



NZIBS Core Module Training Course Registration Form 2025

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

Registration Fees for 2025 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 – Christchurch

Fees are exclusive of GST

TICK HERE	Date	Duration	Course	NZIBS Member rate	Non Member rate
	2026	1 day	Module 1: Introduction to Building Law and Regulations	\$945	\$1,250
	2026	1 day	Module 2: Properties of Moisture	\$945	\$1,250
	2026	2 days	Module 3: The Building Envelope and Cladding Systems	\$1,425	\$1,785
	2026	1 day	Module 4: Condition & Compliance Reporting	\$945	\$1,250
	2026	1 day	Module 5: Residential Property Inspections	\$945	\$1,250
	Tuesday 18 & Wednesday 19 March 2025	2 days	Module 6: Forensic Investigations *	\$1,580	\$1,965
	Thursday 20 March 2025	1 day	Module 7: Technical Report Writing for Expert Witnesses	\$945	\$1,250
	Tuesday 15 April 2025 (AM)	½ day	Module 8: Decay, Fungi & Moulds	\$485	\$665
	Tuesday 15 April 2025 (PM)	½ day	Module 9: Durability & Materials Performance	\$485	\$665
	Wednesday 16 April 2025	1 day	Module 10: Building Remediation	\$945	\$1,250
	Tuesday 27 May 2025	1 day	Module 11: Contract Administration	\$945	\$1,250
	Wednesday 28 May 2025	1 day	Module 12: Asset Management & Maintenance Planning	\$945	\$1,250
	Tuesday 15 July 2025	1 day	Module 13: Lease Reinstatement (Dilapidations)	\$945	\$1,250
	Wednesday 16 July 2025	1 day	Module 14: Technical Due Diligence for Commercial Properties	\$945	\$1,250

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
	Modules 1 – 5 Certificate Package	6 days	Certificate in Residential Property Inspections	\$4,945	\$6,450
	Modules 6 – 10 Certificate Package	6 days	Certificate in Forensic Building Surveying	\$4,220	\$5,500
	Modules 11 - 14 Certificate Package	4 days	Certificate in Commercial & Asset Management	\$3,590	\$4,750
	Modules 1 – 14 Diploma Package	16 days	Diploma in Building Surveying	\$12,085	\$15,825

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	\$355
	NZIBS Certificate in Forensic Building Surveying Application Fee	\$355
	NZIBS Certificate in Commercial & Asset Management Application Fee	\$355

NOTE: * Issued following Executive acceptance of meeting criteria





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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:	<input style="width: 280px; height: 30px;" type="text"/>	Auckland CBD	\$ <input style="width: 120px; height: 30px;" type="text"/>
Inv. Address:	<input style="width: 280px; height: 30px;" type="text"/>	Wellington	\$ <input style="width: 120px; height: 30px;" type="text"/>
		Christchurch	\$ <input style="width: 120px; height: 30px;" type="text"/>
Telephone:	<input style="width: 280px; height: 30px;" type="text"/>	Application Fee	\$ <input style="width: 120px; height: 30px;" type="text"/>
Mobile:	<input style="width: 280px; height: 30px;" type="text"/>	SUB-TOTAL \$ <input style="width: 120px; height: 30px;" type="text"/>	
Email:	<input style="width: 280px; height: 30px;" type="text"/>	Plus GST	\$ <input style="width: 120px; height: 30px;" type="text"/>
TOTAL			\$ <input style="width: 120px; height: 30px;" type="text"/>

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 2025, 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:

Please email this registration form to:
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**

New Zealand Institute of Building Surveyors
Bank Acct: BNZ: 02-0910-0154498-00
Reference: Your name and module name

MEMBERSHIP ENQUIRIES:
TEL: 0800 11 34 00
EMAIL: office@buildingsurveyors.co.nz





NZIBS Core Module Training Course Registration Form 2025

Terms and Conditions

NZIBS Diploma in Building Surveying – NZIBS Core Module Training Programme 2025 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 2025 to the Operation Officer 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 request for course information previously provided will incur an administrative charge of \$25.00 + GST. Examination resits will incur a charge of \$255 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

