

Title	Demonstrate knowledge of communication, ethics, and personal responsibility for building regulatory support staff		
Level	4	Credits	3

Purpose	<p>This unit standard is for people working or intending to work in a building regulatory environment in New Zealand.</p> <p>People credited with this unit standard are able to:</p> <ul style="list-style-type: none"> – demonstrate knowledge of ethics as they apply to the responsibilities of building regulatory support staff; and – demonstrate core knowledge of personal and professional conduct and communication in a building regulatory environment.
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Classification	Compliance and Law Enforcement > Building Control Surveying
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Available grade	Achieved
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Guidance Information

1 References

Building Act 2004 and associated Building Regulations; includes Building Code;
 Electricity Act 1992;
 Fire Safety and Evacuation of Buildings Regulations 2006;
 Hazardous Substances and New Organisms Act 1996;
 Health Act 1956;
 Heritage New Zealand Pouhere Taonga Act 2014;
 Local Government Act 2002;
 Local Government Official Information and Meetings Act 1987;
 Privacy Act 2020;
 Plumbers, Gasfitters, and Drainlayers Act 2006;
 Resource Management Act 1991;
 and all subsequent amendments and replacements.

2 Definitions

BCA – Building Consent Authority.

Building regulatory environment – the context created by the Building Act and associated regulations, and includes the responsibilities of a BCA or a TA.

QA/QMS – the quality assurance or quality management system setting out the policies, procedures, and methodologies of the BCA. Where the BCA is an operating unit within a larger organisation, the applicable QA/QMS may be that operated by the parent organisation.

Sector organisations:

- Regulatory area: Ministry of Business Innovation and Employment (MBIE), Local Government New Zealand (LGNZ), Standards New Zealand (SNZ), International Accreditation New Zealand (IANZ), Society of Local Government Managers (SOLGM), New Zealand Fire Service (NZFS);
- Industry Bodies: New Zealand Institute of Architects (NZIA), Building Officials Institute of New Zealand (BOINZ), Engineering New Zealand (ENZ), Architectural Designers New Zealand (ADNZ); Building Research Association of New Zealand (BRANZ); Plumbers, Gasfitters, and drainlayers Board (PGDB); Electrical Workers Registration Board (EWRB);
- Others: Building owners, licensed building practitioners, bodies corporate, trades people, product manufacturers and suppliers.

TA – Territorial authority.

- 3 All evidence presented for assessment must meet the requirements of the QA/QMS and the building regulatory environment, and be relevant to situations found in a building regulatory related environment. People should be assessed against this unit standard in a real-life context using naturally occurring evidence, or in simulated conditions that demand performance equivalent to that required in the real-life context.

Where naturally occurring evidence is used for assessment against this unit standard, a verifier's checklist is acceptable if accompanied by evidence that includes examples from the candidate's performance.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of ethics as they apply to the responsibilities of building regulatory support staff.

Performance criteria

- 1.1 Identify an ethical dilemma and demonstrate an appropriate response.

Range ethical dilemmas may relate but are not limited to – conflict of interest, fairness, lack of bias, impartiality, consistency, time or peer pressure.

- 1.2 Describe the concepts of honesty, integrity, and respect in terms of an ethical dilemma.

Outcome 2

Demonstrate core knowledge of personal and professional conduct and communication in a building regulatory environment.

Performance criteria

2.1 Describe standards of integrity for people working in a building regulatory environment.

Range may include but is not limited to – standards specified in the QA/QMS and codes of conduct of sector organisations or similar.

2.2 Explain the potential impact of one's own values, beliefs, or activity on personal effectiveness when working in a building regulatory environment.

Range may include but is not limited to – political expression, social activity, associates, lawful and unlawful behaviour.

2.3 Demonstrate personal responsibilities to maintain the privacy of individuals and care of information.

Range Privacy Act 2020.

Planned review date	31 December 2026
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	29 March 2018	N/A
Revision	2	31 May 2018	N/A
Rollover and Revision	3	30 January 2025	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact the Waihanga Ara Rau Construction and Infrastructure Workforce Development Council qualifications@waihangaararau.nz if you wish to suggest changes to the content of this unit standard.