

▶ CONTINUING REGISTRATION COMPETENCE REVIEW ASSESSMENT FORM 2023

This cover page contains information for the applicant, please read before completing the application form. This application form is for: All Architects who are required to have a competence review under the Registered Architects Act 2005 section 12.

A Continuing Registration Competence Review

Assessment Form requires:

- the form completed in full
- the required attachments (see checklist on page 8)

Instruction on how to use this form:

Download the form from the NZRAB website and save it on your own computer. Once saved, you can enter your details in the provided fields using either your web browser or the Adobe Acrobat program.

All questions must be answered. Please write N/A if this is an appropriate response for you to any field in this form. Please read the guidance notes in each section where included.

Some boxes have a maximum number of characters and you may have to edit your text to fit. Click in the blue shaded box to type your response; you may tab or click into the next box. Do not type outside of the boxes. There is provision for additional information to be entered on page 7.

The assessment form must be completed in full and submitted with the required attachments. Please note that you can only provide a maximum of 10 pages when responding to question 2.2.

All pages of this assessment form must be returned.

Please note if you are not currently registered, i.e. you don't hold an Annual Certificate of Registration, please contact the NZRAB offices before completing this form; it is likely you will need to apply for registration down pathway 4.

Email your assessment form and attachments as one single, pdf in colour to: info@nzrab.org.nz.

Next steps:

The NZRAB (the Board) is required to satisfy itself that you meet the minimum standard for continued registration in accordance with section 12 of the Registered Act 2005 (the Act). This form provides the Board with information to make that judgment.

On receipt of the fully completed form and required attachments your application will be reviewed by an Evaluation Panel comprising two Assessors who are experienced Architects appointed as Agents of the Board.

The Assessors may request more information from you via NZRAB staff, or you may be asked to attend an interview with the Evaluation Panel. If you are required to attend an interview, further information will be provided at that time.

The Evaluation Panel will make a recommendation to the Board on whether or not you meet the minimum standard for continuing registration. The Board will consider the Assessors recommendation at its next scheduled meeting and decide whether or not it is satisfied that you should be granted continuing registration. You will be advised of the outcome by email as soon as possible following the Board meeting. If the Board is not satisfied that you meet the standard it will propose that your registration be suspended, and you will be invited to make submissions before any final decision is made.

▶ 1. REQUIRED INFORMATION Registered Architects Rules 2006 Schedule 1

| | |
|------------|---------------------|
| First name | Middle name(s) |
| Surname | Registration number |

▶ CONTINUING REGISTRATION COMPETENCE REVIEW | ASSESSMENT FORM

1.1 Confirm/Amend Contact Details

Check that your contact details with the NZRAB are correct and you have updated where required. To do this, go to www.nzrab.nz, login as an architect, open "Personal Details", and then confirm and/or amend your details. Remember to click "save".

Tick box

I confirm my personal details on the NZRAB database are correct.

1.2 Authorisation To Publish Contact Details

The Registered Architects Act 2005 requires that every Architect's name, registration number, expiry date and any penalty imposed in the last 3 years must be made available to the public on a register. The NZRAB makes this information available at www.nzrab.nz

In addition to assist the public choose a suitable Registered Architect, your practice name, phone numbers and email address can also be shown on the Register, if you wish.

Please us let know which contact details you wish to have listed on the Public Register accessible via the NZRAB website. Tick one box only

Yes, I consent to have:

all contact details including my practice (place of work) contact details, work phone number, city, country and nominated email address for NZRAB correspondence; or

all the above contact details except my email address; or

only the contact details of the practice (my place of work); or

No, I do not consent to have:

my contact details made available to the public on the NZRAB online register.

1.3 Referees Refers: Registered Architects Rules 2006, Rule 8 Schedule 1(e)

Record the contact details of two independent referees. "Independent" means not a family member. In addition, one referee must not be a business partner or your employer/manager and both referees must not be from your current normal place of work. An NZRAB Board member, QEAP member or Assessor cannot be a referee. That apart, you are entitled to nominate whoever you wish (do not include written references).

Name

Phone

Email

Relationship

Name

Phone

Email

Relationship

▶ 2. WORK RECORD Registered Architects Rules 2006 Rule 21(a)

2.1 Professional Focus And Work Context

Provide an overall description of your professional focus as a registered Architect and the context within which you work as an Architect.

Include information on the type and size of practice you are in, and the scale and type of work you are currently involved in. Indicate whether this focus has shifted or changed over the last five years.

Describe your role as a generalist or a specialist Architect? *(Enter text here. If you require more space, please go to page 7.)*

2.2 Regular Work As An Architect

Describe the types of work you've been doing for the last five years. Cite individual projects description, approx value and your role in each project, with examples of the project. Attach up to a total maximum of ten pages of examples of documentation relevant to the work you do. (Note - We want to understand the context of your work so when describing your role please provide detailed information on the activities you have been involved in across the various work stages)

(Limited text can be entered here. If you require more space please go to page 7)

| Years | Work | Your Role |
|-------|------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

2.3 Not Practising

During all or part of the last five years if you have been in voluntary suspension or not doing architectural work, **briefly** list what you have been doing instead, to indicate if it was related to architecture.

(Limited text can be entered here. If you require more space please go to page 7)

| Dates | Activities |
|-------|------------|
| | |
| | |
| | |
| | |
| | |
| | |

▶ 3. MAINTENANCE OF ARCHITECTURAL KNOWLEDGE AND SKILLS *Registered Architects Rules 2006 Rules 21(b) and 24(2)*

The following covers what you have done to maintain the currency of your architectural knowledge and skills since your last assessment.

3.1 Overall Approach For Staying Current, Given The Work You Do

Please reflect on what you have done in order to keep your knowledge and skills current since your last assessment. You may wish to consider what is relevant to the stage that you are at in your career, the type of architecture you practice, the roles you fulfil and the services that you provide. *(If you require more space, please go to page 7.)*

3.2 CPD

Attach a print-out of any NZRAB CPD you have done over the last five years. You need to obtain this from your personal CPD web-page and **it must show every CPD event/activity you have attended/done etc. over that period. Where your CPD activity relates to the PSG and IOT information please provide additional detailed information regarding these activities such as meeting minutes or a short description of the learning topic** (no more than ten recent PSG and IOT meetings).

3.3 Other Professional Development Activities

Provide details of any other specific professional development activities, apart from the above CPD, that you have done, along with their relevance to your work as an Architect.

Describe anything else you have done to maintain the currency of your architectural knowledge and skills.

Other professional development activities (please be specific). (Limited text can be entered here. If you require more space please go to page 7)

| Year(s) | Professional Development Activities | Relevance to your work |
|---------|-------------------------------------|------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

3.4 Staying Current in the Workplace

Describe in detail what you do in your workplace day-to-day to ensure that you have the up-to-date skills and knowledge required to do your work as an architect competently. *(If you require more space, please go to page 7.)*

▶ 4. DISCLOSURE QUESTIONS

The following is a set of disclosure questions that help us assess whether you are continuing to meet the minimum standards for registration as an Architect. The relevant time period when responding to these disclosure questions is:

- *Since you last signed a continuing competence assessment from declaration; or*
- *if this is your first continuing competence assessment, since you signed the declaration on your application for initial registration*

Please provide answers to the following questions by ticking the appropriate response, and attaching the relevant information to this application.

If you answer yes to any of the questions below, please provide the following with your application:

- *a description of the event(s) (include claimant's name, date of incident, place of incident, date of claim and incident summary, outcome and date of outcome)*
- *any relevant documentation available (for example court documents and/or correspondence from your lawyer or insurer)*

4.1 Convictions *(Registered Architects Rules 2006 Schedule 1)*

For NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal convictions.

4.1.1 Have you been convicted by any Court, in New Zealand or elsewhere, for an offence punishable by imprisonment for a term of 6 months or more?

Yes No *(If you require more space, please go to page 7.)*

4.1.2 Are you currently the subject of a police investigation, and/or a criminal charge being laid by the police, for an offence that is punishable by imprisonment for a term of 6 months or more?

Yes No *(If you require more space, please go to page 7.)*

4.2 Requirement to practice competently and within the Code of Ethics

4.2.1 Are you currently, or have you ever been, the subject of civil proceedings related to conduct, competence or negligence issues?

Yes No *(If you require more space, please go to page 7.)*

4.2.2 Have you ever been refused indemnity insurance cover or had your premiums raised because of professional conduct, competence or negligence related claims?

Yes No *(If you require more space, please go to page 7.)*

4.2.3 Are you currently (or have you ever been) the subject of a competence inquiry with your employer?

Yes No *(If you require more space, please go to page 7.)*

4.2.4 Have you ever had your employment as an Architect terminated on the grounds of poor performance or had your practice as an Architect restricted by your employer?

Yes No *(If you require more space, please go to page 7.)*

► 4. HEALTH STATUS

Indicate anything in regard to your physical or mental health that is relevant to your ability to practise as an Architect, and how you are managing it. *(If you require more space, please go to page 7.)*

► **7. DECLARATION** *Registered Architects Rules 2006 Rule 24(1)(c)*

Now enter your full name below, and make the following declaration.

Applicant:

| | |
|--|---------------------------|
| I, (type full name) | confirm and declare that: |
| <ul style="list-style-type: none"> ▪ I am the person applying for continuing registration as an architect in NZ, and that the information I have given above and in support of this application is true and correct. ▪ I understand that the information that I have provided is to be used by the Board and its agents for the purposes of considering my application, and may be disclosed to agents of the Board for these purposes. ▪ I have and I will continue to adhere to the Code of Minimum Standards of Ethical Conduct for Registered Architects (attached). ▪ I have undertaken appropriate professional development activities annually since I was last assessed. ▪ I acknowledge that the information provided is evidential only and is being provided to assist the NZRAB make decisions in regard to my continuing registration. ▪ I agree to the information provided being audited if required. | |

Signature of Applicant:

Date:

For your signature, you can type your name into this signature box, and it is deemed to be a valid electronic signature. Or you can place an image file of your signature in this box.

► **FOR STATISTICAL PURPOSES**

How many New Zealand Registered Architects are employed in the practice you work in?

Please tick your ethnicity

NZ European
Maori
Samoan

Cook Island Maori
Tongan
Niuean

Chinese
Indian
Decline to answer

Other:

► **CHECK LIST – I HAVE COMPLETED THE FOLLOWING?**

Each question in this assessment form is completed, even if this is N/A (not applicable)

Attached up to ten pages in total of examples (section 2.2)

Attached my individual CPD record (section 3.2)

Attached any other evidence I consider relevant (section 5)

Signed this assessment form (section 7)

Scanned this assessment form with any attachments and emailed them to: info@nzrab.org.nz

Kept a copy for my own records

For further information:

Visit www.nzrab.nz, **E-mail** info@nzrab.org.nz, **Phone** +64 4 471 1336

► CODE OF MINIMUM STANDARDS OF ETHICAL CONDUCT FOR REGISTERED ARCHITECTS

(Source: Registered Architects Rules 2006, part 3, applicable from 1 January 2018)

46. Uphold the law

A registered architect must abide by the laws and professional codes of ethics and conduct in force in the countries and jurisdictions in which the architect performs professional activities.

47. Honesty and fairness

A registered architect must perform the architect's professional activities with both—

- (a) honesty; and
- (b) fairness.

48. Professional judgement

A registered architect must exercise unprejudiced and unbiased professional judgement.

49. Skill, care, and diligence

- (1) A registered architect must perform the architect's professional activities with reasonable skill, care, and diligence.
- (2) A registered architect who becomes aware that the architect's professional advice has not been followed, and considers that a failure to follow that advice may lead to significant harm, damage, or financial loss, must advise the recipient of the advice of the potential consequences.

50. Obligations to report on risk

If a registered architect has reasonable grounds to believe that an architectural matter with which the architect is professionally involved could put the safety of any person at risk, the architect must bring the matter to the attention of the appropriate person or authority.

51. Misrepresentation

A registered architect must not represent or promote the architect's capability, business, or professional services and activities in a false, fraudulent, misleading, or deceptive manner.

52. Conflicts of interest

A registered architect must—

- (a) avoid any significant conflict of interest; or
- (b) manage any significant actual or potential conflict of interest and disclose it to all relevant parties.

53. Abuse of authority

A registered architect must not abuse the architect's professional authority.

54. Malicious criticism

A registered architect must not maliciously or in bad faith criticise or attempt to discredit another registered architect or another registered architect's practice.

55. Conflicts of professional appointment

If a registered architect, acting in the architect's own capacity or representing a practice, is approached to provide professional services in relation to a project, and the architect knows that another registered architect has a current agreement for services for that project, the architect must notify the other registered architect.

56. Remuneration and inducements

A registered architect, in respect of the architect's professional activities,—

- (a) must be remunerated solely by the fees and benefits specified in the architect's written terms of appointment or employment agreement; and
- (b) must not offer or accept any significant inducement that creates, or may create, a conflict of interest; and
- (c) must not offer any significant inducement to procure an agreement for services or gain an unfair advantage.

57. Professional reputation

A registered architect must—

- (a) build the architect's professional reputation on the merits of the architect's own performance; and
- (b) acknowledge the contributions of others to projects where those contributions are significant.

58. Competence

A registered architect must—

- (a) actively maintain the currency of the architectural knowledge and skills that are relevant to the architect's work; and
- (b) perform only architectural work for which the architect is competent, or obtain appropriate support to ensure that the work is completed to a competent standard; and
- (c) if the architect tasks others to do architectural work, ensure that their work is appropriately supervised so that the work is completed to a competent standard.

58A. Terms of appointment

- (1) A registered architect must provide professional services only if—
 - (a) written terms of appointment appropriate to the commission or services to be undertaken have been provided; and
 - (b) the client, having agreed to the written terms of appointment, has provided an instruction to proceed.
- (2) The written terms of appointment must cover—
 - (a) the scope of the work; and
 - (b) the allocation of responsibilities; and
 - (c) any limitation of responsibilities; and
 - (d) fees, or any methods for calculating fees; and
 - (e) how billing will occur.

58B. Client communication

A registered architect must—

- (a) ensure that, where applicable, effective systems are in place during a commission to establish and monitor its quality, budget, cost estimates, and time line; and
- (b) advise the client in a timely manner of any significant issues that arise, or are identified, at any time during the commission.

58C. Confidentiality

A registered architect must observe the confidentiality of their clients' affairs and must not disclose confidential information without the prior consent of the client unless required by law to do so.

58D. Registration status of others

A registered architect who owns, manages, or controls a practice must ensure that nothing is done by the practice that creates, or may create, the impression that an unregistered person working for the practice is a registered architect.