



# Skills Maintenance

The building industry is constantly changing, as new building materials and design technologies, and related legislation and codes are introduced or amended.

To remain licensed, you need to show you are keeping up with the changing industry. The Licensed Building Practitioner Scheme refers to this as 'skills maintenance'.

The Department of Building and Housing and industry and professional organisations are working together to ensure that skills maintenance is relevant for practitioners in all licence classes.

## What is skills maintenance?

Skills maintenance is about staying on top of your game. Maintaining the appropriate skills and knowledge will help you work more effectively, minimise errors and costs, and improve workplace safety. The skills maintenance programme for the Scheme offers a wide range of learning opportunities and activities to help you stay on top of your game. You can choose the type and style of activities that best suit your needs and the requirements of your licence class.

Some of the benefits of skills maintenance will include:

- knowledge of current materials and practices
- career development and ongoing training
- continual development of work practices.

Leading to

- high quality and safe buildings
- consumer confidence.

## How does skills maintenance work?

Each skills maintenance activity has points associated with it. Generally, one point equals one hour of skills maintenance activity, and limits are set for each type of activity (see the *Record of skills maintenance* form). For example, attendance at seminars or workshops has a maximum of six points over the two year assessment period. You can participate in skills maintenance activities as soon as you become licensed. Some activities can be done from your own home, such as regular reading of industry publications.

## How many points do I need?

The number of points you will need depends on your licence class:

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

If you hold two licence classes, you need to accumulate points at the higher licence class rate. For example, if you hold Carpentry and Site 1, you need to accumulate 30 points over the two years.

The Registrar encourages you to submit half your points at the time of annual contact after your first year as a licensed practitioner. (For example, in the case of Carpentry, 12 points). If you choose to submit your points at this time, the Registrar will award a bonus point for the following year, so you will only need a further 11 points.

## What evidence do I need to keep?

For formal activities delivered by tertiary training providers, particularly those that are part of the NZ Qualifications Framework, make sure you keep your certificate or Record of Learning. For any other skills maintenance activities, keep receipts or other evidence that shows what you did e.g. record of attendance.

Keep a diary of your skills maintenance activities. Record the total time you have spent on each activity. You need to ensure there is a range of activities – see the back of the *Record of skills maintenance* for details. For example, for books and magazines you have read, include the title, article, date, issue, page number and the time spent reading. These records need to be kept for five years.

For example

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

Please provide as much detail as possible in the activity section, so an auditor could come back and verify the activity.

The Registrar will audit a percentage of licensed practitioners annually to ensure they are staying on top of their game. If you are randomly chosen for audit, the Registrar will ask you to produce evidence to support your completed and signed *Record of Skills Maintenance* form.

## How do I submit my points with the Registrar?

Every 12 months the Registrar will contact you to ask if you want to remain licensed. If you do, you need to confirm you are still working in a role relevant to your licence class, confirm your personal details and pay your annual fee. This information will be used to keep the public register up to date. The Registrar will also encourage you to return your completed and signed *Record of Skills Maintenance* form. This assures us that you are managing to keep up with your skills maintenance requirements. Every two years the Registrar carries out an assessment of your current competence as part of the continued licensing requirements.

If you are a member of an industry organisation and it is looking after your skills maintenance points, the organisation may submit your points for you at the time of annual contact. Alternatively, you can download or request a copy of your *Record of skills maintenance* from the organisation and send this to the Registrar along with your other obligations at the time of annual contact.

## Is skills maintenance a requirement?

Yes. Once you are licensed, skills maintenance is required to ensure you stay on top of your game. Remember: how you accumulate your points is your choice. If you don't do any skills maintenance you run the risk of losing your licence.

## What happens if I don't complete my skills maintenance requirements on time?

If you have not completed your skills maintenance at the time of annual contact, send in what you have done, with a covering letter explaining why. The Registrar may grant an exemption for exceptional reasons. The date of your next assessment remains unchanged.

## How much does skills maintenance cost?

The costs vary depending on the type of activities you undertake. Some activities cost you nothing, while others may involve taking some time off work or paying a fee.

## Are points transferable?

No. Extra points earned in your two year assessment period cannot be carried over to another assessment period.

More information can be found on the Department's website at [www.dbh.govt.nz](http://www.dbh.govt.nz) or by contacting us on the number or email address below.