



Skills Maintenance

To remain licensed, you need to show you are keeping your skills up to date. The Licensed Building Practitioner (LBP) Scheme refers to this as 'Skills Maintenance'.

LBP's must acquire skills maintenance points and submit these to the Registrar at least every two years. You can submit your points yearly and gain a bonus point. The 'Record of skills maintenance form' is used to do this (attached). For more information concerning your Skills Maintenance go to the Skills Maintenance page on our website at www.dbh.govt.nz under LBP Scheme.

Points Required

Licensing Class	Points over 2 years
Trade classes	24
Site 1 and Design 1	30
Site 2, 3 and Design 2, 3	36

If you hold two or more licensing classes you must complete the higher point allocation. For example, if you are licensed in Carpentry (Trade) and Site 2 you need to acquire 36 points.

How to get points

You choose the type and style of activities that best suit your needs and the requirements of your licensing class. The activities you choose need to inform you about things such as changes to the building code, building materials, design technologies and good design/building practices.

Some examples are:

- gaining knowledge of current materials and practices i.e. researching
- undertaking career development and ongoing training
- development of work practices
- teaching skills to help the industry
- attendance at seminars, workshops, conferences, trade events
- reading publications, newsletters, magazines, journals etc.
- meetings regarding construction matters
- supervision of an apprentice (formal arrangement required)
- working parties for the construction industry
- site training, inductions
- conducting presentations in a professional environment.

One hour of skills maintenance equals one point.

Keeping a record of your points

Keep a diary, spreadsheet (excel), word or paper record of your points. Update it as you accumulate points.

When or if you are audited you will need to provide evidence of the skills maintenance you have undertaken. You will be required to provide your records/diary (as mentioned above) and have receipts or other evidence that shows what you did.

How to submit points

Use your personal records/diary to update the Record of Skills Maintenance form (attached). This can be completed and returned at the same time your annual licensing fee is due.

Completing your Record of Skills Maintenance form

↓ You write in the total points you will claim

3	5 Information or trade events
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↑ Total maximum points you can claim

Activities are capped to ensure a broad coverage of competencies. The little black circles have the maximum amount of points you can gain from that activity over two years. For example, the maximum amount of points you can claim from attending trade events is 5.

The only category that is not capped is the 'Activities approved by the Registrar' that is why there is no little black circle beside it.

Activities approved by the Registrar

There is no limit to the number of points you can claim under this section, so long as they have been pre-approved and are relevant to your licensing class.

New 'Activities approved by the Registrar' can be emailed to you if you subscribe to our newsletter 'Licensing Update'. Go to www.dbh.govt.nz - LBP Scheme – Licensing Update on the left of screen - tick Licensing update (and tick Codewords – you may find points in this as well).

All 'Activities approved by the Registrar' can be found on the website www.dbh.govt.nz – LBP Scheme - Skills Maintenance on the left of screen.

If you are not connected to the internet please call 0800 60 60 50 for LBP information.



Record of skills maintenance form

Licensed Building Practitioner details			
Given names			
Surname			
LBP number	Date of Birth	/	/
Membership of an industry association? Please specify			
Points achieved on skills maintenance activities			
<input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/>	6 Structured on the job training 6 Seminars/workshops 6 Industry based education 4 Meetings 5 Information or trade events 6 Conferences 4 Lecturing 6 Tertiary education – pts per semester 2 Committee representation 1 Bonus point	<input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/> <input style="width: 100%; height: 100%;" type="text"/>	2 Discussion groups 6 Mentoring Activities approved by the Registrar 5 Publications – subject/trade/technical 6 Private individual study 6 Apprenticeships - supervising 2 Service to industry 6 LBP Assessor 4 Workplace safety course
Other related activities, please specify (points will be allocated by the Registrar as appropriate):			
Total points required	Total points acquired:	Year 1	
		Year 2	
		Total	
Declaration			
<p>I declare this is a true record of my skills maintenance activities. I understand that at any point the Department can ask to see my personal skills maintenance records that support this claim. I understand that it is an offence under the Building Act 2004 to provide incorrect or misleading information.</p>			
Applicant's signature _____		Date _____ / _____ / _____	
<p>Privacy notice: Any personal information submitted in this application will be kept and maintained by the Registrar and the Building Practitioners Board in accordance with the New Zealand Privacy Act 1993. Personal information will be used for determining whether applicants for initial and continued licensing may be granted, and in connection with complaints and disciplinary processes. Personal information will also be used for the maintenance and administration of the Licensed Building Practitioners Register. You have the right to access, and to have corrected, any information about you that is held by the Registrar and the Building Practitioners Board.</p>			