurch \$

Telephone:

Application Fee \$

Mobile:

**SUB-TOTAL** \$

Email:

Plus GST \$

**TOTAL** \$

Are you a NZIBS Member / Non-Member? Transitional ☐ Student ☐ Non-Member ☐

If you are not a member of NZBIS, would you like information on joining the Institute? Yes ☐ No ☐

Do you wish to advise us of any special requirements, ie, dietary, ESL, learning? Yes ☐ No ☐

*(You will be contacted for further information)*

Following submission of this NZIBS Core Module training registration form 2024, you will receive an email to confirm your attendance.

Payment is required 10 days prior to the date of the module.

Should you wish to cancel, please advise the Operations Officer in writing to avoid any cancellation fees 10 days before the training course date. A credit note will be issued for future use.

Please make payment (incl GST) to NZIBS into the nominated bank account as shown below:

**New Zealand Institute of Building Surveyors**

**Bank Acct:** BNZ: 02 0910 0154498 00

**Reference:** Your name and module name

Please email this registration form to:

[operations@buildingsurveyors.co.nz](mailto:operations@buildingsurveyors.co.nz)

An invoice will be issued following receipt.

**Pre-course reading will be released 2-4 weeks prior to the date of the module or once payment is received providing the material is available.**

For further information, please email the **Operations Officer** or telephone **021 989 499**

**MEMBERSHIP ENQUIRIES:**

**TEL:** 0800 11 34 00

**EMAIL:** [office@buildingsurveyors.co.nz](mailto:office@buildingsurveyors.co.nz)



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## NZIBS Core Module Training Course Registration Form 2024

### Terms and Conditions

#### NZIBS Diploma in Building Surveying – NZIBS Core Module Training Programme 2024 terms and conditions.

The fees shown on the registration form are exclusive of GST. The registration cost covers the course, pre-course reading, trainer, exam marking and moderation fee, morning / afternoon tea, lunch and a completion certificate.

Submission of the NZIBS Core Module training registration form 2024 to the Operation Office confirms your attendance. Should you wish to cancel and not incur any cancellation fees, you will need to provide in writing your cancellation request 7 days before the training course. Payment is required 10 days before the commencement of the module.

For a NZIBS Core Module Course to run we require a minimum of 10 and a maximum of 20 participants. Notice will be given two weeks prior to the course date should the course be cancelled due to low attendance numbers. We recommend that if you are travelling from out of the regions, that you book **refundable** travel arrangements. NZIBS **cannot** be held liable for travel expenses due to unforeseen circumstances.

Should you wish to register for any Core Module training course 14 days or less before the course date, confirmation in writing acknowledging that you are aware the pre-course reading has already been issued and that you confirm that you will not be disadvantaged by receiving this information late. We are unable to register or provide pre-course reading to anyone 5 working days before a training course.

**Please note**, the Core Module training pre-course reading is extensive, and it will help you prepare for your examination at the end of the course day. Therefore, you will need to allow yourself time to read and study this material before attending the course. You will be expected to sign a confidentiality agreement which states you have read the prescribed pre-course reading and will not divulge confidential/sensitive nature matters discussed during the module to non-attendees.

No refund will be given for any cancellation received 7 days or less before the course date, or for no show/ sickness on the course day.

Cancellation policy: \$325.00 + GST per day will apply. A substitute can be provided in place of the person who is unable to attend.

No refund or discounts are offered if the participant chooses to attend the course and not undertake the examination.

Any course information previously provided that is requested at a later date will incur an administrative charge of \$25.00 + GST. Examination resits will incur a charge of \$345 plus GST. Should you wish to re-attend the course, you will be eligible to a 50% discount. Please note, a supplementary fee will be charged for resits for Core Module 6 On-site examination.

Examination resits must be taken within 18 months of attending the Core Module training course, a maximum of two resits are allowed. If you fail the examination resits or are unable to resit the examination within this timeframe, you will need to complete the module course again, at a 50% discounted rate.

Please refer to examination guidance for exam resits for module 6 as this is a two-part course involving a site visit.

The pass mark is **70%** for a NZIBS Core Module examination. For those who are unsuccessful in the NZIBS module exam and have achieved a mark below 55%, your exam mark will be referred to the NZIBS Training committee who will determine whether you can undertake an exam resit or you will need to complete the course again charged at a 50% discounted rate.

The Diploma in Building Surveying is only available to those students who attend **all** Core Module Training courses and have passed all Modules 1 – 14 exams from 2015 onwards. If you completed and passed an exam prior to 2015, you will need to attend the course and undertake the examination again. Since February 2015, NZIBS Core Module training programme has undertaken an extensive review which in turn has changed most training courses and how the examinations are conducted.

Should you wish to apply for your Diploma in Building Surveying, you must ensure that you have met **all criteria including the notational learning requirement**.

Please note, the application can take up to 6 – 8 weeks to be finalised. The Diploma application is **complimentary**, an electronic copy will be emailed to you, hard copies are presented at the annual NZIBS Conference held in September. However, should you wish to apply for the individual certificates then an application fee will apply.

Should you wish to receive a hard copy of any of your Diploma/Certificates, please contact us. Please note, additional charges will apply.

#### FOR FURTHER INFORMATION CONTACT:

Email: [operations@buildingsurveyors.co.nz](mailto:operations@buildingsurveyors.co.nz)

