



BUILDING CONSENT AUTHORITY

**COMPETENCY REVIEW (ASSESSMENT)
(building consent authority function)**

It is a requirement of good practice that all individuals who undertake various tasks are shown to be competent in the roles they are required to perform. It is also a requirement of Building Regulations (2006) 7(2)(d)(ii); 9; 10, and 13 that the competence of building officers undertaking approvals and inspection roles must be assessed and that only those shown to be competent will be able to carry out those tasks. This document is to be read in conjunction with the Building Regulations 2006.

The competencies required by the BCA to perform its building control functions are (but not limited to):

- An understanding of the philosophy and principles of building design and construction
- Knowledge of building products and methods
- Knowledge and skills in applying the Building Act, the building code, and any applicable regulations under the Act
- Skills in processing and inspecting applications
- Technical and general communication skills in both verbal and written mediums
- General computer operating skills

To demonstrate the required competencies a building officer must:

- Maintain a portfolio of evidence demonstrating current competency – this may include (but is not limited to) work records of appropriate activities performed;

Version No: 1

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
<p>Introduction Date: 23 April 2007</p>	<p>Issue Date: 23 April 2006 Review Date: 23 October 2007</p>	<p>File Name: T-17.3</p>	<p>Page 1 of 3</p>

qualification degrees, diplomas, certificates, or training records; peer references (from previous employers or technical experts); registration under statute

- Undertake a self assessment using NPDC controlled document T-17.3 Competency Review (annual) Record and have this acknowledged by the relevant team leader.
- Undergo a learning needs assessment annually and record the outcome on the officer's training file and T-17.3.

The BCA must maintain organisational records of all relevant competencies and training, and record the evidence of the attendance and achievement of training events.

Process:

The relevant technical leader (reviewer) will schedule an annual assessment meeting with the building control officer, informing him/her of the process.

Version No: 1

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	
<p>Introduction Date: 23 April 2007</p>	<p>Issue Date: 23 April 2007 Review Date: 23 October 2007</p>	<p>File Name: T-17.3</p>	<p>Page 2 of 3</p>

The officer will bring his completed (updated) self assessment form (T-17.3(a)). The reviewer may require evidence of the self assessment and obtain this by observation of tasks, or other supporting evidence. This will enable the reviewer to determine the competence of the officer against the T-17.4 individual “BCA Competency skills training and leadership matrix”. This provides the basis for the determination of the officer’s scope of abilities regarding the categories (1, 2, or 3) of consent application as outlined in Q.11.

The competency review also assists the determination of training requirements for the officer and this may be addressed at this time.

The completed self assessment form is to be signed by both parties and stored in the officer’s own personal files, and in the BCA records, ready for the next annual review, and is to be presented for the Aspire performance review.

The maintenance of the skills matrix is the responsibility of the Team Leader Building and the copy is stored electronically and hard copy, but is accessible only through Team Leader Building log-in or by request to the Team Leader Building.

<p>NPDC Building Consent Authority</p>	<p>Location: Quality Manual</p>	<p>Authorised By: Peter Scantlebury Responsibility: Team Leader Building</p>	<p>Version No: 1</p>
<p>Introduction Date: 23 April 2007</p>	<p>Issue Date: 23 April 2007 Review Date: 23 October 2007</p>	<p>File Name: T-17.3</p>	<p>Page 3 of 3</p>