Training Manual
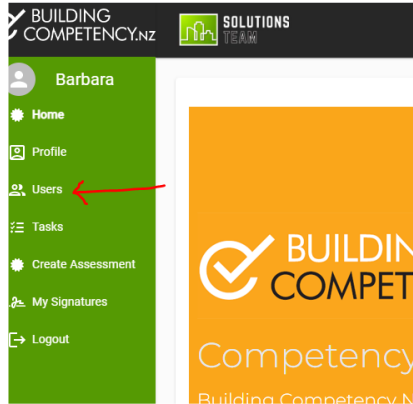
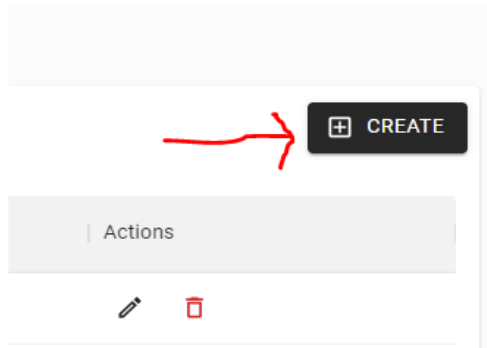

Building Competency Portal

Portal Administrator

How to add new staff/candidates

- ✓ This gets set up by BCNZ
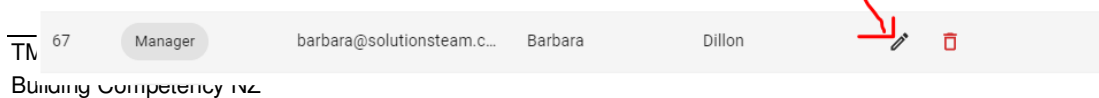- ✓ Click users from the menu left

- ✓ Click +Create at right

- ✓ Complete details, and click save

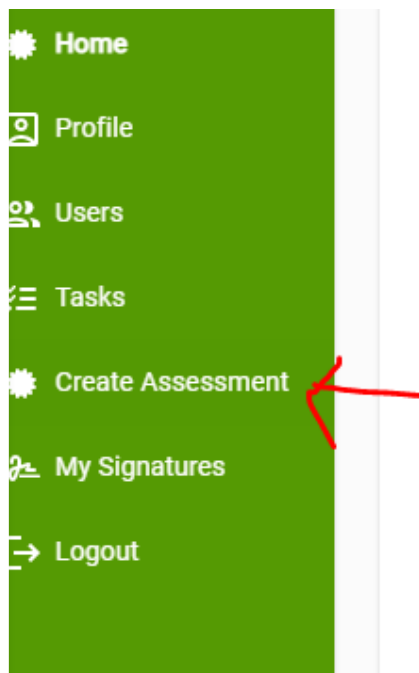- ✓ Select Candidate & edit

Upload qualification certificate, save

Upload Qualification/Certificate

Max file size: 100.00 MB, Files 0/14, ⊗

SAVE

Creating a new assessment plan

✓ Click Create Assessment from the menu at left

Home

Profile

Users

Tasks

Create Assessment

My Signatures

Logout

✓ Select Candidate- Names of entered candidates (users) will show in drop down list

Create Assessment

Existing Candidate

Candidate

Select

✓ Select due date – this is the date the assessment is due.
✓ Select the date of the last assessment for the year i.e. last assessment signed off on 24/05/2022. This assessment due by 24/05/2023

To be completed by:

Bu

| **March 2023** |
| ◀   ▶ |

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11

✓ Select all that apply here – assessment type you can select more than 1 tick box as best describes the candidate.

Assessment Type

- ☐ New Candidate
- ☑ Review of existing employee
- ☐ Transition from another BCA system
- ☑ Level Change
- ☐ Technical Leader Specifications and Assessment

Years of experience

- ☐ 0
- ☐ 1-3
- ☑ 4-6
- ☐ 7 onwards

Role

- ☑ Processor
- ☐ Inspector
- ☐ Team Leader
- ☐ Manager
- ☑ Technical Leadership

✓ Select Competency level to be assessed from drop down for inspections/processing separately, one or the other or both can be selected.

Competency Level assessed (Inspector)

C2

Assessment includes (Inspector)
- ☐ Building
- ☑ Plumbing and Drainage

Competency Level assessed (Processor)

R2

Assessment includes (Processor)
- ☑ Building
- ☑ Plumbing and Drainage

- ✓ This will result in a list of evidence being created for each area
- ✓ You can also add a custom form by selecting

Inspector Assessment

Option: Add Candidate Form

Processing	Inspections

us assessment, copy of
view for year under review.
iimum 1 x C2)

Level Assessed

Select
Select
R1
R2
R3
C1
C2
C3

- ✓ Select type of form – candidate evidence for – processing/inspecting

Candidate Evidence Form - Inspections
Candidate Evidence Form - Processing

- ✓ And name the form – Marquee/ Outbuildings only/Technical Leader

Name

- ✓ This will provide an additional form and location to upload evidence that does not quite fit in the prescribed list

Processor Assessment

The candidate would be required to supply copy of previous assessment, copy of qualification, copy of training/CPD form for year under review for year under review. Inspection reports, plans and completed B619 - 3 candidate evidence forms for:
- 2 x processed R2 dwelling or alteration. (minimum 1 x new dwelling)
- 1 x processed R1 dwelling
- 1 x processed R1 accessory building | solid fuel heater | swimming pool

- ✓ Click create

Create

- ✓ This will add assessment to the Assessments list and send a notification to the candidate asking them to complete their evidence.
- ✓ It will also send a notification to Building Competency NZ and appear on the assessments list to be completed