



Completing your skills maintenance record

The following are instructions on how to complete your skills maintenance record

How to record skills maintenance activities

Doing skills maintenance activities entitle you to a number of points. These are the skills maintenance activities set out in the form – see overleaf for a definition of the activities.

Every time you do an activity we recommend you record it in a personal diary. Record each activity like this:

Hours	Date	Activity
2	12 March 2009	Mitre 10's seminar on tanalised timber
.5	17 April 2009	BRANZ Build, Foldings & flashings, p30, Issue 102, Oct/Nov 2007
1	7 July 2009	Roofing Assn seminar on butynol and its benefits

When you complete your skills maintenance record look through your personal diary and work out the total number of points this gives you. Remember that the Department can ask you at any time in the last five years to see your personal diary of activities (for example the articles you have read and internet searches you have made), that details the total number of points you need for your skills maintenance.

For every hour of activity you can claim one point. However, activities are capped to ensure a broad coverage of your competencies. The total maximum points are in bold as per the picture below.

Total points you have claimed

3	5	Information or trade events
---	----------	-----------------------------

Total maximum points you can claim

For example, you can only claim a maximum of five points for attendance at information or trade events even if you have attended eight hours of such events.

Remember that the **activities you select must be relevant to your licence class.**

How many points do you need?

The number of points you are required to complete is determined by the licence class you hold. If you hold two licence classes, you will need to complete the higher number of points. For example, if you are licensed in Carpentry and Site 1, you will need to complete 30 points.

Class (es)	Points (hours) over two years
Carpentry	24
Site 1 & Design 1	30
Site 2 & 3 and Design 2 & 3	36

Details of activities

On the job / on site training: Details, including activities and relevance to employee's career would need to be documented. This may also include company-run skills maintenance programmes. E.g. In-house safety training; one-on-one technical training; or training of a new skill.

Seminars / workshops / courses: Includes industry related seminars / workshops / symposia run by industry organisations or other approved providers. E.g. BRANZ training seminars. Hours claimed would be only for the duration of the formal part of the activity, (ie lunch and travel time not included).

Industry-based education: Includes training by training providers including industry organisations. These activities may involve some assessment. Hours claimed would be only for the duration of the formal part of the activity, (ie preparation and follow-up not included).

Meetings: Includes those run by industry bodies on industry related matters. Hours claimed would be only for the duration of the formal part of the activity.

Information events / Trade events: Includes planned events hosted by industry organisations, suppliers, manufacturers or other approved providers. Hours claimed would be only for the duration of the formal part of the activity.

Conferences: Conferences must be industry related and include business sessions. Hours claimed would be only for the duration of the formal part of the activity, (ie lunch and travel time not included).

Lecturing: Includes the presentation of lectures and papers in a formal setting such as classrooms, seminars and symposia. Hours claimed for the time spent in preparation and presentation only.

Tertiary education: Includes formal face-to-face education, distance learning and education, and short courses. It usually involves an assessable component. A pass grade would need to be provided in order to qualify for points.

Committee representation: Only those run by industry-related bodies. Hours can only be claimed for the formal part of the activity. E.g. Standards

committee; DBH committee; Local Authority committee; Industry associations committee.

Discussion groups: Only those run by industry related bodies on industry matters. Hours can only be claimed for the formal part of the activity.

Mentoring: A formal arrangement between the mentor and the person being mentored, the purpose of which is to share valuable industry knowledge, business experience and guidance to the mentee. The supervisor can claim hours but only for the formal part of the activity.

Publications: Recognised industry publications, material provided by DBH or the Registrar e.g. Codewords. Please note that one-off type publications will be point allocated prior to you receiving them so are not capped overleaf.

Publications (subject / trade / technical): Includes the preparation of material for papers/publications for seminars, conferences, symposia, journals, books, technical papers and magazines. E.g. Build.

Private / individual studies: Includes time spent on the internet researching or reading books, journals, magazines, manuals, product information, industry association related newsletters and other pertinent information on topics aimed to update and extend knowledge, skills and practice.

Supervising Apprentice: Must involve a formal contractual arrangement. The supervisor can claim hours but only for the formal part of the supervision or learning. E.g. BCITO or ITaB.

Service to the industry: A formal arrangement between the individual and an acknowledged industry body, organisation or DBH. The Registrar will use his/her discretion on allocation of points. This category can be used for activities that do not fall within any of those listed above. For example, voluntary advice, community matters etc. Only those hours spent in the service can be claimed.

Bonus point: If you submit your Record of skills maintenance to the Registrar at the time of annual contact in alternative years you will earn a bonus point, thereby reducing the number of points you are required to accrue for the assessment year.

Details of activities

