

Special notes

- 1 Compliance with the following legislation, regulations, and codes is required:
Building Act 2004
Protected Disclosures Act 2000
Commissions of Inquiry Act 1908
Privacy Act 1993
The Building Code
Building (Forms) Regulations 2004.
- 2 Performance of all elements is carried out in accordance with enterprise and organisational standards and procedures unless otherwise stated. Enterprise and organisational standards and procedures may include: quality management, documentation, security, communication, health and safety, ethics, interpersonal behaviour, and environmental and sustainability principles. An acceptable standard would be comparable to ISO 9000 certified enterprises and organisations and those set by an incorporated professional or trade body. The Building Officials Institute of New Zealand is an example of such a body.
- 3 Candidates must demonstrate competence in a minimum of three different ethical dilemmas. Ethical dilemmas may be used individually or in conjunction with each other. Examples of ethical dilemma include but are not limited to the following
personal hardship of applicants;
submission of substandard documentation;
political; request; time constraints;
conflict of interest;
and identification of historical issues.
- 4 Reference documents:
Building Code Compliance Documents
<http://www.dbh.govt.nz/building-code-compliance-documents>.

Situations experienced in the role of Building Officials which would suit the assessment of this unit standard include:

- 1 A lady in late stages of pregnancy arrives at the counter with an application needing to be 'sorted' urgently
- 2 A repeat customer who always argues bitterly about every point submits a 'marginally' substandard application
- 3 A councillor owns a property and seeks a 'favourable' outcome for their consent
- 4 An individual is seeking the 'urgent' issue of a CCC because their property is the subject of a sale and purchase agreement
- 5 The official drafts a plan for a relative while working for the council
- 6 On inspection of a property it is discovered a previously consented swimming pool encroaches on public reserve by 1.8 metres

Element 1

Demonstrate knowledge of ethics as they apply to the responsibilities of Building Control Surveyors.

Performance criteria	Candidate	Assessor
<p>1.1 An ethical dilemma is analysed in terms of ethical principles.</p> <p>Range:ethical principles include but are not limited to – fairness, lack of bias, objectivity, impartiality, consistency.</p>	<p>Clearly describe the ethical principles, concepts and personal responsibilities required in the performance of your duties as a Building Control Surveyor in relation to at least three different ethical dilemmas.</p> <p>Descriptions can formatted as:</p> <ol style="list-style-type: none"> 1. Bullet pointed statements under separate headings; 2. A written narrative essay 3. Structured presentation with supporting documentation 	<p>The candidate has clearly demonstrated consideration of each of the ethical principles, concepts and personal responsibilities required in the performance of their duties in relation to specific example/s.</p> <p>Ethical principles include but are not limited to – fairness, lack of bias, objectivity, impartiality, consistency.</p>
<p>1.2 The concepts of honesty, integrity and respect are described in terms of an ethical dilemma.</p>	<p>Ethical dilemmas may be used individually or any two in conjunction with each other include but are not limited to the following <i>see also the examples provided</i>:</p> <ol style="list-style-type: none"> 1. Personal hardship of applicants; 2. Submission of substandard documentation; 3. Political request; 4. Time constraints; 5. Conflict of interest; 6. Identification of historical issues. <p>Ethical principles include but are not limited to – fairness, lack of bias, objectivity, impartiality, consistency.</p> <p>Concepts of include but are not limited to – honesty, integrity and respect</p> <p>Personal responsibilities include but are not limited to – personal conduct, duty of care to the public and employer.</p> <p><i>Duty of care to the employer in the context of this unit standard includes limiting the exposure to liability.</i></p> <p><i>Personal responsibilities to maintain the privacy of individuals and care of information</i></p>	<p>Concepts of honesty, integrity and respect</p> <p>Personal responsibilities include but are not limited to – personal conduct, duty of care to the public and employer.</p> <p>Personal responsibilities to maintain the privacy of individuals and care of information.</p> <p>Methods of demonstration can include:</p> <ol style="list-style-type: none"> 1. Bullet pointed statements under separate headings; 2. Written narrative essay 3. Structured presentation with supporting documentation

Element 2		
Demonstrate knowledge of the concept of personal responsibility as it applies to Building Control Surveyors.		
Performance criteria	Candidate	Assessor
<p>2.1 An ethical dilemma is analysed in terms of personal responsibilities.</p> <p>Range: personal responsibilities include but are not limited to – personal conduct, duty of care to the public and employer.</p> <p>2.2 The personal responsibilities to maintain the privacy of individuals and care of information are described in terms of an ethical dilemma.</p>	See above for information as Element 1 and 2 are combined	See above for information as Element 1 and 2 are combined

Integration of the Key Competencies within this unit standard.

<p>2 Communicating ideas and information The capacity to communicate effectively with others using the range of spoken, written, graphic and other non-verbal means of expression.</p>	Information must be displayed in a logical sequence
<p>5 Solving problems The capacity to apply problem-solving strategies in purposeful ways, both in situations where the problem and the solution are clearly evident and in situations requiring creative thinking and a creative approach to achieve a desired outcome.</p>	The different aspects of the ethical issue are considered and a reasoned outcome presented
<p>7 Using technology The capacity to apply technology, combining the physical and sensory skills needed to operate equipment with the understanding of scientific and technological principles needed to explore and adapt systems.</p>	Individuals are encouraged to present information electronically