



LICENSED
BUILDING
PRACTITIONERS



LBP SKILLS MAINTENANCE SCHEME

Guidance for
Licensed Building Practitioners



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
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New Zealand Government



GUIDANCE DOCUMENT FOR LBP'S

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THE LBP SKILLS MAINTENANCE SCHEME

Introduction

The LBP scheme was established to make sure building practitioners like you have the right skills and knowledge needed to carry out or supervise restricted building work (RBW).

As you know, once you have been assessed and licensed as an LBP, it is your responsibility to ensure you continue to meet the **minimum** standard required to keep your license. Maintaining these standards keeps you up to date with industry practices and regulatory changes.

New scheme introduced

A new LBP Skills Maintenance scheme was recently introduced that changes how you keep your skills up to date. The aim is to encourage you to get the regulatory and technical information you need and, at the same time, choose elective activities that are relevant to what you do.

This document is a guide to the new scheme.








Start date

The transition to the new LBP Skills Maintenance scheme starts on 2 November 2015. Until then you can continue to earn your skills maintenance points the same way you have been earning them. From 2 November 2015, you will need to complete the activities required under the new scheme.

Whether you earn your points under the current scheme or the new scheme, you will continue to have two years to complete your skills maintenance activities. So, if you relicence in November 2015 for example, you will have until November 2017 to complete all the requirements to continue to hold your LBP licence.

Here's how it will work

Under the new LBP Skills Maintenance scheme you need to do a combination of compulsory and elective activities.

LICENCE CLASS	ACTIVITIES YOU MUST DO		PLUS ACTIVITIES YOU CHOOSE
	READ CODEWORDS	ON-THE-JOB LEARNING	POINTS REQUIRED
  Bricklaying & Blocklaying, Carpentry, External Plastering, Foundations and Roofing	Yes	Yes	12
   Design or Site area of practice 1	Yes	Yes	15
  Design or Site area of practice 2 & 3	Yes	Yes	18

The activities you must do

We want to make it easy for you to find the technical and regulatory information you need and to make the most of information that already exists as a result of your day-to-day practice and learning on the job.

Under the new scheme, there are two types of activities you must complete every two years:

1. Read Codewords/LBP Knowledge link articles and complete a short quiz

You need to read the *Codewords/LBP Knowledge link* articles that are relevant to your licence class and then complete a short quiz for each one. The articles will be e-mailed to you and will cover the changes to the law and technology that you need to be aware of. The quiz will reinforce the important messages and help you remember what you have learned.

And

2. On-the-job learning

You will need to show at least two examples of on the job learning for your licence class over the 2 year period. Each example can be a project where you have learned something new on the job that is relevant to your licence class. Examples include:

- » design and/or installation of a new cladding
- » learning how to use a product or material that you haven't used before
- » how you did a job that was complicated by a particular terrain, wind zone, elevation, etc.

The Ministry has developed an online Record of Work and Certificate of Work form which you can use to record your learnings as they happen. You will need to include some or all of the following details:

- » completed work on the job and/or
- » problems or issues identified and/or
- » lessons learned and/or
- » new skills acquired and/or
- » other relevant information

You'll find the on-the-job learning forms and completed examples available at www.lbp.govt.nz




Activities you choose

You also need to complete elective activities. Each hour you spend learning equals 1 point. A good elective activity is one that gives you the learning you need to maintain your professional competence in relation to your licence class.

Pick any activities that are useful to you and the work you do. Here are some examples:

- » conferences
- » seminars and lectures
- » trade events
- » presentations and tutorials
- » subscription to a trade magazine
- » courses and/or other formal studies
- » lecturing/teaching
- » publishing professional articles or research
- » perform a service to the industry
- » learning about workplace safety
- » mentoring
- » on-the-job learning

It is important to remember that **the minimum number of elective points required for each licence class has been reduced by half**. This will help you be more selective about which activities you choose to complete. These are the minimum number of points you will have to earn from elective activities under the new scheme:

LICENCE CLASS	NUMBER OF POINTS
 Bricklaying & Blocklaying, Carpentry, External Plastering, Foundations and Roofing	12
 Design or Site area of practice 1	15
 Design or Site area of practice 2 & 3	18

If you hold more than one LBP licence and the number of points is different, you have to earn the higher number of points. For example, if you hold a carpentry licence and a site area of practice 2 licence you have to earn 18 points (i.e. spend 18 hours on elective activity).

To help you with your record keeping, the Ministry has redesigned the LBP online portal so you can record and upload relevant skills maintenance information as you go.



Continued learning

The new scheme recognises the ‘continued cycle of learning’ and seeks to harness learning opportunities through the building and design process as detailed in the diagram opposite.

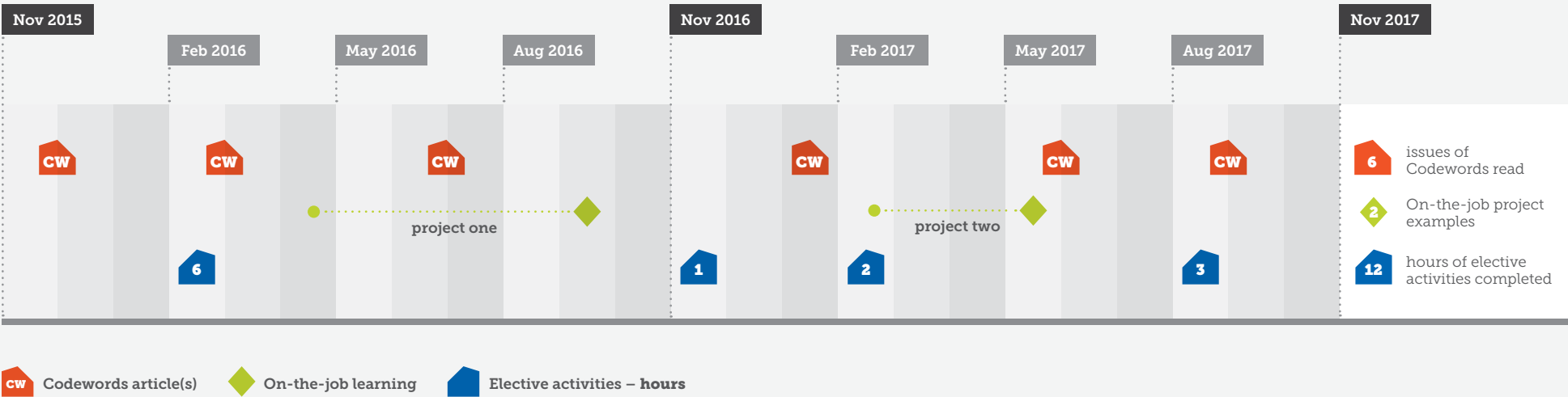
Typically, an LBP might attend a seminar or product tutorial – **LEARN IT** – but not apply this learning in practice until a later date – **DO IT**. An opportunity may then arise to pass on this knowledge – **TEACH IT**. Each of these steps is recognised as a valid learning opportunity.

Here’s an example of how you can organise activities over a two year period in order to complete your skills maintenance requirements under the new scheme:

Continued process of learning



Skills Maintenance – two year activities example



Declaration

Once you have completed all your compulsory and elective activities, you need to submit a declaration form before you can be re-licensed. You will need to identify:

- » the LBP newsletter issues and quizzes that you have completed
- » your two (or more) examples of on the job learning
- » the elective activities that you completed and how long it took you to complete them

You can complete your Skills Maintenance declaration online by logging into your online LBP account, or you can download a printable version from the LBP website by visiting www.lbp.govt.nz and then completing and posting the paper declaration to our mailing address.

Skills Maintenance Audit

Each year a number of LBPs will have their skills maintenance records checked so it's important you keep up-to-date copies of the skills maintenance activities that you have completed by either uploading your records online or keeping a paper copy on file.

An audit may involve an auditor examining your skills maintenance records and making sure they meet the necessary requirements. Or an auditor may contact you and ask questions about what you learned from doing the compulsory activities or the elective activities or both. You will be contacted if you are going to have your skills maintenance record audited.

FAQs

When do I transfer to the new skills maintenance scheme?

The new Skills Maintenance scheme starts on 2 November 2015. You will transfer to the new scheme once you have completed your skills requirements under the current scheme.

So, for example, if you are required to submit your next skills maintenance form by 13 May 2016, you will continue to do activities and earn points under the current scheme until then. From 14 May 2016 you will do the activities required under the new scheme. Your skills maintenance declaration form for the new scheme will then be due on 13 May 2018.










How often do I have to complete skills maintenance activities under the new scheme?

The timeframes to complete the required skills maintenance activities do not change. You will continue to complete the required skills maintenance activities and submit a declaration form every two years.

How many points do I have to earn under the new scheme?

The compulsory part of the new scheme does not have any points. You have to read LBP Knowledge link articles and answer the attached quiz when it is relevant to your licence class. You also have to complete a minimum of two examples of on the job learning every two years.

Under the new scheme you earn points on your elective activities. The minimum number of points has been reduced.

LICENCE CLASS		NUMBER OF POINTS
    	Bricklaying & Blocklaying, Carpentry, External Plastering, Foundations and Roofing	12
 	Design or Site area of practice 1	15
 	Design or Site area of practice 2 & 3	18

Can I earn points doing activities from the new scheme before I have to transfer to the new scheme?

Yes. You can choose to do one or more of the activities that are part of the new scheme.

Reading LBP Knowledge link articles, on the job learning and the elective activities all count as skill maintenance under the current scheme. Just make sure you earn enough points from doing these activities under the current scheme.

Until you change over to the new scheme you need to earn the following:

LICENCE CLASS	MIN. POINTS NEEDED OVER 2 YEARS
BB C EP F R Bricklaying & Blocklaying, Carpentry, External Plastering, Foundations and Roofing	24
D S Design or Site area of practice 1	30
D S Design or Site area of practice 2 & 3	36

Make a skills maintenance plan

Do you know the licence class(es) you need to read Codewords/ LBP News articles for? Set aside a time to read these articles and do the quiz(es).

Think about what projects you will include for your on-the-job learning. Collect the evidence for each piece of learning as you complete it. Download and complete the forms from www.lbp.govt.nz.

Choose your two elective activities. Collect the evidence for these as you complete them.

Find out more

You can find more information about the new scheme at www.lbp.govt.nz.

What evidence do I need to collect to prove that I have completed skills maintenance under the new scheme?

SKILLS MAINTENANCE ACTIVITY	EVIDENCE
COMPULSORY ACTIVITIES	
Read required LBP news articles for your licence class and complete the quizzes	Electronic or hard copy record of completed quiz for each article relevant to the licence class(es) you hold.
ON THE JOB LEARNING Trade and Site licences	Completed evidence form www.lbp.govt.nz , or a combination of the following <ul style="list-style-type: none"> » photos » record of work¹ » BCA inspection record » observation record (PS4) from an engineer who reviewed your building work » written record (diary entry) of learning relevant to your licence class.
ON THE JOB LEARNING Design licences	Completed evidence form www.lbp.govt.nz , or a combination of the following: <ul style="list-style-type: none"> » certificate of work² » peer review » BCA request for further information » copy of drawings or specifications showing work carried out and knowledge gained » written record (diary entry) of learning (e.g. mentoring, supervision).
ELECTIVE ACTIVITIES	<ul style="list-style-type: none"> » conferences » seminars and lectures » trade events » presentations and tutorials » subscription to a trade magazine » course and/or other formal studies » lecturing/teaching » publishing professional articles or research » perform a service to the industry » learning about workplace safety » mentoring » a record of learning activity (e.g. certificate from event provider) » a copy of presentation, articles, research, tutorial or lectures » details of service to industry » written record of mentoring given » subscription receipt for publications read.

¹ Memorandum-(record of building work) Prescribed form 6A of the Building (Forms) Regulations 2004 www.building.govt.nz/builditright-carpenters-process

² Memorandum-(certificate of work) Prescribed form 2A of the Building (Forms) Regulations 2004, further guidance on certificates of work at: www.building.govt.nz/builditright-designers-process



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