# BCA accreditation scheme checklist

## Regulation 11: Training employees

### Minimum criteria for accreditation against regulation 11

Note: This checklist should be read in conjunction with the [Building (Accreditation of Building Consent Authorities) Regulations 2008](https://www.legislation.govt.nz/regulation/public/2006/0399/latest/DLM424686.html) and the [Regulation 11 regulatory online guidance](https://www.building.govt.nz/building-officials/bca-accreditation/detailed-regulatory-guidance/11-training-employees/) provides further information on how to meet this regulation.

#### Individual employee training needs assessment

[ ]  The BCA must have a system to undertake an annual training needs assessment of all employees performing a building control function by doing a technical job

#### Notes: Click here to enter text.

#### Annual training plans

The BCA’s employees’ annual training plan records:

[ ]  training need/s

[ ]  training to be undertaken

[ ]  outcome/s desired from any training to be undertaken

[ ]  timeframe/s in which training will be undertaken

[ ]  the completion of the training

[ ]  how the application of any training will be monitored and reviewed

#### Notes: Click here to enter text.

#### Ensuring that employees receive the agreed training

The BCA has a monitoring mechanism:

[ ]  to ensure that all employees’ agreed training is undertaken

[ ]  for recording the reason/s any employees’ training is missed

#### Notes: Click here to enter text.

#### Monitoring and reviewing the application of training

[ ]  The BCA monitors and reviews an employee’s application of any training as agreed in their training plan

#### Notes: Click here to enter text.

#### Supervising employees under training

[ ]  The BCA appropriately supervises employees under training consistent with regulation 9

#### Notes: Click here to enter text.

#### Recording qualifications, training completed and relevant known experience

The BCA records the following of all employees performing a building control function by doing a technical job:

[ ]  Qualifications

[ ]  Relevant known experience

[ ]  Completed training

[ ]  Continuous professional development completed

#### Notes: Click here to enter text.

#### Of note:

This regulatory requirement only applies to employees performing a building control function by doing a technical job. It does not apply to contractors.

**Evidence of Policy/Procedure/System being completely and effectively implemented**

***Notes:******Click here to enter text.***