

YOUR  
**FUTURE, YOUR  
SKILLS.**

**0800 888 001** 

**MANUKAU CAMPUS**  
15 EARL RICHARDSON AVENUE

## Workplace Training Agreement for in-employment students

INDUSTRY PRACTICUM FOR New Zealand Diploma in Building Surveying (Level 6)

240 CREDITS

### Parties to the agreement

BCA/TA In-Employment Council **(THE EMPLOYER)**

**AND** The person undertaking the NZ (New Zealand) Diploma in Building Surveying Course of study **THE STUDENT (EMPLOYEE)**

**AND** FUTURE SKILLS ACADEMY **(THE TERTIARY PROVIDER)**

An employee of the \_\_\_\_\_ Council enrolled in the Building Surveying In-Employment Programme, as identified in this document, who has signed an acknowledgement agreeing to the terms of this Agreement **STUDENT (EMPLOYEE)**

**Meaning:** In-Employment Council (Student/Employee). Means the student undertaking the NZ (New Zealand) Diploma in Building Surveying Course. This course is designed for Council Building Consent Authority (BCA) staff who are currently working in a BCA and can gain Authentic work experience over the period they take to study and obtain the Diploma in Building Surveying qualification.

### STUDENT (EMPLOYEE) DETAILS IN-EMPLOYMENT

That the **Student (Employee)** agrees to complete the course of study including the Authentic Work Experience Logbook and student managed learning.

Student  
(Employee) Name

Site address

Postal address

Email address

Contact phone

### EMPLOYER DETAILS

Details of your employer that agree to assist the **Student (Employee)** to complete the authentic work experience requirement of the BRE Programme, including moving them around their business as needed to complete the authentic work experience programme requirements.

Company name

Name of Team  
Leader/Supervisor

Site address

Postal address

Email address

Contact phone

### FUTURE SKILLS ACADEMY PROGRAMME COORDINATOR DETAILS

Name Pary Vaghefi

Email address [pary@futureskills.co.nz](mailto:pary@futureskills.co.nz)

Contact phone +64 27 249 8800

Future Skills Academy, PO Box 76549 Manukau Phone: 09 263 0302 Freephone: **0800 447 089** Email: [info@futureskills.co.nz](mailto:info@futureskills.co.nz)

## What the NZ Diploma in Building Surveying is all about:

The NZ Diploma in Building Surveying is written by the BCA industry, for industry, supported by BOINZ, and taught by BCA experts at Future Skills.

The NZ Diploma in Building Surveying is the only qualification written by the Building Consents Authority, (BCA) industry, **for the industry** and **taught by BCA experts** with many years of BCA experience.

If you want to work in a Council or private BCA, then you will need to learn the BCA Regulatory industry requirements, the Building Code, the Building Act, and how a BCA functions then this is the qualification for you.

When you study towards the Diploma you are taught exactly what you do on the job, from Building consent application acceptance to vetting, BC processing, BC Inspections, to issuing the Code Compliance Certificate and everything in between.

The two-year Diploma programme works like an apprenticeship, with Future Skills academy teaching the class material in either Face-to-Face block courses, or online, and your BCA teaches the authentic work experience by providing you with a mentor and moving you around the BCA's day-to-day tasks to gain the required work experience.

In the end once you have completed the Diploma Programme, gained a few more years of work experience, and work Competency, you will become a BCA professional with the ability to work and succeed at any Council or Private BCA in New Zealand.

## The Parties agree:

**Meaning** an In- Employment Student currently working in a BCA as follows:

**Student (Employee)** means the student undertaking the NZ Diploma in Building Surveying training. To mean a **Student (Employee)** of a NZ Local Government Council Building Consent Authority, (BCA) that has access to complete authentic work experience in all the different areas of the BCA including Building Consent application, lodging, accepting, vetting, Building Consent Processing, Building Consent inspections, and code compliance areas.

1. That the purpose of the agreement is for the student to undertake the industry practicum component of their study towards the New Zealand Diploma in Building Surveying (Level 6), under the supervision and support of their **Employer** ('the Programme').
2. The **Employer** and the **Student (Employee)** agree that the NZ Diploma in Building Surveying runs like an apprenticeship with Future Skills Academy providing the classroom teaching either in Face-to-Face or online block course sessions.
3. The **Employer** agrees to provide all the authentic work experience and agrees to move the **Student (Employee)** around the BCA to be able to gain and record that work experience in a logbook, which must be submitted to the Future Skills academy at the end of each year, before the student can move onto the following year of study (if they are a year 1 student), and again before the student can complete the Diploma (if they are a year 2 student).
4. The **Employer** agrees and undertakes that all students currently employed by them and enrolled in the Programme will complete the industry practicum component as part of the programme requirements.
5. The student agrees and undertakes by being enrolled in the Programme they will complete the industry practicum component as part of the programme requirements.
6. The **Employer** and **Student (Employee)** has processes in place and is responsible for managing health and safety risks under the Health and Safety at Work Act 2015.
7. The **Employer** agrees to provide the **Student (Employee)** a mentor to assist them with gaining authentic work experience.
8. The **Employer** agrees to provide some agreed time per week for the **Student (Employee)** to attend the online block courses and to work on student directed and authentic work experience training (half a day to one day per week is recommended); Future Skills does understand that the work needs of the business may take priority some weeks.
9. This Workplace Training Agreement will enable the **Student (Employee)** to pursue the training required for the Programme and meet the authentic work experience hours allocated below and the learning outcomes for the courses.
10. Nothing in this Workplace Training Agreement limits any rights or obligations of the **Employer** or **Student (Employee)** under any employment agreement between them or requires the **Employer** to continue with the training if the student's employment is terminated for any reason.
11. Reference to the **Student (Employee)** in the singular also refers to all students in the plural currently enrolled in the programme.

## YEAR 1: Programme and Industry practicum authentic work experience hours. In employment.

COURSE NAME START 2023	OUTCOMES TO BE ACHIEVED	AUTHENTIC WORK EXPERIENCE HOURS
<b>501</b> <b>Regulatory Requirements</b> <b>15 Credits</b>	<ol style="list-style-type: none"><li>1. Apply purpose, principles, and implications of the Building Act 2004 to manage own roles and responsibilities.</li><li>2. Analyse documentation and apply knowledge of the regulatory framework and legislative requirements to manage technical, administrative, and legislative functions required in the building regulatory environment.</li></ol>	100 hours
<b>502</b> <b>Building Consent Authority Environment</b> <b>15 Credits</b>	<ol style="list-style-type: none"><li>1. Practice within the Building Consent Authority Competency Framework System in accordance with Regulation 10.</li><li>2. Analyse Building Consent Authority Quality Management System policies and associated procedures as required by the BCA Accreditation Regulations.</li></ol>	86 hours

COURSE NAME START 2023	OUTCOMES TO BE ACHIEVED	AUTHENTIC WORK EXPERIENCE HOURS
503 Construction, Technology 15 Credits	1. Analyse a range of building consent applications applying, current common principles of building construction, materials, and systems, to determine compliance with the New Zealand Building Code.	90 hours
504 Building Code and Acceptable Solutions: Residential Buildings 30 Credits	1. Analyse a range of documentation for residential buildings to determine compliance with the New Zealand Building Code, Acceptable Solutions and Verification Methods. 2. Analyse a range of documentation for residential buildings to determine compliance with classified uses, definitions, and limits on application of the New Zealand Building Code.	140 hours
505 Plan Processing- Residential 30 Credits	1. Analyse Residential building consent applications to determine compliance with the New Zealand Building Code for granting of building consent. 2. Analyse residential building consent applications to determine compliance with the legislative requirements of the building regulatory framework. 3. Process Residential building consent applications and other documentation and grant and issue building consents in accordance with the regulatory framework.	180 hours
506 Residential Site Inspections 15 Credits	1. Inspect and evaluate Residential buildings and building work to confirm compliance with approved building consent documentation. 2. Process final site inspection documentation for residential buildings and issue Code Compliance Certificate in accordance with the regulatory framework.	76 hours
<b>TOTAL HOURS</b>		<b>672 hours</b>

## YEAR 2: Programme and Industry practicum authentic work experience hours. In employment.

COURSE NAME START 2023	OUTCOMES TO BE ACHIEVED	AUTHENTIC WORK EXPERIENCE HOURS
601 Building Code and Acceptable Building Solutions - Commercial 30 Credits	1. Analyse and evaluate a range of documentation for large buildings to determine compliance with the New Zealand Building Code, Acceptable Solutions and Verification Methods. 2. Analyse and evaluate a range of documentation for large buildings to determine compliance with classified uses, definitions, and limits on application of the New Zealand Building Code.	140 hours
602 Plan Processing- Commercial 30 Credits	1. Analyse and evaluate Commercial building consent applications to determine compliance with the New Zealand Building Code. 2. Process Commercial building consent applications and associated documentation in accordance with the regulatory framework. 3. Grant and issue building consents in accordance with the regulatory framework.	160 hours
603 Disputes Resolutions and Enforcement 15 Credits	1. Investigate and evaluate offences under the Building Act 2004 and compile an evidence-based report to support judicial proceedings. 2. Differentiate between the statutory powers and obligations of a Territorial Authority and Building Consent Authority in relation to offences under the Building Act 2004	50 hours
604 Statutory Requirements 15 Credits	1. Analyse and evaluate building consent and inspection documentation and apply other statutory provisions in accordance with the Building Act 2004. 2. Issue certificates and notices in accordance with other statutory provisions of the Building Act 2004.	76 hours
605 Commercial Site Inspections 30 Credits	1. Carry out Commercial site inspections and evaluate Commercial buildings and building work to confirm compliance with approve building consent documentation. 2. Apply systematic recording of final site inspection decisions and outcomes in accordance with regulatory and legislative requirements. 3. Process final site inspection documentation for commercial buildings and issue Code Compliance Certificate and compliance schedule in accordance with regulatory and legislative requirements.	200 hours
<b>TOTAL HOURS</b>		<b>626 hours</b>

## The Employer agrees to:

1. Provide a list of current students enrolled in the programme and any other required admission information to Future Skills.
2. Provide the Student an appropriate level of support and technical supervision to ensure that the terms of this Agreement are met. This includes allocation of duties, tasks, authentic hours of work, study time, a mentor, and feedback to the student on their performance and progress. **(Half a day to a day per week is recommended)**, although Future Skills does understand that the work needs of the business may take priority some weeks).
3. Allocate human resources to enable the student to be observed by a technically competent person (Mentor) where required for completion of assessments for each course and verify completion of practicum authentic work experience that meets Employer and industry standards of practice.
4. Consult with Future Skills Programme Coordinator regarding any major changes to the student's training or workplace arrangements.
5. Promptly inform Future Skills Programme Coordinator of matters that may affect the delivery of the agreed training. This includes any revocation or suspension of BCA Accreditation, unavailability of a suitably qualified technical supervisor for an extended period, termination of student employment, extended leave, or other relevant circumstances.
6. Allocate the industry practicum hours for workplace learning to meet the learning and assessment requirements of the courses in which the student is enrolled.
7. Provide the Student sufficient time to attend learning sessions in person and online programme timetable or provide notification of absence to Future Skills Academy.
8. Provide the Student with the ability to seek assistance and advice from Future Skills Academy on matters of concern relating to the workplace training requirements.
9. Notify Future Skills Academy immediately of any changes that may impact on the student's ability to complete the programme and gain the qualification within the required time frame.

## Future Skills Academy agrees to:

1. Maintain regular contact with the Employer and the Student and oversee the student's progress, via Moodle, email, phone and visiting the workplace.
2. Provide an appropriate level of support to the Employer and the Student, during training and completion of the industry practicum.
3. Consult with Employer and the Student when required regarding any major changes to the training agreement or workplace arrangements.

## Declaration:

We, the undersigned, understand and agree to all the terms of this Agreement.

### SIGNED ON BEHALF OF FUTURE SKILLS ACADEMY:

Name

Signature

Date

### SIGNED ON BEHALF OF THE EMPLOYER:

Name

Signature

Date

### SIGNED BY THE STUDENT/EMPLOYEE:

Name

Signature

Date