



LICENSED
BUILDING
PRACTITIONERS



LBP SKILLS MAINTENANCE SCHEME

Guidance for
training providers and publishers



MINISTRY OF BUSINESS,
INNOVATION & EMPLOYMENT
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New Zealand Government



LICENSED
BUILDING
PRACTITIONERS



GUIDANCE DOCUMENT FOR TRAINING PROVIDERS AND PUBLISHERS

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THE LBP SKILLS MAINTENANCE SCHEME

Introduction

The LBP scheme helps ensure that New Zealand's building practitioners have the right skills and knowledge needed to competently carry out or supervise restricted building work (RBW) and other activities within their licensing scope.

Once they have been assessed and licensed as an LBP, it is the responsibility of each licensee to ensure they continue to meet the standards required to keep their licence. Maintaining these standards keeps everyone up to date with industry practices and regulatory changes.

This guide has been developed to assist those who provide learning opportunities to LBPs. If you provide skills maintenance activities and/or publish information used for the compulsory and the elective components of the new LBP Skills Maintenance scheme, you are playing a critical role in developing a more productive building and construction sector in New Zealand.

Thank you for delivering meaningful and relevant learning to LBPs.








Start date

A key focus of the new scheme is the achievement of quality learning outcomes for LBPs. The new scheme also seeks to move away from being a point gathering or compliance exercise.

The transition to the new LBP Skills Maintenance scheme starts on 2 November 2015. Until then LBPs can continue to earn their skills maintenance points the same way they have been earning them. From 2 November 2015 on, they will need to complete a range of activities required under the new scheme. Whether they earn points under the current scheme or the new scheme, LBPs will continue to have two years to complete their skills maintenance activities.

How does it work?

The new scheme promotes meaningful learning and encourages LBPs to focus on activities that are relevant to their licence class and area of practice(s). They will need to complete a combination of compulsory and elective activities over the two year period:

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

Compulsory Activities

We want to minimise the time LBPs spend searching for the technical and regulatory information they need, and to make use of the current and ongoing information that LBPs have access to through their day-to-day practice and learning on the job.

The new scheme introduces two types of compulsory activities all LBPs need to complete every two years

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

LBPs will need to read the *Codewords/LBP Knowledge link* articles that are relevant to their Licence class and then complete a short quiz at the end. The articles will be emailed to them directly and will cover important changes in the regulatory and technical areas of each licence class. The quiz will reinforce the important messages so they can apply it to their work later. The Registrar will advise who is required to read *LBP Knowledge* in each *Codewords* issue.

And

2. On-the-job learning

The purpose of this component is to provide evidence of LBPs continued practice and how it relates to their particular licence class.

LBPs will need to provide evidence for a minimum of two examples of on the job learning over a two year period. This evidence can be a completed in conjunction with the Record of Work, Certificate of Work, or similar documents that are typically completed at the end of their work on the job. You'll find the on-the-job learning forms and completed examples available at www.lbp.govt.nz

Continued learning

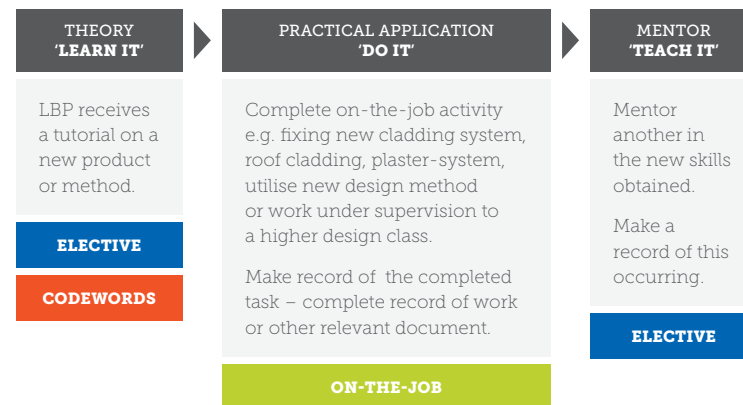
The review of the LBP Skills Maintenance scheme found much of the training provided for LBPs does not properly account for practical learning that occurs on-the-job. The new scheme recognises the 'continued cycle of learning' and seeks to harness learning opportunities through the building process as 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**.

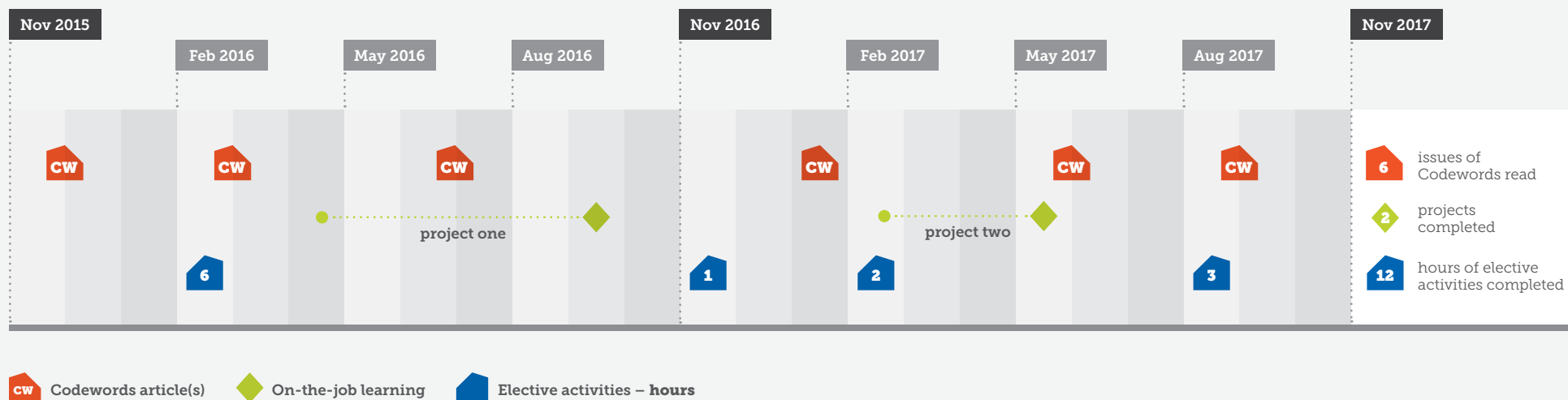
An opportunity may then arise to pass on this knowledge – **TEACH IT**. Each of these steps is recognised as a valid learning opportunity.

The Ministry is keen to work with the sector to ensure this model is utilised and further developed to ensure building methods, products and materials are appropriately specified and used in the design of buildings, and then appropriately, fixed, fitted or installed by LBPs.

Continued process of learning



Skills Maintenance – two year activities example



Opportunities for you

Currently there is a wide range of quality articles being published by the industry and the Ministry will continue to encourage practitioners to read and learn from these sources. The new Skills Maintenance scheme will present additional opportunities to publishers or other industry bodies by encouraging you to provide the Ministry with articles that may be included in the '*LBP Knowledge link*'. This publication has a wide reach and as such the Ministry is keen to collaborate with industry bodies and other interested parties who have material they wish to share.

The importance of on-site checks

We know that product manufacturers and suppliers¹ are generally very good at presenting information or providing tutorials on their products at builders' breakfasts, design seminars etc. However, there is sometimes a disconnect when it comes to practical application of this learning on-the-job. Completing and recording quality assurance checks on site is one method of ensuring things occur correctly and in accordance with the relevant specifications.

Elective Activities




LBP's also need to complete elective activities. These remain largely the same as under the current scheme where each hour spent undertaking elective activities equals 1 point.

Under the new scheme the minimum number of elective points required for each licence class has been reduced by half. This is because:

- » compulsory activities will absorb a great deal more of practitioner's time. This was previously focused on elective activities;
- » it's fairer and easier for LBP's in regions of the country where elective activities for all LBP licence classes are limited;
- » it encourages practitioners to be more selective about which elective activities they want to complete. This in turn allows them to invest their time and resources in activities that are most likely to deliver relevant and meaningful learning results.

¹ Section 14G of the Building Act 2004 – Responsibilities of product manufacturer or supplier
www.legislation.govt.nz/act/public/2004/0072/latest/DLM5766663.html

These are the minimum number of points LBP's 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 and Site area of practice 1	15
	Design and Site area of practice 2 & 3	18

If an LBP holds more than one LBP licence and the number of points is different, they need to earn the higher number of points. For example, if an LBP holds a carpentry licence and a site area of practice 2 licence they will have to earn a minimum of 18 points (i.e. spend 18 hours on elective activities).

Opportunities for you

The aim of the new scheme is to promote meaningful learning and encourage LBP's to focus on activities that are relevant to their licence class and area of practice. Previously some LBP's have been overly focused on simply collecting skills maintenance points rather than the information they learn and how the learnings apply to their LBP licence. Here are some examples of elective learning activities an LBP may choose to complete:

- » 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.

Record of training for Elective Activities

A good elective activity is one that provides valuable and meaningful content to help an LBP maintain their professional skills and knowledge. Training providers should keep up to date with the LBP competency standards as these can change over time. By doing so, providers can ensure that their content relates to one or more of the competencies for a specific licence class. In general providers should seek to align their content to one or more of the following key areas:

- » **Regulatory knowledge** – includes but not limited to knowledge about the Building Act, the Building Code, and other building related regulations.
- » **Technical knowledge & skills** – includes but not limited to knowledge about relevant construction terminology as well as current construction methods and practice; knowledge about acceptable solutions (e.g. NZS3604, E2/AS1) and other building related compliance pathways.
- » **Health and safety** – includes but not limited to knowledge of Health and Safety legislations, safe working practices and management of hazardous substances and environmental issues on site.
- » **Continued practice** – includes evidence about your ongoing work relevant to your licence class.
- » **Professional skills** – includes but not limited to knowledge of relevant construction management, contract administration, good communication practices; evidence of relevant business training, quality assurance procedures and supervision of staff.

If you are providing training for LBPs in the above-noted areas please complete a Skills Maintenance record of learning form and make sure LBPs receive a copy for their records. This will help ensure consistency across training providers and provide our assessor network with a common training output to evaluate when they are auditing LBP records.

The intention is that where an LBP receives a tutorial, seminar or lecture a clear record of learning is provided. To ensure the learning received is both valid and creditable it should reference the relevant performance indicators in the LBPs licence class.

The minimum standards for each LBP licence are called competencies. Each of these competencies has a list of 'performance indicators' that provide criteria for what practical skills and technical knowledge are required. See the [Licensed Building Practitioner Rules](#) for more details.

Coverage areas of Skills Maintenance activities

There are five main areas for skills maintenance. Here's how a particular elective activity may cover one or more of these.

Range of activities and corresponding areas of coverage

COMPULSORY ACTIVITIES	REGULATORY KNOWLEDGE	TECHNICAL KNOWLEDGE & SKILLS	WORKPLACE SAFETY	CONTINUED PRACTICE	PROFESSIONAL SKILLS
Codewords/LBP News					
On-the-job learning					
ELECTIVE ACTIVITIES ²					
Conferences					
Seminars and lectures					
Trade events					
Presentations and tutorials					
Subscription to a trade related 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					

² A minimum of **12 hours** over 2 years – Bricklaying & Blocklaying, Carpentry, External Plastering, Foundations, Roofing
A minimum of **15 hours** over 2 years – Design AOP 1 and Site AOP 1
A minimum of **18 hours** over 2 years – Design AOP 2 & 3 and Site AOP 2 & 3

Checklist

When compiling elective training or writing material for LBPs it is important to consider the following:

1. Have you reviewed and filled out the Skills Maintenance record of learning form? If not please do so and indicate key aspects of the activity you would like to run or the material published. You can download a copy here: www.lbp.govt.nz
2. Which LBP Licence class is the information targeted at? (e.g. If your training is primarily about bricklaying and blocklaying then this should be explicit. There is no benefit in roofers turning up if the content does not relate to their licence class.)
3. Have you considered the relevant competencies for which you are providing training and information? (e.g. is it regulatory knowledge, technical skills and knowledge, health and safety, etc.)
4. Is your information current and from an authoritative source?
5. How long is the activity and is the entire activity related to LBP training or only parts of it? (i.e. If an activity lasts for 3 hrs and is all about LBP learning then that would equal 3 points. If only part of the activity is about LBP learning then the total points need to be estimated on a 1 hour = 1 point basis)

Skills Maintenance audit

Each year a proportion of LBPs will be selected for an audit of their skills maintenance records. LBPs will need to keep copies of skills maintenance activities they have completed.

An audit may involve an auditor examining a practitioner's skills maintenance records and making sure they meet the necessary requirements. Or an auditor may contact the practitioner and ask them questions about what they learned from doing the compulsory activities or the elective activities or both. Each LBP will be contacted if their skills maintenance record is going to be audited, prior to submission of their declaration form.

Find out more

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





ISBN: **978-0-908335-36-7** (Print)
978-0-908335-37-4 (Online)

First Published **September 2015**

Licenced Building Practitioners

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PO Box 10-729, Wellington 6143, New Zealand.

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