



New Zealand  
Institute of  
**BUILDING  
SURVEYORS**

## **NZIBS MEMBERSHIP INFORMATION PACK**

NZIBS Update: 14 FEBRUARY 2020

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

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## **WELCOME FROM THE PRESIDENT**

### **Welcome to the New Zealand Institute of Building Surveyors**

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

The NZIBS was started in 1994 and currently has in total over 200 members, including over one hundred Registered Members, across the country. Our members work with other building 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.

Our Annual Conferences, March Training Days and CPD workshops provide members, and the wider industry, with the support to maintain their professional development and to stay connected.

### **So what does a Registered Building Surveyor do?**

There is no simple way to describe the role of a building surveyor, largely due to the broad range of services that are offered by the profession. Building surveyors provide life-cycle services across the industry, from feasibility studies and pre-acquisition commissions right through to upcycling or even the demolition of building assets. We inspect, test, monitor, design and advise on property and construction related matters with the main aim of improving our built environment.

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Within the Institute as a whole, the available expertise includes:

- Defects investigation and reporting on property and construction.
- Remediation design and Contract Administration of building work.
- Development monitoring of construction projects - often outside/independent of the development team.
- Dilapidation Reports - Schedules of leasehold space condition at lease commencement. Landlord / Tenant leasehold schedules of Reinstatement, Repair/Make Good and maintenance under the leasehold provisions.
- Dispute Resolution - Expert witness advice.
- Building Technology and Construction advice.
- Building Maintenance Reports / Long Term Maintenance Plans.
- Membership Pack Page 3 of 10 February 2020
- Schedule of Condition Reports, related Building fabric or for Due Diligence in property transactions.
- Insurance Assessment and Reinstatement, relation to claims or for building remedial requirements following an insured peril incident.

To become a member of the NZIBS, you will be required to undergo a rigorous process involving interviews, training courses and examinations. Once you have successfully completed this process, the NZIBS will certify you as a **“Registered Building Surveyor”**.

To maintain your membership, you must:

- Consult and report to a standard expected by NZIBS.
- Complete NZIBS's specified CPD programme (continuing professional development) each year.
- Carry professional indemnity insurance or be otherwise indemnified for the building surveying work you undertake.

This is to ensure our members maintain the high standards demanded of them and remain current with the constantly developing world of construction and building surveying.

These procedures were 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.

To learn more please visit our website; [www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz)

I look forward to working with you in the years to come and meeting with you at our regular annual events.

**Heather Crilly**  
**NZIBS President**

## NZIBS Membership Information Pack

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

This new membership information pack summarises what you need to do next and how to become a registered member of the NZIBS.

### To gain NZIBS Registered Membership status the following membership criteria need to be satisfied and;

- Members are required to pay an annual membership subscription as set by the Executive which needs to be paid by the 31<sup>st</sup> August each year – we will send you an invoice reminder. After this date, a late penalty fee may apply.
- As a transitional member, you should already have a NZIBS mentor appointed to provide periodic assistance and guidance during your transitional period. Your appointed mentor will need to be a registered member of the NZIBS or other member of an approved allied professional body subject to approval by the NZIBS.
- If you do not have a mentor appointed or know of a NZIBS registered member who can mentor you, please contact us. We are in the process of facilitating a group mentoring programme to meet the growing need for mentoring of our transitional members. The group mentoring programme will be facilitated by a Registered NZIBS member and will be available on a quarterly basis (eight month programme in succession).
- Please keep in touch regularly with your mentor, it is a requirement that you meet with them on a quarterly basis. You will need to complete and send the quarterly report on your progress through your transitional membership to NZIBS – the [quarterly mentor templates are included in section 3 of this document](#). It is the responsibility of the transitional member to submit these completed quarterly mentor reports in on time.
- The quarterly Mentor report includes the Core Role Achievement Record which is attached on page 10 of this document. This allows you to record the amount of time that you have spent over the preceding 3 months engaged on any of the listed core activities. The competence or experience level at which you have completed this work is defined as 'Training', 'Intermediate' and 'Proficient' and the definitions of these categories is explained at the top of the form on page 10. If you are unsure of which level you have been working at, discuss this with your mentor.
- Please note: in most cases a NZIBS registered member will give their time freely to help mentor you, however this is something that you need to confirm at the beginning with your mentor, in case the mentor cannot support you in all ways free of charge.

- If you provide evidence that you are employed by an organisation that has two or more Registered Members of the NZIBS it is not a requirement to have a designated mentor or to complete the quarterly mentor reports. It is however a requirement that you remain employed within an organisation that has two or more Registered Members. In the event that your situation changes and you no longer have two Registered Members within the organisation you are employed you must obtain a mentor for the remainder of your transitional period and complete the mentor reports that are required above or attend the NZIBS Mentoring Workshop Programme 2017. You will need to inform NZIBS immediately in writing if your mentor situation changes, failure to do this could mean a delay on applying for your final APC interview / application.
- We encourage you to become familiar and regularly visit our NZIBS website; [www.buildingsurveyors.co.nz](http://www.buildingsurveyors.co.nz). The website has useful NZIBS resources and building surveying information. In particular, familiarise yourself with the members section on the website. Here there are useful resources such as NZIBS Guidance notes including on ethics and here you will find Membership Rules and Regulations.
- You will have been advised taking up Transitional membership as to the number of NZIBS Core training modules you will need to attend to work towards gaining registered membership. This training is provided through the NZIBS Education Centre for Technical Distinction. We look forward to your attendance and successful completion of NZIBS Core Module training. The Core Module training programme makes up the new Diploma in Building Surveying ISO9001:2008 and is part of the NZIBS Career Pathway to becoming a Registered Building Surveyor and is part of the NZIBS Assessment of Professional Competence (APC). You must undertake and pass all Core Module examinations (min. 70% pass rate).
- For those who have completed their Core Module training in 2015 and 2016 onwards, you can now apply for the NZIBS Diploma in Building Surveying ISO9001; 2008, for future information please refer to the NZIBS Diploma in Building Surveying ISO9001:2008 – Core Module Training Programme 2017. Once you have completed all ten modules and passed each examination as part of your transitional membership pathway, you can apply for the Diploma (certificate), as an optional extra.

The 14 core training modules available are as follows:

Module No	Description
1	Building Act Regime
2	Properties of Moisture
3	Cladding & Façade Systems
4	Condition/Compliance Reporting
5	Residential Property Inspections
6	Forensic Techniques
7	Technical Reports Writing for Expert Witness
8	Decay, Fungi and Moulds
9	Durability and Material Performance
10	Remediation
11	Contract Administration
12	Asset and Maintenance Planning
13	Dilapidations
14	Technical Due Diligence – Commercial

Information on the Core Module training programme, timetable and location of venues are available on the NZIBS website. You are also able to enrol and pay for each module online by completing the NZIBS Core module course registration form on the website. Registrations close off two weeks prior to the scheduled course date. Please refer to the terms and conditions on the NZIBS Core Module Registration form for further information.

- At the end of each Core Module training session you have been required to attend, you will need to sit an examination. We strongly recommend that you 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 precourse reading otherwise all other exams are closed book. No electronics can be used in the examination, regardless if it is open or closed.
- Another requirement of your Transitional membership is the completion of an Annual work diary and the recording of NZIBS Continuing Professional Development (CPD) programme. Annual CPD records showing evidence of relevant building surveying work and training is to be accurately submitted to the NZIBS, now available online. Examples of relevant CPD could be attendance at the NZIBS Annual conference, March training day event, CPD workshops plus attending the Core Training Modules. Other external relevant education and training from other professional organisations or institutes can be counted. CPD log is to be completed online in the NZIBS website. Failure to record your Annual CPD in a timely manner can result in a fine. You will receive an annual reminder to record your CPD. The CPD year runs from July to the end of June, year to year so the deadlines for final submission of your annual return is 30 June each year. You can fill in your CPD regularly during the year so don't leave it to the year end!
- You will need to provide annual confirmation that you carry adequate professional indemnity insurance, or provide confirmation that you are indemnified for the building surveying work that you undertake.
- After successful completion of the required core module training and mentor reports or as specified you can apply at that time for a final APC interview, which is the final step of your APC journey where you are assessed as to whether you are ready for Registered Membership. This is an important interview and is hosted by NZIBS executive members. You will be assessed on your training and experience during the final interview. Before submitting your application for the final APC interview, you will need to provide confirmation to NZIBS that you have fully completed your individual Transitional membership requirements, prior to being accepted for a final APC interview. More information on the requirements of a final interview will be provided to you when you apply or are available on the NZIBS website. An application fee will apply.
- We would like to get you to a position of a final APC interview as soon as practicable, after your minimum Transitional period of membership. However, should you need to extend your transitional member period more than the maximum period of five years, we ask that you provide NZIBS with the following;

- Completed application form for extension of time for transitional membership with the supporting information required. The extension of time application form is available from the NZIBS General Secretary. You will need to provide an explanation and evidence of why you are applying for the extension which will be considered by the NZIBS membership committee.
- Confirmation of your current work verification – i.e. are you still working in the Building Surveying profession?
- Any other criteria as may be determined on a case by case basis by the NZIBS membership sub-committee.

The above submission will be reviewed by the NZIBS Membership Sub Committee for assessment of any approval for an extension to the transitional membership. There is no guarantee of an extension being granted. An application fee will apply.

- Please be aware that a Transitional member cannot at any time use the **Institute logo's 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 none adhere

#### Other Useful Information

- Make sure that you are receiving our regular communication, for example; the NZIBS e-newsletter and internal communications. If your contact details change, please let us know as soon as possible.
- We strongly encourage you to attend any local events and national events we run regularly through the main centres 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 after you become a NZIBS Registered Member.

We look forward to supporting you through the journey to becoming a Registered Building Surveyor.

If you have any further queries on your transitional membership or the NZIBS Core Module training programme please contact:

If you have any questions, please contact:

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**Mentor Report Template (to be sent in quarterly)**

<b>Candidate Name:</b>	<b>Mentor Name:</b>
<b>Progress Report Period:</b>	
<b>Candidate Comments:</b> <i>(Briefly detail the type of work that you have undertaken over this period explaining the skills and experiences that you have gained)</i>	
<b>Candidate Signature:</b>	<b>Date:</b>
<b>Mentor Comments:</b> <i>(Briefly outline how the candidate has performed over this period identifying those areas where additional work may be required and other areas the candidate should look at improving their levels of skill and knowledge)</i>	
<b>Mentor Signature:</b>	<b>Date:</b>



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**CORE ROLE ACHIEVEMENT RECORD SUMMARY**

CORE ROLE ACHIEVEMENT RECORD - SUMMARY

Transitional Member Report Number:	<i>X of Y</i>			
Date of Report:	<i>DD/MM/YYYY</i>			
Dates of Assessment Between:	<i>DD/MM/YYYY</i>	<i>And</i>	<i>DD/MM/YYYY</i>	
Transitional Member Name:				
Mentor Name:				

Achievement level descriptions:

**In Training:** Be able to demonstrate a basic knowledge and understanding of the particular core skill subject-matter.

**Intermediate:** Be able to apply your knowledge of the core skill subject-matter, use your understanding and other information to make your own conclusions under moderate mentor supervision.

**Proficient:** Be able to give considered advice and appropriate recommendations on the core skill subject-matter, including the preparation and presentation of client information without supervision.

Core Roles (Regulation 11)	Time (½ days)	Achievement level			Mentor comments on achievement/progress of Transitional Member
		In Training (✓)	Intermediate (✓)	Proficient (✓)	
1	Surveying & Reporting				
2	Building Technology & Construction				
3	Building & Asset Management				
4	Dispute Resolution				

	Core Roles (Regulation 11)	Time (½ days)	Achievement level			Mentor comments on achievement/progress of Transitional Member
			In Training (✓)	Intermediate (✓)	Proficient (✓)	
5	Building Construction, Repairs, Renovations & Fit-outs					
6	Developed Core Roles (Specify below)					
6a)	Development monitoring					
6b)	Dilapidation reports					
6c)	Insurance assessment/reinstatement					
6d)	Deleterious or harmful materials					
6e)	Mediation/adjudication/arbitration					
6f)	Energy and/or other environmental audits					
6g)	Cost estimates/cost control					

Core Roles (Regulation 11)		Time (½ days)	Achievement level			Mentor comments on achievement/progress of Transitional Member
			In Training (✓)	Intermediate (✓)	Proficient (✓)	
6h	Other (Specify below)  .....					

Transitional member signature: \_\_\_\_\_ Date \_\_\_\_\_

Mentor signature: \_\_\_\_\_ Date \_\_\_\_\_

**Notes:**