

# Assessment Form

**Important Note:** Do not change the format or the headings on this form.

## Assessment form – Part 1: Assessment plan

<b>Part 1: Assessment plan</b> Assessor completes this plan and agrees evidence requirements and dates with candidate.
<b>Personal assessment plan for:</b>
<b>Assessment type</b> (refer to <a href="#">Table 4</a> for further details): <input type="checkbox"/> <b>New candidate</b> (establishment of 'core competence' etc) <input type="checkbox"/> <b>Review of existing employee</b> (no level change) <input type="checkbox"/> <b>Level change</b> (focus of assessment on areas of 'higher' or 'advanced knowledge'/competence) <input type="checkbox"/> <b>Transition from another BCA or AOB</b> (leverage off and/or reference an assessment already set at BCA/AOB)  <b>Note</b> – if some information has already been supplied and recorded in a previous assessment (such as a candidate's work experience) it is acceptable to reference such material. If so, only include aspects here that have changed between assessments cycles).
<b>Competency level assessed:</b>
Assessment includes (tick relevant area/s): <input type="checkbox"/> <b>Res One</b> <input type="checkbox"/> <b>Res Two</b> <input type="checkbox"/> <b>Res Three</b> <input type="checkbox"/> <b>Com One</b> <input type="checkbox"/> <b>Com Two</b> <input type="checkbox"/> <b>Com Three</b>  Plus: <input type="checkbox"/> <b>Plumbing and Drainage Building</b> <input type="checkbox"/> <b>Processing Inspections</b> <input type="checkbox"/> <b>Certification (code compliance)</b> <input type="checkbox"/> <b>Specialist: eg Com 3 Large Dams, Res 3 MDH, MCM, Fire Safety etc (please state):</b> ..... .....
<b>Candidate's relevant work experience:</b>
<b>Candidate's qualifications:</b>

<b>Relevant training completed:</b>		
<b>Evidence required</b>	<b>Comments</b>	<b>Date required</b>
Completed processing sheets/ plans/ specifications/ internal audit/ records etc		
Quiz results		
Training course evaluation		
Copy of qualifications		
Completed inspection records	<i>(Quote relevant performance indicator reference(s) eg 'C2-I' if applicable to evidence)</i>	
Completed consent processing records	<i>(Quote relevant performance indicator reference(s) eg 'R3-P8' if applicable to evidence)</i>	
Witnessing of work (audits)		
Other (please specify)		
<b>Special requirements (list any competency scope limitations):</b>		
<b>Agreement:</b>		
Assessor:	Candidate:	
Date:	Date:	

## Assessment form – Part 2: Reasons for decision

Part 2: Reasons for decision		
Regulation	Performance indicator	Performance indicators were met (or not met) by (cite evidence and Regulation 3A and 3B guidance reference if applicable)
Regulation 10(3)(a): Understanding the philosophies and principles of building design and construction.	<ol style="list-style-type: none"> <li>1. Comprehends and has satisfactory knowledge of sections 3, 4 and 5 of the Building Act.</li> <li>2. Comprehends and has satisfactory knowledge of design and construction techniques and construction sequencing for this type of building work.</li> </ol>	
Regulation 10(3)(b): Understanding and knowledge of building products and methods.	<ol style="list-style-type: none"> <li>3. Comprehends and has satisfactory knowledge of proprietary systems and building products for this type of building work.</li> <li>4. Demonstrates the ability to research, analyse and assess building methods and products associated with this type of building work.</li> </ol>	
Regulation 10(3)(c): Knowledge and skill in applying the Building Act, the Building Code, and any other applicable regulations under the Building Act.	<ol style="list-style-type: none"> <li>5. Comprehends and can apply knowledge of the application of the Act.</li> <li>6. Comprehends and can apply knowledge of the roles and responsibilities of a BCA and TA.</li> <li>7. Comprehends and can apply knowledge of the linkage and interface between the Resource Management Act 1991 and the Building Act.</li> </ol>	
Regulation 10(3)(d)(i): Ability to process applications for building consent.	<ol style="list-style-type: none"> <li>8. Process building consent applications (plans and specifications) to establish compliance with the Building Code for this type of building work (building related processing only).</li> <li>9. Demonstrates an understanding of the type of national multiple use building approvals (MultiProof) that fall within the scope of this competency level.</li> <li>10. Process building consent applications (plans and specifications) to establish compliance with the Building Code for this type of building work (plumbing and drainage related processing only).</li> </ol>	

Regulation	Performance indicator	Performance indicators were met (or not met) by (cite evidence and 3A and 3B guidance reference if applicable)
<b>Regulation 10(3)(d)(ii): Ability to inspect building work.</b>	11. Inspect building work relating to foundation type inspections to establish whether compliance with the Building Code (building only) has been achieved for this level. 12. Inspect building work relating to pre-line type inspections to establish whether compliance with the Building Code (building only) has been achieved for this level. 13. Inspect building work relating to final type inspections to establish whether compliance with the Building Code (building only) has been achieved for this level. 14. Inspect building work to establish whether compliance with the Building Code (plumbing and drainage related inspections only) has been achieved for this level.	
<b>Regulation 10(3)(d)(iii): Ability to ability to certify building work.</b>	15. Can issue certification (building consent or code compliance certificate) for this type of building work.	
<b>Regulation 10(3)(e): Ability to communicate with internal and external people.</b>	16. Communicates with internal and external people. 17. Can use phone, email, internet and fax. 18. Demonstrates good active listening, questioning and assertiveness skills in dealing with day-to-day tasks and responsibilities.	
<b>Regulation 10(3)(f): Ability to comply with the BCA's policies, procedures and systems.</b>	19. Observes the BCA's policies, procedures and systems for this type of building work.	

### Assessment form – Part 3: Outcome of assessment

Part 3: Outcome of assessment	
Outcome statement (and conditions if applicable):	
Agreement:	
Special requirements (list any competency scope limitations):	
Assessor:	Candidate:
Date:	Date: