

▶ CONTINUING REGISTRATION COMPETENCE REVIEW ASSESSMENT FORM

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.

Instruction on how to use this form:

Download and save this form to your computer and then enter the details.

All questions must be answered. Please write N/A if this is an appropriate response for you to any field in this form.

Read the small printed 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 and type; you may tab or click into the next box. Do not type outside of the boxes. There is also provision for additional information to be entered on page 7.

The assessment form must be completed in full and the required attachments provided.

All pages of this assessment form must be returned.

For Architects whose last competence review was more than five years ago the payment of the fee of NZ\$632.50 incl GST is required

and the next steps in the process are different. Please contact NZRAB before sending in your assessment form and attachments.

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

Next steps:

The NZRAB is required to satisfy itself that you meet the minimum standard for continued registration in order to grant you an entitlement to annual registration for five more years. This form provides the NZRAB 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.

More information may be sought, or you may be asked to attend a face-to-face interview. If you are required to attend a face-to-face interview, further information will be provided at that time regarding the process.

The Evaluation Panel will make a recommendation to the Board; the Board will consider the Assessors recommendation at its next meeting and you will be advised of the outcome by email following the Board meeting.

▶ 1. REQUIRED INFORMATION *Registered Architects Rules 2006 Schedule 1*

First name	Middle name(s)
Surname	Registration number

Office use only

Date Received NZRAB:		
Check CPD record attached:		
Ten pages of examples:		
Check form completed in full:		
Check database:		
Evaluation Panel:	<i>Print Name</i>	<i>Signature</i>
Meets the required standard Evaluation Panel Member:		
Meets the required standard Evaluation Panel Member:		

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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.

Tick one box only

I consent to have additional contact details available to the public via the NZRAB web register; or

I consent to have additional contact details available to the public via the NZRAB web register, but not my email address; or

Practice details only; or

I do not want my contact details available to the public.

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

Name

Phone

Email

▶ 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

▶ 6. CONVICTIONS AND CLAIMS

6.1 Convictions *Registered Architects Rules 2006 Schedule 1*

In the last five years have you been convicted by any Court, in New Zealand or elsewhere, of an offence(s) punishable by imprisonment for a term of six months or more, please indicate what that conviction(s) was.

(If you require more space, please go to page 7.)

6.2 Claims or Complaints

Are you aware of circumstances in the last five years which have led to a dispute(s) or legal claim(s) or commercial settlement(s) in lieu of one or more complaint(s) which may be relevant to your competence, please describe.

(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:

- 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.
- All the information contained in this application and attachments is true and correct.
- 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:

Please use the Fill and Sign tools in Adobe Reader to sign the document. For help refer to <http://helpx.adobe.com/reader/using/sign-pdfs.html>

► **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 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.