

## **COMPETENCE ASSESSMENT BOARD – TERMS OF REFERENCE**

### **1.1. RESPONSIBILITIES AND DELEGATED AUTHORITIES**

The Competency Assessment Board shall, through delegated authority from the governing Board:

1. Approve and maintain procedures and processes for assessment of the competence of engineers seeking entry to those grades of IPENZ membership requiring competency assessment and entry to or retention on registers administered by IPENZ for which competency assessment is required.
2. Approve recommendations from assessment processes in respect of applicants assessed under the procedures in (1) above in accordance with applicable rules.
3. Approve recommendations for CPEng in accordance with the CPEng Act and Rules.
4. Provide advice to the Standards and Accreditation Board on operational and assessment aspects of standards.
5. Provide input to and approve the criteria for selection of assessors and approve the appointment of assessors.
6. Moderate between assessments and monitor adherence to proper process and procedures by assessment panels and staff supporting the assessment process.
7. Provide guidance to staff and assessors to ensure that any deviation from the relevant Rules or regulations governing assessments is corrected and the likelihood of further deviation is minimised. Ensure correct procedures and processes have been followed for assessment and reconsideration.

### **1.2. MODUS OPERANDI**

The Board meetings may be held face to face, by teleconference or video conference or electronically. Approval of recommendations may be electronic. The Competency Assessment Board shall seek to reach unanimous agreement by consensus. Where a recommendation is approved by majority rather than unanimously this shall be noted when the approved recommendation is reported to the governing Board.

The Competency Assessment Board shall report to the governing Board on its activities and any decisions made under delegated authority through its minutes. Additionally, the governing Board representative shall act as a conduit to ensure that any issues are notified to both Boards, and appropriate means are put in place to address them.

The governing Board shall not overturn a decision of the Competency Assessment Board.

The Chair or the Chair's nominee will also be a non-voting voting member of the Standards and Accreditation Board.

### **1.3. COMPOSITION**

No less than four (4) Members holding CPEng equivalence, appointed by the governing Board for their knowledge of professional practice assessment processes and

standards and having regard to geographic distribution, each appointed for two year terms, with a maximum of three consecutive terms.

- a. One or two further members may be appointed by the governing Board for their knowledge of professional practice competence standards for engineering technologists and/or engineering technicians, to be appointed for a two year term, with a maximum of three consecutive terms.
- a. One member of the governing Board, appointed by that Board annually
- b. A representative of the Standards and Accreditation Board (non voting for competence assessment decisions) – normally the Chair, if available.
- c. Secretary appointed by the Chief Executive (non-voting).

Each year the governing Board will appoint the Chair for a one-year term.

At the invitation of the Chair, the Chair of the Engineering Practice Board may attend and participate in discussion.

The governing Board shall retain the right to review the composition of the Competence Assessment Board at any time.

**In the CPEng context the Rules are as follows:**

#### **77 Competency Assessment Board**

- (1) The Registration Authority must appoint a Competency Assessment Board consisting of:
  - a. four (4) or more voting members
  - b. one (1) member of the Board of the Registration Authority who has no right to vote.
- (2) The Registration Authority must appoint members who are chartered professional engineers or who have CPEng equivalence and, in appointing members, must have regard to—
  - a. the extent of their experience in, and knowledge of, professional engineering
  - b. their experience in competency assessments and quality assurance of competency assessments
  - c. achieving a varied representation of geographical areas.
- (3) An appointment—
  - a. is for the term specified by the Registration Authority on making the appointment, up to a maximum term of two (2) years for voting members and one (1) year for the nonvoting member
  - b. may be renewed, but no person may be appointed for more than three (3) consecutive terms.

#### **78 Chairperson of Competency Assessment Board**

- (1) The Registration Authority may appoint one (1) of the members of the Competency Assessment Board to be the Chairperson.

- (2) The Chairperson must preside at all meetings of the Competency Assessment Board at which he or she is present.
- (3) In the absence of the Chairperson, the members present must appoint one of their number to be the Chairperson for the purposes of that meeting.