



REGULATION 09 - TRANSITIONAL MEMBERSHIP

The category of Transitional Membership is intended to provide the opportunity for applicants to prepare themselves for entry into the Institute as Registered Members. The Transitional membership is for applicants who meet most, but not all, of the criteria for Registered Membership.

This category will also be applicable for applicants who meet the qualification and experience requirements for Registered Membership until such time as they achieve a pass in all directed training modules, along with achieving a pass in the Institute Assessment of Professional Competence Examination and are admitted as Registered Members.

To achieve acceptance for Transitional Membership, an applicant must comply with the following :

- Practice in New Zealand.
- Obtain a Registered Building Surveyor to act as a Mentor.
- Meet the requirements of Regulation 04 – Annual Membership Programmes.
- Accept and sign the Conditions of Transitional Membership Agreement form.

Qualifications For Transitional Membership

The minimum requirements for Registered Membership are as identified in Regulation 01 – Registered Membership.

Where an applicant meets most, but not all, of the criteria for Registered Membership, the Executive may accept the applicant as a Transitional Member and will recommend the applicant undertake specific further directed study, which may include passing all training modules or gain experience as directed, before attempting the Institute's Assessment of Professional Competence Examination.

It is anticipated Transitional members may have gained experience in areas of the construction industry other than building surveying. It is also anticipated that these applicants may have recently arrived in New Zealand and may require a period of familiarisation with the building controls system and methods of construction.

Period of Transitional Membership

The period of Transitional membership shall be up to three calendar years from the date of acceptance. After that the Transitional Member will be re-evaluated on an annual basis to ascertain their progress regarding advancement to Registered Member status. The member may be readmitted to Transitional status at that time.

The Transitional Member shall report annually to the Membership Committee Convenor outlining progress with regard to the planned study being undertaken, along with providing details of specific work experience gained during the year in the areas where directed. This report shall be forwarded with the subscription renewal fee and Annual Membership programme requirements.

Application Fee

The initial application fee shall accompany the application.

Membership Fee

The annual subscription shall be paid within fourteen (14) days of acceptance into the membership category.

Where the Transitional Member advances to Registered Membership status, an adjustment will be made to the annual subscription, with the difference in fee being pro-rata'd against the residual portion of the financial year.

Use of Initials

No use of the Institute initials is available or a practice certificate issued for Transitional Membership. They will not be regarded as members of the Institute.

Professional Indemnity Insurance

The Transitional member shall carry Professional Indemnity Insurance, or be Indemnified for the Building Surveying work being undertaken by the member.

Refer Regulation 04 – Annual Membership Programme for the forms to be completed annually. These include copies of completed and signed CPD annual claim form, Work Verification annual claim form and Professional Indemnity Insurance Declaration form.

It is recommended that Transitional Members do not practice as sole practitioners.

Interview Procedure

Following receipt of the application and payment of the application fee, and acknowledgement of the acceptance by the Institute of the application, an assessment interview will be carried out by a panel of senior Institute members. This may be as a personal conference telephone call. The primary purpose of the

interview is to recommend the category of membership of the applicant, along with recommending the extent of study, if any, to be undertaken by the applicant.

The Executive reserve the right to direct any applicant for membership to undertake specific further study before attempting the Institute's formal Assessment of Professional Competence Examination.

Applicants will be formally advised of their acceptance into the Transitional Membership category within seven (7) working days of the date of the interview.

Mentor Responsibilities

- Assist with directing to and making available publications for study such as BRANZ documents, Building Code references etc.
- Provide general guidance and assistance to the Transitional Member with regard to work practices etc.
- Provide reports and updates on the Transitional Member's progress with regard to their study and experience gained when requested by the Membership Committee.

Acceptance into Registered Membership

Upon the satisfactorily completing all elements of the planned study, including completing the training modules, and achieving the further experience recommended, the next stage is a formal examination for entry into Registered Membership. The Transitional Member shall not be entitled to sit the Assessment of Professional Competence Examination for at least 12 calendar months from the date of acceptance as a Transitional Member. The Executive, at their absolute discretion, may reduce the 12 month membership requirement.

The details of the entry examination procedure are outlined in Regulation 01 - Registered Membership.

Upon the successful passing of the examination, the final interview for entry into Registered Membership will be undertaken as outlined in Regulation 01 Registered Membership.



**CONDITIONS AND ACCEPTANCE
TRANSITIONAL CATEGORY**

Agreement

I **agree to the following terms and conditions:**

- ❖ The period as a Transitional Member shall be up to three calendar years from the date of acceptance and then after that this will be re-evaluated on an annual basis.
- ❖ The Transitional Member shall ensure that no possible inference can be taken that he/she is a Registered Member in both client presentation and in all documents and/or advertising.
- ❖ The Transitional Member shall be entitled to all member privileges but shall not hold voting rights.
- ❖ The Transitional Member shall be diligent in reporting to the Membership Convenor and maintaining the agreed planned study and experience where directed as part of the requirements for membership.
- ❖ The Transitional Member shall pay the set annual subscription fee and comply with the requirements of Regulation 04 – Annual Membership Programmes.
- ❖ *Transitional Members who fail to pass the exam on the first attempt shall be interviewed by the Executive Membership Subcommittee. If the exam is failed on the second attempt, then there shall be an automatic stand down period of one year prior to approval to resit the exam for a third time.*
- ❖ If a candidate has failed the entry examination, but achieved a near pass, the Executive may, in exceptional circumstances, examine the candidate in a manner that they see fit so as to establish if the candidate should be awarded a pass in the examination.
- ❖ The Transitional Member shall abide by the Rules and Regulations of the Institute.

Signed:

Date: