

Terms of Reference for the New Zealand Registered Architects Board's Registration Processes

10 June 2025

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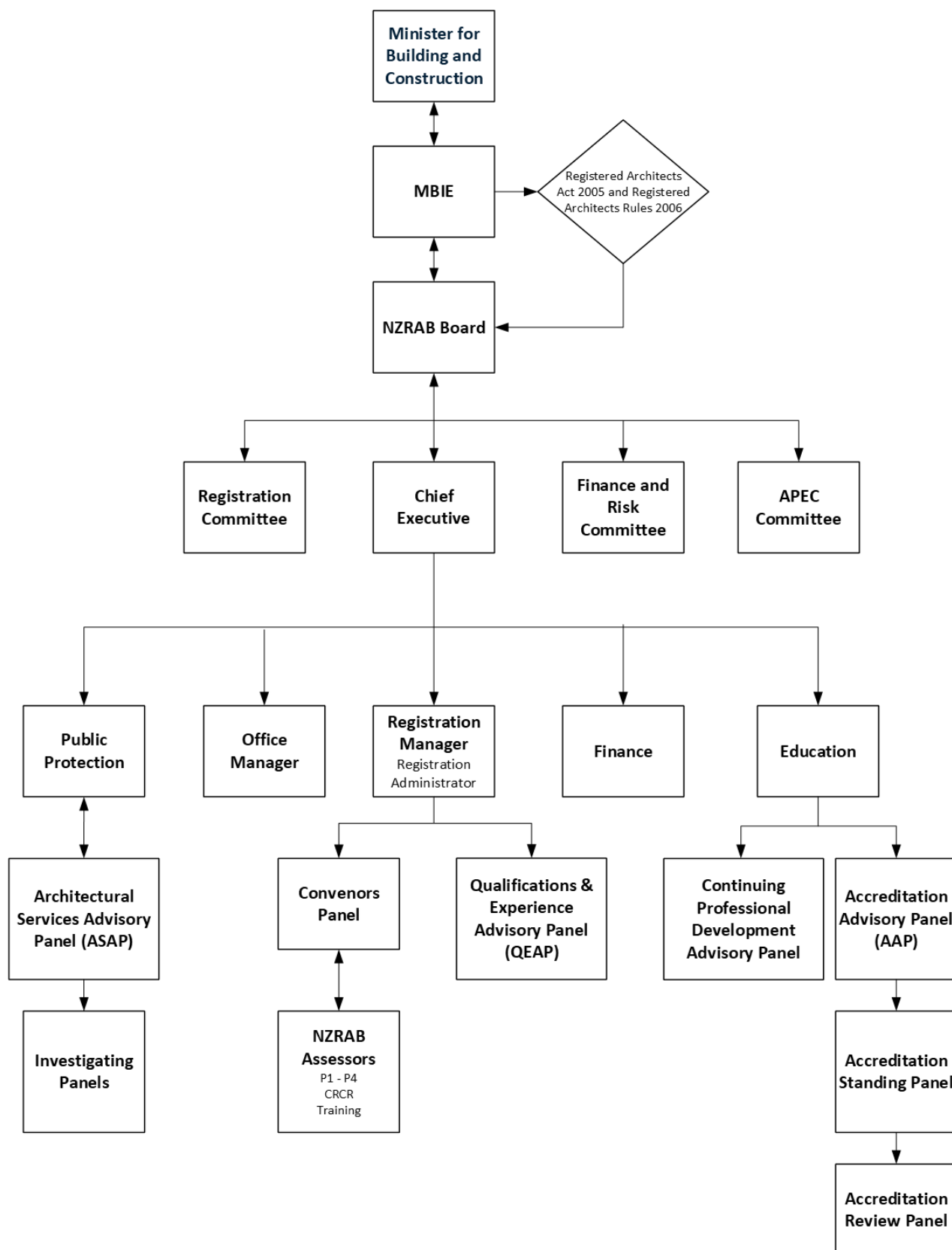
1. Purpose of this Document

This document sets out the Terms of Reference for the following NZRAB registration activities

- NZRAB Registration Committee
- NZRAB Convenors Panel
- NZRAB Qualifications and Experience Assessment Panel (QEAP)
- NZRAB Assessor Training Advisors
- NZRAB Assessors

All NZRAB Terms of Reference are available on the [NZRAB website](#).

2. NZRAB Relationships



3. NZRAB Registration Committee

The NZRAB Registration Committee is established under Section 55 of the Registered Architects Act 2005.

55 Board may appoint committees

- (1) *The Board may, by resolution, appoint 1 or more committees to*
(a) perform any of the Board's functions or duties, or exercise any of the Board's powers, that are delegated to the committee under clause 33 of the Schedule:
(b) inquire into, and report to the Board on, any matters within the scope of the Board's functions, duties, or powers that are referred to the committee by the Board.
- (2) *The committee is subject in all things to the control of the Board and may, at any time, be discharged, altered, or reconstituted by the Board.*

3.1 Registration Committee Members

The Registration Committee is made up of the following members.

- NZRAB Board member acting as Committee Chair, appointed by the Board.
- 1 minimum additional NZRAB Board Member
- Head Convenor and nominated Convenor
- Invited members as the Committee requires

3.2 Core advisors and executive support to the Committee

- NZRAB Chief Executive
- Registration Manager

3.3 Registration Committee Tasks

The Registration Committee provides strategic advice to the NZRAB Board on:

1. Mutual Recognition Agreements and international jurisdictions – to advise on policy and registration standards by learning from international best practices and benchmarks shared with other jurisdictions in line with international norms and expectations
2. Initial Registration – to advise on the development and implementation of the NZRAB Board's initial registration policies and procedures, including initial registration assessments, for all pathways
3. Continuing Registration – to monitor and advise on the implementation of the NZRAB Board's continuing registration policies and procedures, including continuing registration competence reviews and a fit-for-purpose Continuing Professional Development (CPD) framework
4. National Standards of Competency for Architects (NSCA) – ensure the operational implementation of ongoing NSCA amendments and maintain oversight of the degree accreditation procedure

5. Review Board Papers – review relevant papers put forward by the Registration Manager in consultation with the Convenor Panel (and any other Panel or working group) prior to submitting to the Board
6. Review Declined Joint Final Reports (all Pathways) and consult with Convenors if a review or edits are required
7. Other strategic goals and governance issues set out by the NZRAB Board
8. To ensure that the NZRAB maintains a group of competent registration assessors, Continuing Registration Competency Review evaluators and reviewers with regular independent competency testing.

3.4 Meeting Procedures

- The Committee holds up to six online meetings each calendar year on agreed dates prior to each NZRAB Board Meeting
- The NZRAB Committee Chair may call additional meetings at any time

The Registration Manager will:

- Call for finalised papers one week before the Committee meetings
- Circulate agendas and supporting documents one week before a meeting
- Prepare and distribute draft minutes within 5 working days of a meeting to Committee members for final approval and to other NZRAB Board members for information
- Include an action plan with the minutes
- Attach minutes and actions from committee meetings to relevant NZRAB Board papers

4. NZRAB Convenors

4.1 Appointment of Convenors

The NZRAB Board appoints all Convenors including the Head Convenor and Deputy Head Convenor in line with NZRAB's Appointments Policy.

Convenors must

- Be a current NZRAB Assessor who meets the requirements set out in the NZRAB Assessors' Position Description
- Have been an Assessor for a minimum of six years (the NZRAB Board can waive this requirement)
- Be appointed for a three-year renewable term
- Hold a current Annual Certificate of Registration and maintain Continued Professional Development throughout their tenure

- Reflect a broad range of diverse backgrounds
- Are located to represent and coordinate Assessors across the country
- Nominate one Convenor to be the Head Convenor

Convenors are expected to have a sound knowledge of the following legislation, policies, roles, and other documents

- Registered Architects Act 2005
- Registered Architects Rules 2006
- relevant NZRAB policies including, but not limited to:
 - Initial Registration Policy
 - Annual Registrations and Voluntary Suspension Policy
 - Continuing Registration Policy
 - CPD Points Allocation Policy
 - Redacting Information from Project in Case Study Policy
- NZRAB registration processes and systems
- AACA 2021 National Standard of Competency for Architects (NSCA)
- NZRAB Mutual Recognition Agreements
- Convenors, QEAP Chair and NZRAB Assessor Training Advisors must meet the NZRAB Assessor Position Requirements
- All NZRAB Registration Committee and Panel members must adhere to the NZRAB Conduct Guide

4.2 The Head Convenor is responsible for

- Chairing Convenor Panel meetings
- Ensuring Convenors understand the required level of competency for registration and continued registration, which they can make clear to assessors and applicants
- Liaising with the NZRAB Board via the Registration Committee.

5. NZRAB Convenor Panel

The NZRAB Convenor Panel is established under Part 5 of the Registered Architects Rules 2006.

5.1 Convenor Panel Members

The Convenor Panel is made up of the following members:

- The Registration Manager
- The 6 Convenors
- Invited members as the Convenor Panel requires

5.2 Convenor Panel Overview

The Convenor Panel supports the Executive Office in undertaking the following tasks:

1. Initial Registration – implement initial registration procedures to ensure that people being registered for the first time (or re-registered) consistently meet the standards for registration; and maintain diversity, and equity for all applicants
2. Continuing Registration – implement continuing registration procedures to ensure candidates are consistently meeting the standards for re-registration
3. Communication – work closely with the Registration Manager who communicates with the wider Assessor group and distribute necessary information from the NZRAB Board to ensure that delegated registration duties are performed effectively.
4. Training and Professional Development – collaborate with the NZRAB Assessor Training Advisors in providing the wider Assessor group with the specific knowledge required to effectively perform their role. Registration Manager will provide input on the NZRAB Board's direction for training
5. Assessor Recruitment – recommend suitable NZRAB Assessors to the Registration Committee for appointment, to ensure assessors are capable of undertaking both initial registration assessments and continuing registration competence reviews
6. The Registration Calendar – comment on the Annual Calendar of Scheduled Activities that is prepared by the Registration Manager
7. Feedback – Provide advice on policy reviews, recommendations, feedback, and views to the NZRAB Board via the Registration Manager. The Registration Manager will be the conduit for any wider concerns from the Assessor group at wrap-up sessions and information gained from applicant feedback

5.3 Convenor Tasks

1. Provide advice on the appointment of assessors
2. Work effectively alongside the Executive Office
3. Be available to assist and support Assessors who do initial registration assessments, continued registration competency reviews (CRCRs), out-of-cycle competency reviews, and Rule 35 reviews
4. Review Joint Final Reports (JFR) from all pathways and CRCR assessments
5. Review the Registration calendar
6. Attend and chair when required at initial registration wrap-up meetings (the NZRAB Registration Manager will schedule and arrange for minutes to be recorded)
7. Provide assistance on marginal applications if requested by Assessor Panels
8. Contact applicants who have had initial registration declined to offer support and discuss how best they can address issues identified in their Joint Final Report, and to gauge if they intend re-applying in the future. Provide the Registration Manager with summary notes of key issues identified during communications with the applicants
9. Liaise, if required, with Continuing Registration architects and potential Initial Registration applicants for all pathways and from any region and country

10. Suggest improvements for training purposes and content for outreach activities to the Registration Manager from feedback received
11. Interview and shortlist potential new Assessors and make recommendations
12. Undertake special projects as requested by the NZRAB Board, to maintain relevancy and to keep the NZRAB Board up to date with the practice of architecture in New Zealand
13. Assist as required in any complaint investigation, as outlined in the NZRAB Internal Complaints Policy August 2020, against an Assessor. Update Registration Manager on all concerns or complaints received for recording and tracking purposes
14. Include the NZRAB Registration Manager in all formal communications, who will issue papers via the NZRAB Board's portal and minute all meetings
15. Contribute to NZRAB outreach activities including external training and information events
16. Review Assessor Panel composition prior to registration rounds

5.4 Meeting Procedures

- The Convenor Panel holds formal online meetings each calendar year at an agreed date, to coincide with initial and continuing registration assessment rounds
- Where possible, Convenor Panel members in similar regions are encouraged to be together for these meetings

The Registration Manager will

- Call for papers one week before the formal Convenor Panel meetings
- Circulate agendas and supporting documents one week before the Convenor Panel meets
- Prepare and distribute draft minutes within 5 working days of a meeting to Convenor Panel members for final approval and to other NZRAB Board members for information
- Include an action plan with the minutes
- Attach minutes and actions from Convenor Panel meetings to relevant NZRAB Board papers

5.5 Tenure

Tenure will stop in the following circumstances

- The Convenor is no longer a registered architect
- The NZRAB Board removes their delegated authority
- The Convenor resigns or is no longer available
- At the end of their term if not reappointed

Tenure will be suspended if the Convenor is subject to a

- Internal complaint about their conduct as a Convenor or an Assessor
- Architectural service concern
- Complaint under the Registered Architects Act 2005 or Registered Architects Rules 2006

- A suspension recommendation from a Continuing Registration Competency Review

A suspension will remain in place until the matter is resolved and subject to a resolution that allows tenure to be reinstated.

6. NZRAB Qualifications and Experience Assessment Panel (QEAP)

6.1. Appointment and minimum requirements

The QEAP shall have a minimum of four members, two being academics currently employed within schools of architecture in New Zealand that provide recognised qualifications, and two being NZRAB registration assessors. Additional academic and assessor members may be appointed from time to time if required.

6.2. Role

- The NZRAB Qualifications and Experience Assessment Panel (QEAP) shall operate in accordance with the requirements of the Registered Architects Act 2005, the Registered Architects Rules 2006, and NZRAB Initial Registration Policy of the New Zealand Registered Architects Board
- The function of the QEAP shall be to determine whether or not applicants for registration shall be permitted to proceed to an interactive assessment where the applicant does not have a recognised qualification and/or does not have the required work experience
- The role of the academic on the QEAP is, with the assistance of the assessor members, to:
 - determine whether or not non-recognised qualifications meet the standard of a recognised qualification
 - where this is not the case determine what course of study can be undertaken to address this deficiency
- The role of the assessor on the QEAP is, with the assistance of the academic members, to:
 - determine whether or not experience short of that normally required is sufficient to present for the initial assessment
 - where this is not the case determine what additional experience is required
- The role of the assessors and academics jointly are also to:
 - determine, where the applicant is seeking to substitute experience for academic qualifications, whether that level of experience is acceptable; and
 - if it is not acceptable, determine what additional experience is and/or qualifications are required

6.3. Responsibilities

- All Initial Registration applications shall be referred to the QEAP where the applicant:
 - a. does not have a recognised qualification; or
 - b. does not have the required work experience; and
 - c. is not a former New Zealand Registered Architect; and

- d. is not an APEC Architect from an economy with which New Zealand has a bilateral fast track cross border registration arrangement; and
 - e. is not a currently registered Architect in Australia; and
 - f. is not a currently registered Architect in any one of the States who are a party to the Mutual Recognition Agreement between the USA, Australia, and New Zealand; and
 - g. is not a current registered architect in the UK who is party to the Mutual Recognition Agreement between the UK, Australia, and New Zealand
- Each assessment of an application shall be undertaken by a panel comprising at least one of the QEAP's academics and one of the QEAP's registration assessors (the QEAP assessment panel)
- The QEAP shall maintain a matrix of possible requirements for additional study and/or work experience for a range of possible applicant profiles, and against which to base their initial determinations
- For each assessment, the Executive shall provide the applicant's application form and required documentation to the QEAP as a pdf. The QEAP shall undertake a desktop assessment of the material provided, consider the matter, and provide the Executive with a determination. The QEAP may at its discretion seek additional information from the applicant, through the Executive, if required
- The determination shall be that either the applicant may proceed to an Initial Registration interactive assessment forthwith, or that further study and/or work experience or other requirements need to be met, after which the applicant may proceed to an Initial Registration interactive assessment
- When the applicant has completed any additional requirements, they shall present evidence of this to the QEAP via the Executive. Then the Executive shall forward it to the QEAP, who will confirm whether or not their requirements have been met and therefore determine whether or not the applicant may proceed to an Initial Registration interactive assessment
- Where the QEAP requires additional study and/or work experience, but the applicant believes they can provide evidence that the requirement has already been met, they are permitted to make one further written submission to the QEAP. The further written submission must be submitted within 60 working days of the date the applicant is sent the original determination
- A QEAP determination shall apply for a period of five years from the date of that determination. If the applicant does not apply to carry out any of the requirements set in the determination, or apply for registration, within the five-year period then they will need to make another application for a QEAP
- The determinations issued by QEAP are final, but applicants can submit new information to support their experience or qualifications for considerations.
- The applicant must have paid the relevant fee in the Fee Schedule in the Registered Architects Rules 2006 before the application will be processed and submitted to the QEAP
- Should the QEAP meeting run short of time and not be able to consider submitted applications then they will be deferred to the next meeting

7. NZRAB Assessor Training Advisers

Will consist of up to two Assessors nominated by the Convenor Panel in line with the Appointments Policy

7.1. NZRAB Assessor Training Advisor Tasks

- Provide Assessors Training Workshop 101 training to new NZRAB Assessors
- Assist with the planning and running of identified training days
- Work effectively alongside the Executive Office

8. NZRAB Registration Assessors

NZRAB Registration Assessors are delegated under Part 5 of the Registered Architects Rules 2006.

NZRAB Registration Assessors undertake interviews for initial registration and assessments for continuing registration and recommend to the NZRAB Board whether the applicant has met the applicable minimum standard or if not, give reasons for not meeting the minimum standard.

Assessors should demonstrate an understanding of Te Tiriti o Waitangi and commitments to upholding its principles and obligations in practice. They should also understand the National Standard of Competency for Architects (NSCA 2021) and NZRAB Schedule NZ.

8.1. Registration Assessor Profile

Candidates will

1. Hold a current Annual Certificate of Registration
2. Have no current complaints or past disciplinary action undertaken by the NZRAB Board
3. Have held a position of responsibility in an architectural practice
4. Have experience supervising and developing graduates in practice
5. Have a wide range of architectural experience
6. Have good interpersonal skills
7. Understand that the purpose of registration is primarily to protect the public through competence.
8. Understand the importance of assessment in determining that minimum standards for registration have been met
9. Be able to commit time to attending Assessors training events and contribute to assessing at least one applicant per registration round
10. Understand their Te Tiriti obligations and understanding towards people from diverse cultures and backgrounds, gender, and with other languages

NZRAB is also looking for assessors that have the following te reo Māori language requirements

1. Holds a qualification at tertiary level in te reo Māori, or a certificate of learning in te reo Māori, or can provide a letter from an appropriate person attesting to the applicant's ability in advanced level te reo Māori
2. Has confidence in te reo Māori such they can read a case study in te reo Māori, conduct an initial registration professional conversation/interview in te reo Māori and on that basis make a recommendation to the NZRAB Board as to whether the applicant has met the minimum standards for registration
3. Understands Māori protocol and can confidently advise others on the subject

8.2. Tasks

- Conduct initial and continuing registration assessments in English (or te reo Māori, if applicable), including reading case studies, and conducting initial registration interviews/professional conversations and then in a written report make a recommendation to the NZRAB Board as to whether the applicant has met the minimum standards for registration or continuing registration
- Participate in all training opportunities provided

8.3. Responsibilities

- Become familiar with the sections of the Registered Architects Act 2005 and the Registered Architects Rules 2006, that relate to registration
- Become familiar with the National Standard of Competency for Architects (NSCA 2021) and NZRAB Schedule NZ
- Become familiar with the requirements for registration as an Architect
- Update themselves regarding any new registration policy or regulatory information provided by the NZRAB Board
- Inform the Registration Manager if you are unavailable to participate in scheduled interviews/professional conversations or training opportunities
- Prepare for each interview/professional conversation and each training event
- Inform the Registration Manager of any possible conflicts of interest
- Adhere to the Assessors Conduct Guide and NZRAB Privacy Policy
- Be actively engaged in professional development and with the profession generally

See the NZRAB Board's website for information on the registration pathways at nzrab.nz

8.4. Time commitments

Registration rounds

There are typically three Pathway 1 registration rounds each year. The number of people who are going to seek registration for each round cannot be accurately determined ahead. Assessors are expected to participate in up to three Pathway 1 assessments per year and may be asked to undertake more depending on the numbers of people seeking registration.

There are also other pathway assessments carried out throughout the year through three Other Pathway intakes. Once a new Assessor has carried out a couple of Pathway 1 assessments, they would be invited to share the workload and carry out one to two of these Other Pathway assessments. These are typically a two-hour interview scenario.

Assessors are also expected to participate in a one-to-three-hour wrap-up meeting following the interview/professional conversation round and attend the Assessors' training event each year.

To help Assessors with their planning, the NZRAB Board endeavours to set dates well in advance for the registration rounds and training. Assessors are advised by email.

Interviews/Professional conversations

Interviews/professional conversations are held either via Zoom or face-to-face in Auckland, Wellington, or Christchurch. They are a minimum of two hours and can be up to three hours. Assessor's preparatory meeting and post conversation meeting add approx. one hour. In addition, there are also three to four hours of reading for each application and to review the submitted case study.

Training:

New Assessors, once appointed, will attend an Assessors Training Workshop 101 and be allocated a senior assessor as a buddy. Following that, new Assessors attend two professional conversations as an observer. At the next registration intake, the new Assessor would be paired with an experienced Assessor for their first assessments.

8.5. CPD Points

Assessments undertaken and attendance at training days earn CPD points as outlined in the [Continuing Professional Development Points Allocation Policy](#).

8.6. General

The NZRAB Executive organises transport and accommodation for Assessors to participate in face-to-face interviews/professional conversations and attend training events if they are in another region. With the use of online assessments, travel is not always required.

8.7. Appointment of Assessors

The NZRAB Board makes final decisions on Assessor recommendations made by the Registration Committee in consultation with the Convenors and Executive Office. The NZRAB Board will delegate to successful applicants the powers and functions of an Assessor in line with the Registered Architects Rules 2006 79 and 83(2).

9. NZRAB Confidentiality Guide

This guide is to help all persons acting for the NZRAB including as NZRAB Board members, Committee members, Convenor Panel members, Convenors, and Registration Assessors ensure that all applications, applicants, and candidates are treated with natural justice, have their information kept confidential, and to remove any perceivable bias in the registration process.

1. Registration assessors are expected to maintain the confidentiality of personal and professional information obtained from participating in the registration process and adhere to the NZRAB Privacy Policy
2. Avoid storing any physical registration documents at any place of work
3. Any NZRAB documents on home or work computers need to be protected by a password
4. Discuss possible conflicts of interest with a Registration Manager. Conflicts of interest can include situations where the applicant or the employer of the applicant are known well, or are engaged in any work with the applicant, or know or have any knowledge of the applicant greater than any other architect. Consideration of possible conflicts of interest should be notified when the draft interview timetable is being reviewed
5. Do not divulge to anyone outside the Registration Manager and pool of Assessors who is being assessed
6. Assessors must not inform any colleague Assessor, prior to the assessment, that they have assessed an applicant before
7. Undertake assessments and NZRAB activities in an objective and unbiased way. Assessors need to be aware of their own prejudices and biases and work to overcome them
8. Assessors must treat the applicant and the other Assessor in a professional manner and with respect. Be aware that applicants come from a diverse range of professional and personal circumstances, and backgrounds. Be mindful of this in dealing with the applicant and during the assessment. Also be aware that the applicant may be nervous
9. If an Assessor has an employee or work colleague who is to be discussed by Assessors at the post assessment wrap-up meeting, that Assessor should ask to be excused from the meeting room prior to the discussion or remain silent. Once discussion is completed on that applicant, the Assessor will be invited back into the meeting room. It is not appropriate for an Assessor to participate in any decision making about any employee or colleague. Also, family members or friends. A note that this procedure has occurred will be included in the record of the meeting
10. In all circumstances, an Assessor should remain silent and not make any comment or engage in any discussion about an applicant for which they have a conflict

11. Once the final report is emailed to the NZRAB and receipt is acknowledged, then all material, including personal notes, saved on any Assessors computer or other electronic medium, and/or in hard copy relating to an applicant, must be confidentially destroyed
12. Assessors are not to inform any applicants, or any other person, about the recommendations made to the Board. Applicants are advised of the Board's decisions in writing
13. Where applicable, hard copies of the case study should be given to the applicant after the professional conversation is finished

10. Conduct Guide

All roles are accountable to the [Code of Minimum Standards of Ethical Conduct for Registered Architects](#). As well as all the expectations and requirements of any agreements NZRAB with any other jurisdictions.

11. Accountability

All NZRAB Registration Committee and Panel members are accountable to the NZRAB Board and the Code of Minimum Standards of Ethical Conduct for Registered Architects.

NZRAB Registration Assessors are accountable to the NZRAB Convenors, the NZRAB Executive Office, and the NZRAB Board.

12. Remuneration

All NZRAB Registration Committee, Convenor Panel members, and assessors are remunerated in accordance to NZRAB's [Finance Policy](#)

13. Tenure

All appointments are made according to the current [NZRAB Appointments Policy](#) – generally for periods of three years.

- Any role due for reappointment will continue while the reappointment or recruitment process was ongoing

Document / version control

#	Date	Author position	Approval method	Detailed changes / description
0.1	June 2025	Registration Manager	NZRAB Board meeting	Policy first introduced