

Doc  
Ref

TS-17.2 Skills matrix Assessment - NV

Date

20/05/2008

## TS-17.2 Skills Matrix Assessment

### BCA AIM

To provide an accurate gauge of skills held by employees and contractors, to ensure all building control functions are carried out by staff with appropriate skills.

### ROLES AND RESPONSIBILITIES

- **BCA**

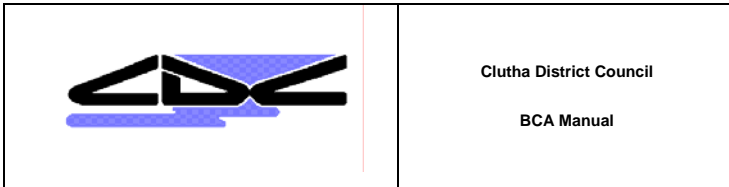
To ensure appropriate systems are in place for assessing and recording the skills of staff and contractors.

- **Building Manager**

Responsible for identifying training needs within the organisations and for individual staff members.

### BACKGROUND

1. Regulation 10 of the Building Regulations requires that a BCA must have a system for establishing the competence of a person who applies to it for employment as an employee performing building control functions.
2. Systems must also be in place for regularly assessing the competence of its employees performing building control functions.
3. Currently there is no recognised set of qualification that are proof of competence across the range of tasks undertaken by BCA staff. Building officials come from a range of backgrounds and their skills for building controls will likely have been gained from a combination of practical experience, industry training and observation and peer mentoring within the BCA.
4. In addition each BCA has individual circumstances which affect the type of building work encountered and the individual method and procedures used to meet the requirements of the Regulations.
5. Clutha District Council has decided to commence a programme of staff self assessment of staff of skills relating to building controls tasks bases on a skills matrix which represents the skills base of the BCA for use to ensure each type of building work is handled by appropriately skilled officials.
6. This will be supplemented by a review of each self assessment by an outside contractor with skills in building control functions.
7. The allocation of staff to consent processing, and specific task allocation for particular consents, will be based on the areas of competency identified by the skills matrix assessment.



## PROCEDURE

### 1 SELF ASSESSMENT

- 1.1 Each employee with building controls functions will complete a self assessment which relates to building consent processing and building consent inspection. They will identify their perceived skill level in assessing building code compliance across a range of building work types.
- 1.2 This assessment will consider aspects such as the following to determine competency
- Industry qualifications
  - Practical site experience
  - Observation or supervision
  - Design experience
  - Technical reading or instruction relating to the subject
  - Short term training courses
  - Building controls experience in processing and inspecting.

### 2 SELF ASSESSMENT WORKSHEET

- 2.1 Each Building official directly involved in processing building consents or inspecting building work complete the self assessment form T17.2 technical skills matrix plan processing / inspection
- 2.2 Assessment is against building work category types ( simple to complex ) and against all the clauses of the building act .

Category types for buildings and building work are those as outlined in the right hand table of 17.2 worksheets summarised to three categories with category 1 containing the least complex and Category 3 the most complex. The categories will be aligned to the categories used for Licensed Building Practitioners, when this provision comes into force.

Category 1 buildings – *straightforward houses and accessory buildings*

Category 2 buildings – *moderately complex commercial or residential buildings*

Category 3 buildings – *large, publicly important or special use buildings*

- 2.3 Competency is assessed using the criteria of 1.2 to determine a level of task in relation to building work type each officer can carry out. There are 4 levels at which an officer might be competent to carry out these tasks.


(S) = ok to perform task under supervision

( C ) = Competent to perform task

( T ) = competent to train others in task

( P ) = ok to carry out task if with recognised professionals design information and in conjunction with producer statements for design and construction as appropriate.

- 2.4 Supervision may mean processing or inspecting without being accompanied by another officer however there is an expectation that the officer requiring supervision will report back to competent supervising officer to confirm their findings and that the work complies with the building code.

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2.5 Signing off for either granting of building consent or issue of code compliance certificate will require a signature from an officer with the minimum level of competency as outlined in the skills matrix i.e. officers requiring supervision will not be able to sign off these two processes.

### 3 REVIEW

The Building Manager will consider each officers self assessment based on the information provided and their experience. An independent review of the self assessment will be carried out for each officer by an outside contractor with skills in building control. This review assessment will be the base of the BCA organisation skills matrix.

## NOTES