

LET'S GET YOU CHARTERED ASSESSOR GUIDANCE

September 2021



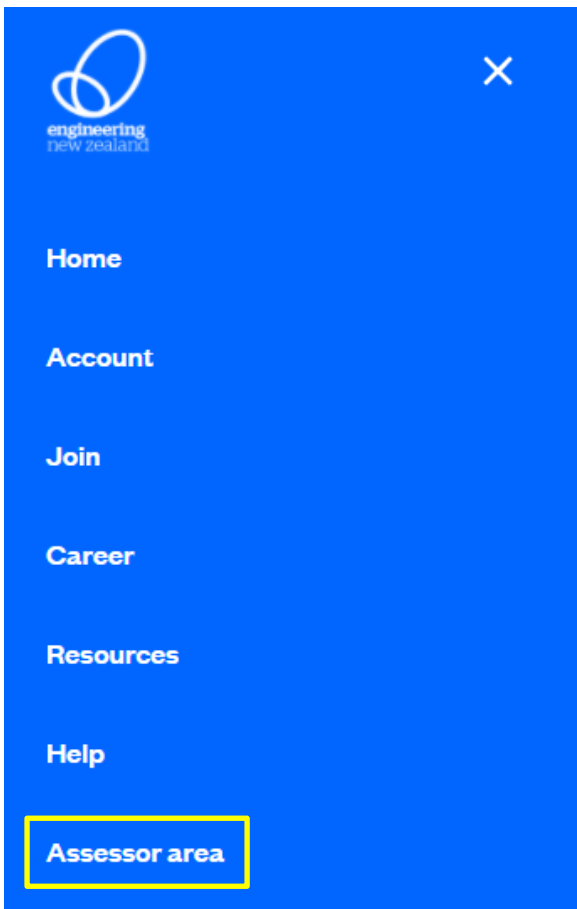
**engineering
new zealand**
te ao rangahau

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ASSESSOR AREA

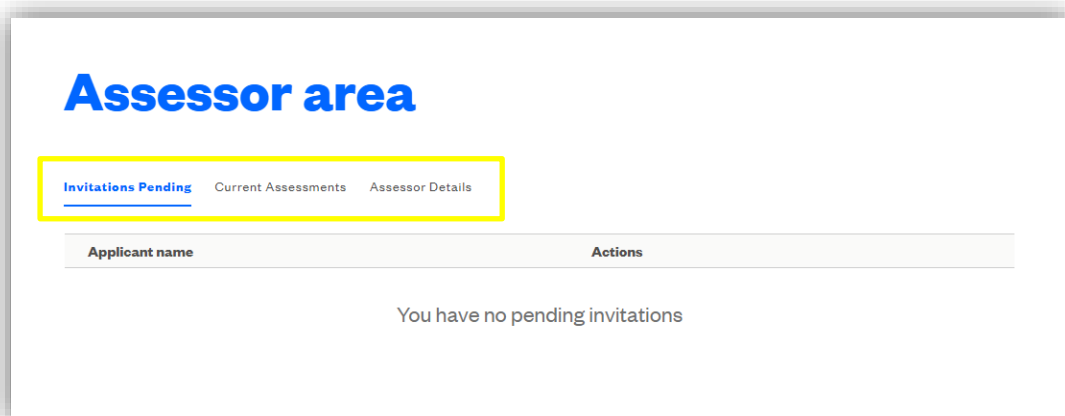
To access the assessor area click on the menu button at the top left and select 'assessor area'.



The assessor area is made up of three sections:

- Invitations pending
- Current assessments
- Assessor details

Use the tabs to switch between the sections.



ASSESSOR DETAILS

This is where you can update the areas you are comfortable assessing in, provide any potential conflicts, and set your status to unavailable if you can't accept assessments for a period of time.

ASSESSMENT AREAS/FIELDS

Your assessment areas and fields will be used by our team to search for assessors with the expertise to review an applicant's assessment.

Your current practice area and practice fields from your most recent assessment will auto populate here. You can update this to add further information to allow yourself to provide a wider range of engineering knowledge and skills to help match a potential applicant. Your practice area and practice fields are not a scope of practice.

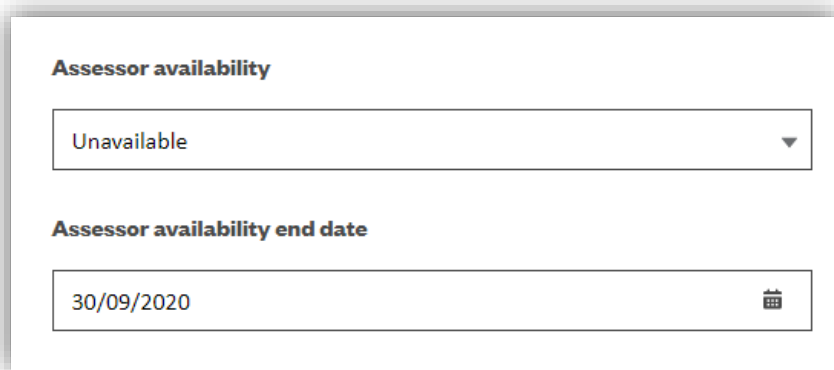
This will not affect your practice area or practice fields against your Chartered assessment.

BRANCH

Select the appropriate Engineering New Zealand Branch for your region, so we can assign you to Chartered assessments which may require a face to face session with the applicant.

ASSESSOR AVAILABILITY

You can set yourself as 'unavailable' so we don't assign you to any assessment panels until you are available again. You'll need to chose an end date, so you are automatically switched back to 'available'.



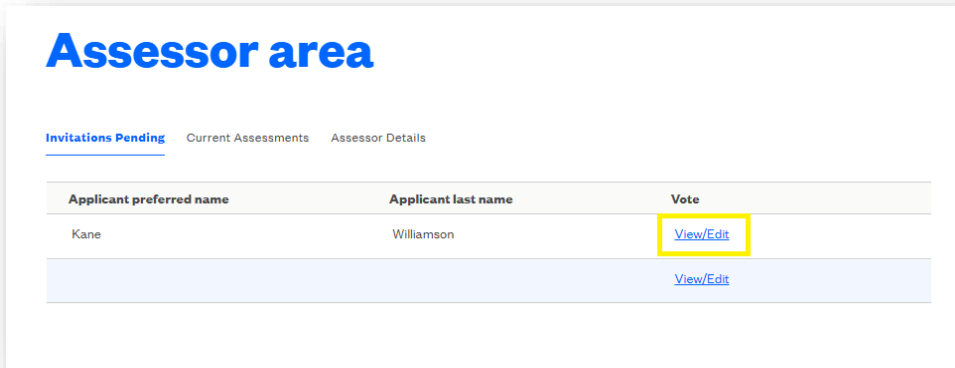
The screenshot shows a form titled "Assessor availability" with two input fields. The first field, labeled "Assessor availability", is a dropdown menu with "Unavailable" selected. The second field, labeled "Assessor availability end date", contains the date "30/09/2020" and has a calendar icon to its right.

CONFLICT STATEMENT

Please update this with any areas or companies which you feel conflicted to assess.

INVITATIONS PENDING

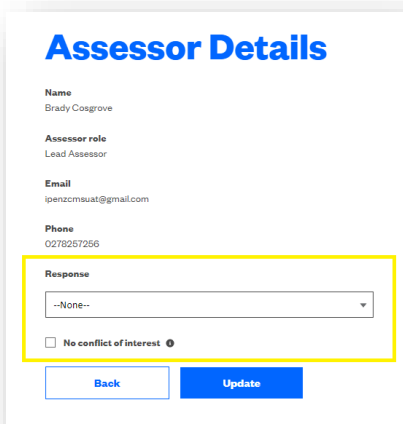
This is where you'll see your list of current assessment invitations which require a response from you to accept or decline. You'll also receive an email when an assessment has been assigned to you, asking you to accept or decline the invitation. To respond to an invitation, click 'view/edit'.



You'll see further information about the applicant to help you decide if you are able to accept or decline the invitation:

- Applicant name
- Practice field
- Practice area
- Applicant email
- Applicant role
- Applicant employer
- Assessment type

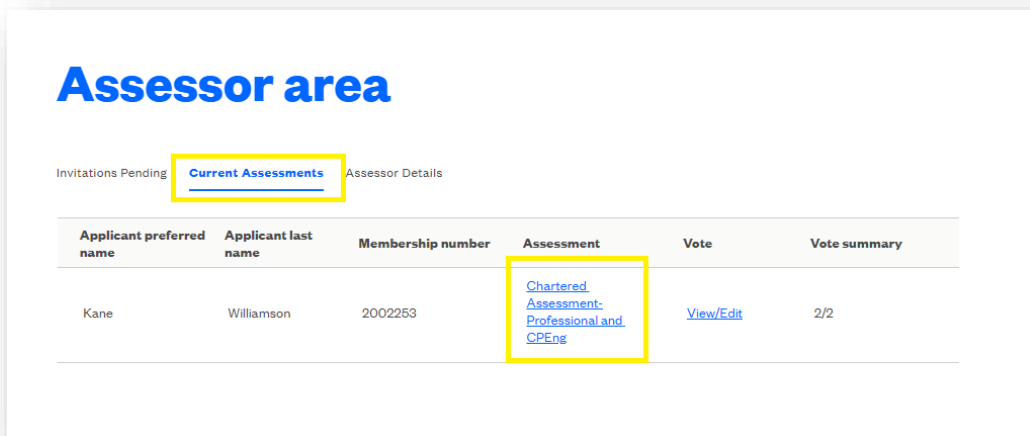
To accept or decline the invitation, select the appropriate response in the drop down list and confirm you have no conflicts of interest. If you accept it'll be added to your list of current assessments.



CURRENT ASSESSMENTS

Here you can find all the assessments which have been assigned to you and not yet submitted to Engineering New Zealand.

To open an assessment click on the link under the 'assessment' column.

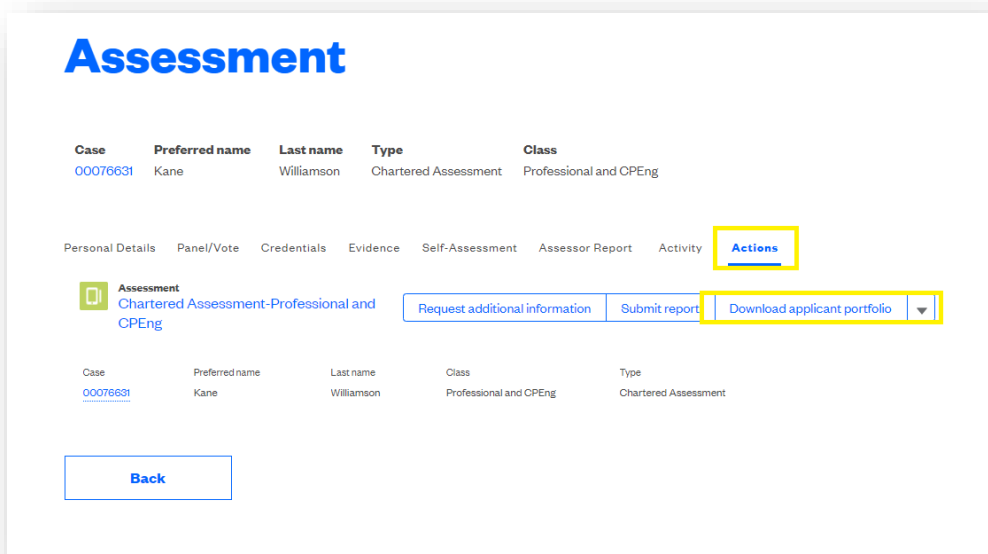


DOWNLOAD APPLICANT PORTFOLIO PDF

We highly recommend downloading the PDF copy of the applicant's portfolio when you first open an assessment. This will provide you with all of their written information in one document.

To do this, navigate to 'Actions' and click 'Download applicant portfolio'.

If the website is zoomed in, you may need click the down arrow button first to see this option.



PANEL/VOTE TAB

This provides an overview of the assessment panel.

The screenshot shows the 'Assessment' page with the 'Panel/Vote' tab highlighted. The page displays the following information:

Case	Preferred name	Last name	Type	Class
00076631	Kane	Williamson	Chartered Assessment	Professional and CPEng

Navigation tabs: Personal Details, **Panel/Vote**, Credentials, Evidence, Self-Assessment, Assessor Report, Activity, Actions

Assessment panel

Assessor role	Name	Email	Phone	Response	Vote
Lead Assessor	Brady Cosgrove	lpenzcmsuat@gmail.com	0278267266	Accepted	View/Edit
Practice Assessor	Donald Tate	honongauat+tate@gmail.com	123132112		View/Edit

Top tip: This is the tab where you will need to vote on the assessor report. This will be covered later in the document.

CREDENTIALS TAB

The screenshot shows the 'Assessment' page with the 'Credentials' tab highlighted. The page displays the following information:

Case	Preferred name	Last name	Type	Class
00076631	Kane	Williamson	Chartered Assessment	Professional and CPEng

Navigation tabs: Personal Details, Panel/Vote, **Credentials**, Evidence, Self-Assessment, Assessor Report, Activity, Actions

Qualifications

Education provider	Qualification name	Accord recognition	Actions
Test	Test	?	View

Other credential records

Engineering body	Credential name	Accord recognition	Date gained ↓	Actions
The applicant haven't added any credentials.				

CPD records

Activity name	Activity type	Start date ↓	Hours	Actions
Bulk upload of CPD Records	Various (bulk upload)	1/01/2016	300.0	View

You'll see further information about the applicant to help you reviewing the assessment:

- Qualification
- Other credential records
- CPD records
- CV

- References

Qualifications

Here you'll find a list of the applicant's academic qualifications and their Accord recognition.

Other credential records

Here you'll find a list of the applicant's overseas memberships and registrations which may provide Accord recognition. Any previous successful knowledge assessments with Engineering New Zealand will also be displayed here.

To view CPD records

Here you'll find a list of the applicant's CPD records which they have provided in the 'career' area of the member area.


To view each record individually to see learning outcomes or more details, click on the 'view' button.

CPD records

Activity name	Activity type	Start date ↓	Hours	Actions
NZS 3916:2013 - Design & Construct Online Course	Online learning	28/06/2021	4.5	View
Bulk upload of CPD Records	Various (bulk upload)	1/01/2016	300.0	View

View CPD record

Activity name
NZS 3916:2013 - Design & Construct Online Course

Activity type 
Online learning

CPD provider

Start date
28/06/2021

End date
28/06/2021

Hours
4.5

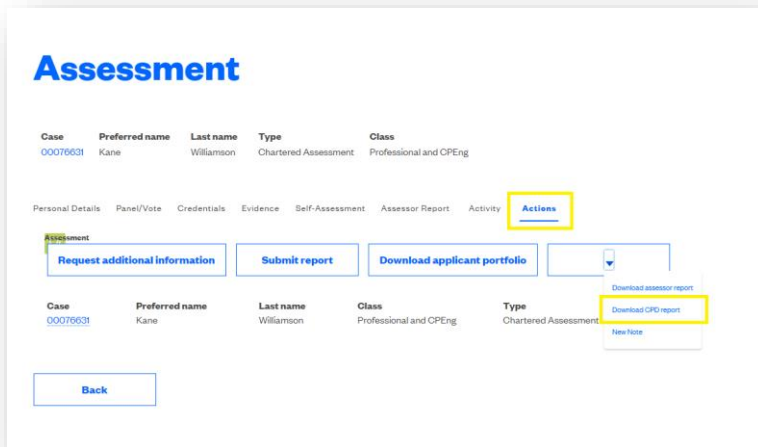
Activity description & learning outcomes
This course provides you with an introduction to NZS 3916:2013 Conditions of Contract for building and civil engineering works – Design and Construct (NZS3916). Useful for engineers, contractors and designers, this course will cover how you can use NZS-3916 to greatest effect. This is offered as a 4-hour live online course.

I was able to

- Explore the considerations in procuring construction contracts under NZS3916.
- Summarize the 'Principal's Requirements'.
- Identify the allocation of risk, liabilities and other key differences between NZS3916 and NZS3910.
- Recognise how the roles of the engineer are affected by NZS3916, and how they may be effectively performed.
- Explore novation and other considerations for designers

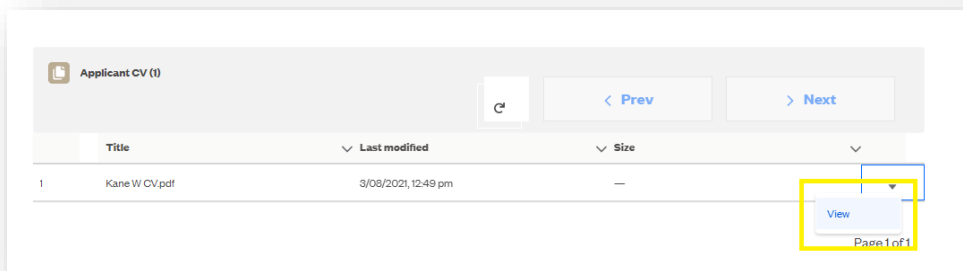
[Back](#)

Top tip: to get a PDF report of the applicant's CPD records you can download this by navigating to the 'Actions' tab and clicking the down arrow button.



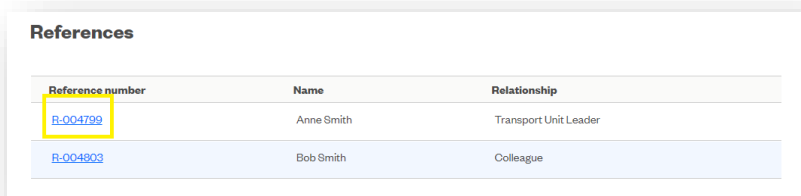
CV

View the applicant's CV by clicking the drop down arrow and then 'view'.



References

A minimum of two referees will be displayed here for Chartered, mutual recognition and CPEng reassessments. View the responses by clicking the link in the reference number column.



EVIDENCE TAB

Here you'll find the evidence provided by the applicant for their assessment.

These are the work or CPD records which an applicant has chosen to use as part of their assessment application.

To view more information for a specific work or CPD record, click 'view'.

Assessment

Case: 00076631 | Preferred name: Kane | Last name: Williamson | Type: Chartered Assessment | Class: Professional and CPEng

Personal Details | Panel/Vote | Credentials | **Evidence** | Self-Assessment | Assessor Report | Activity | Actions

Evidence records

Activity name	Credential type	Role	Actions
40 Taranaki Street	Work Record	Design Engineer	View
2 Manor place - Design Structural	Work Record	Design Engineer	View
Westgate mall fitout	Work Record	Design Engineer	View
Auckland Harbour	Work Record	Design engineering	View

Viewing a record

The first half of the record is not specific to their assessment application.

View work record

Activity name
2 Manor place - Design Structural

Activity / project description
Design and documentation of a new three-storey timber-framed apartment building. The building uses plywood shear-walls with continuous rod hold-downs, two steel portal frames, cassette floors and CFA piles.

Organisation

Role
Design Engineer

Role description
This project was complex as it required in depth engineering knowledge to understand the displacement compatibility between the timber and steel, and also design for ductility. There was a diverse range of stakeholders - Architects, Geotech, Fire engineer, Acoustics engineer, ECI Contractor and Client, all of whom had varying specific requirements that I needed to navigate. The building also required new technology - continuous rod hold downs. The design was also not covered by standards or codes - particularly plywood shear wall deflectons. I designed this building generally using hand calculations, only using microstran to design the portal frames.

Start date
1/03/2021

End date

The second half of the record is the applicant's response to why they selected this work or CPD record as evidence of meeting the required standard for their assessment.

Tell us how this record supports your assessment application.

Evidence statement

1.1 - Engineering Knowledge

I used my engineering knowledge to carry out the full design of the three-storey apartment building at 43 Tasman Street. The design of this building shows my competence in designing with Timber, Steel and Concrete, and also my competence to design all aspects of a building.

Refer to attachments:

- 1.01 - 43 Tasman Street - Superstructure Calculations Part 1
 - Pages 1-11 for the Design Features Report (DFR) explaining the design philosophy

1.02 - 43 Tasman Street - Drawings for Construction

- Pages 2-12 for the building plans

This demonstrates competency in Engineering Knowledge

I used the new technology of using continuous-rod tension hold-downs at the ends of the plywood bracing walls. This required research into the design of the Simpson Strong-Rods by reading their literature and liaising with their engineering representative. I displayed my knowledge of ductility when designing the shear walls and Strong-Rod details by designing all components for the overstrength of the nail capacity. I also displayed my understanding of displacement compatibility (shear walls vs portal frames). I analysed the displacements of the shear walls based on the different displacement mechanisms. I also showed my understanding of natural building period and how this affects the loads on the building.

Refer to attachments:

- 1.01 - 43 Tasman Street - Superstructure Calculations Part 1
 - Page 109 for the shear wall FBD
 - Pages 109-158 for the Shear wall calculations
 - Pages 159 - 188 for the Strong-Rod design and details
 - Pages 207 - 220 - for the building period calculation and shear wall displacement calculation
 - Pages 221-226 for the displacement of the portal frame, and the displacement compatibility between the portal frames and shear walls
 - Page 167 for sample of Simpson Strong-Rod literature use
 - Page 195 for explanation of understanding of Strong-Rod system and componentry

At the bottom of the page are the files the applicant has chosen to provide as evidence to support their statement. To open each file, click on the arrow at the end of the row and select 'view'.

	Title	Last modified	Size	
1	Seoul - Apron Drainage - Concept Design.pdf	10/09/2020, 10:48 am	—	▼
2	Seoul - Email to Client - Concept Design Report and S...	10/09/2020, 10:48 am	—	▼
3	Seoul - Email to Project Director - Verification.pdf	10/09/2020, 10:48 am	—	▼
4	Seoul - Apron Rehab Concept Design Report - Conte...	10/09/2020, 10:48 am	—	▼

Page 1 of 1

SELF-ASSESSMENT TAB

This is where the applicant's responses to each of the competency groups is.

You can also click into each group if the applicant response doesn't fit into one screen.

Case: 00076631, Preferred name: Kane, Last name: Williamson, Type: Chartered Assessment, Class: Professional and CPEng

Personal Details | Panel/Vote | Credentials | Evidence | **Self-Assessment** | Assessor Report | Activity | Actions

Self-assessment applicant responses

Group name	Applicant Response
Engineering Knowledge Question	<p>Studying in Christchurch and working in Wellington, New Zealand, I have been exposed to very high engineering knowledge demands. This is due to the high seismicity in New Zealand (particularly Wellington, and now Christchurch) which requires deep engineering knowledge and understanding of seismic design.</p> <p>My practice area of structural engineering (buildings) demands deep engineering knowledge of seismic requirements of different parts of NZ, and the principles of seismic design. I have a very good understanding of seismic principles, load paths, lateral-load-resisting systems and diaphragms. I have the knowledge and understanding to design and assess structures using ductility and capacity design, and have carried this out for timber shear wall design, and existing concrete shear wall assessments.</p> <p>I have a good understanding of the design codes in New Zealand. This includes the New Zealand Building Code and Act, and New Zealand standards such as NZS 1170, NZS101, NZS 3404, NZS 3903, NZS 3604, 4230 and 4229. Along with my understanding and capability of complying to these codes and standards, I also have a thorough understanding of the MBIE guidelines for the seismic assessment of existing buildings, and the BRANZ guidelines for design of multi-storey light timber framed buildings.</p> <p>Structural engineering also demands a good understanding of the variable soils across New Zealand, as this has a significant impact on building design. Additionally, there is specific material availability in New Zealand which I have a good understanding of due to my site experience. I use this knowledge and understanding to make judgment calls on design decisions, or to aid in design team decisions.</p> <p>I keep my Engineering Knowledge up to date by attending weekly training sessions run through Silverstar. I carry out self-directed learning throughout the year, attending webinars/seminars, networking and reading. I also mentor the graduates at my company, and run monthly training/knowledge sharing sessions with them. By doing this I can reiterate my own learnings by teaching, and learn from the graduates' experiences too.</p> <p>I am not afraid to ask questions, and I often ask colleagues technical questions or involve myself in group discussions and brainstorming sessions in the office. This helps me develop my understanding of engineering principles, and also helps me gain exposure to problems that I have not experienced in my own work.</p>

ASSESSOR REPORT TAB

Assessment

Case: 00076631, Preferred name: Kane, Last name: Williamson, Type: Chartered Assessment, Class: Professional and CPEng

Personal Details | Panel/Vote | Credentials | Evidence | Self-Assessment | **Assessor Report** | Activity | Actions

Recommendations

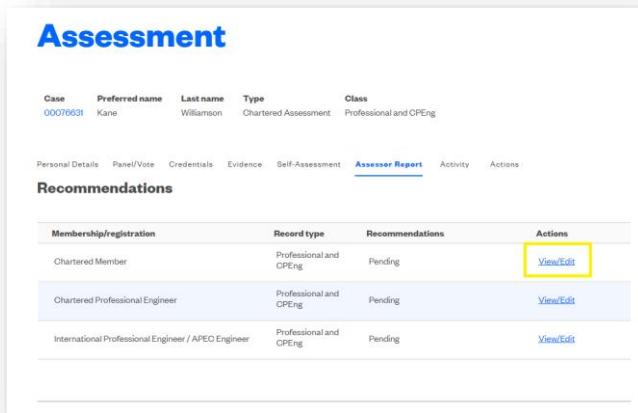
Membership/registration	Record type	Recommendations	Actions
Chartered Member	Professional and CPEng	Pending	View/Edit
Chartered Professional Engineer	Professional and CPEng	Pending	View/Edit
International Professional Engineer / APEC Engineer	Professional and CPEng	Pending	View/Edit

Here you'll provide your responses to:

- Recommendation for the registers/memberships
- Applicants practice field
- Applicants practice area
- Assessed practice field
- Assessed practice area
- Holistic statement
- Assessor statements for each of the competency groups
- Evidence statement

Please note: All of these sections must be completed in order to submit the report.

To provide a recommendation on the membership/registrations, click 'view/edit'.



For each membership/registration provide a recommendation:

- Approve
- Decline
- Withdrawn

You'll also need to select a 'valid for' response from 1–6 years.

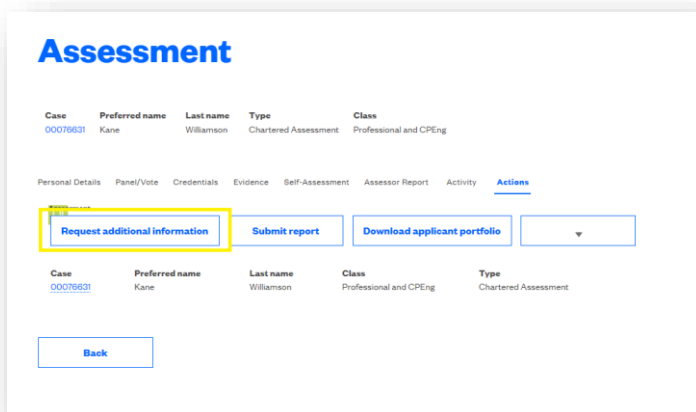
Please note: while this field allows you to make a selection against each membership/registrations, this number only relates to CPEng and Design Verifier registration.

ACTIVITY TAB

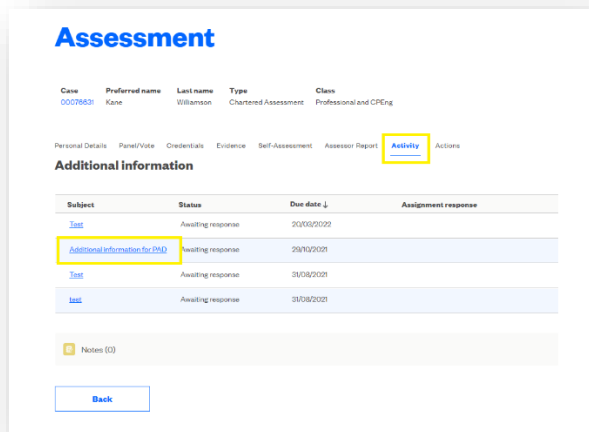
Here you'll be able to view additional information requests and the notes.

Additional information

To ask the applicant to provide extra evidence or clarify something, navigate to the 'Actions' tab, and click 'Request additional information'.

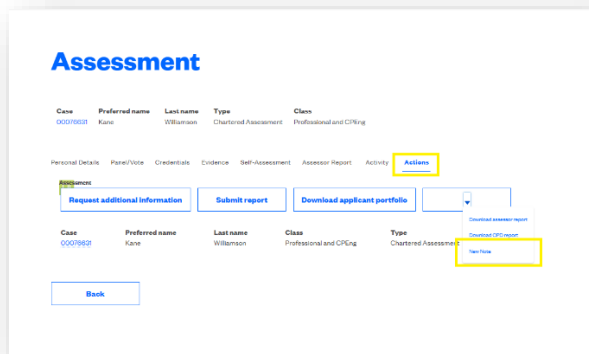


Once the request has been saved, it will appear in the 'activity' tab.

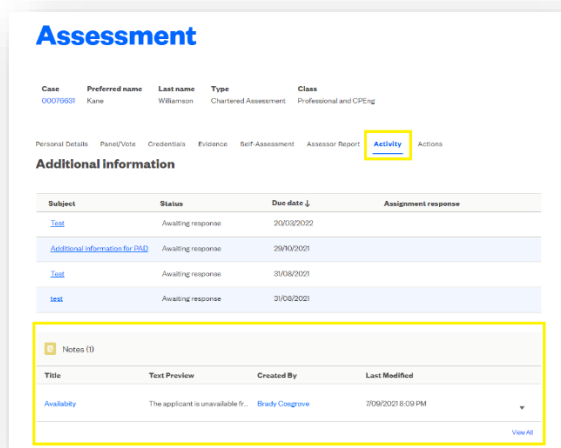


Notes

To create a note, navigate to the 'Actions' tab, and click 'New Note'.

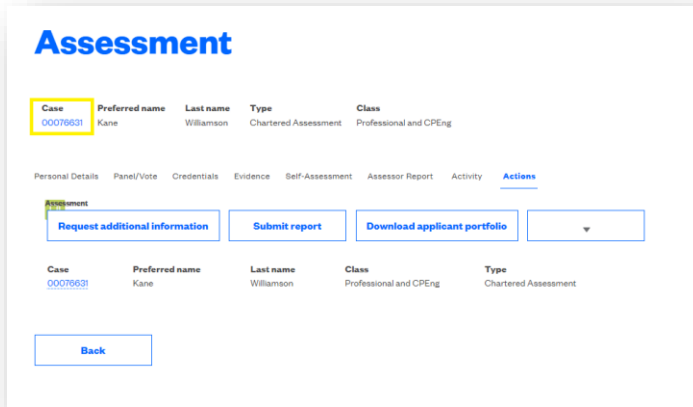


Notes will then appear in the activity tab.

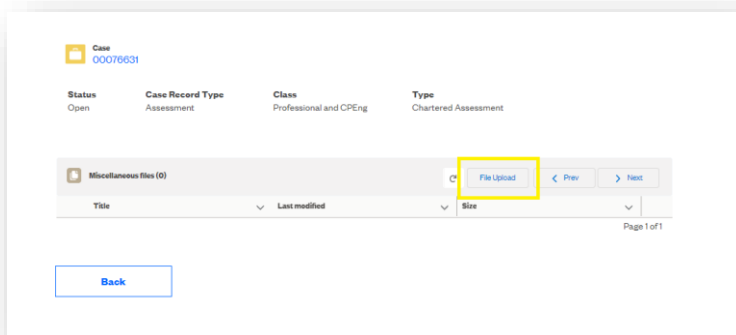


MISCELLANEOUS FILES

For each assessment there may be additional files added by Engineering New Zealand or that you would like to upload. To access the miscellaneous files area, click on the case number link at the top of the page.



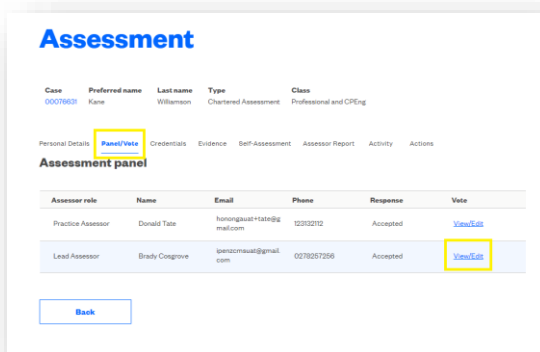
To add a file, click 'file upload'.



VOTING

You can make your vote on whether you agree with the report.

Navigate to the 'Panel/Vote' tab and click 'view/edit' to make your vote.



Assessor Details

Name
Brady Cosgrove

Assessor role
Lead Assessor

Email
lpenzcmsuat@gmail.com

Phone
0278257256

Response
Accepted

No conflict of interest

Voting Details

Approve/reject
Approve

Comments

[Back](#) [Update](#)

You can also check the status of the other panel members votes by clicking the 'view/edit' button under their name.

Assessment

Case	Preferred name	Last name	Type	Class
00076631	Kane	Williamson	Chartered Assessment	Professional and CPEng

Personal Details **Panel/Vote** Credentials Evidence Self-Assessment Assessor Report Activity Actions

Assessment panel

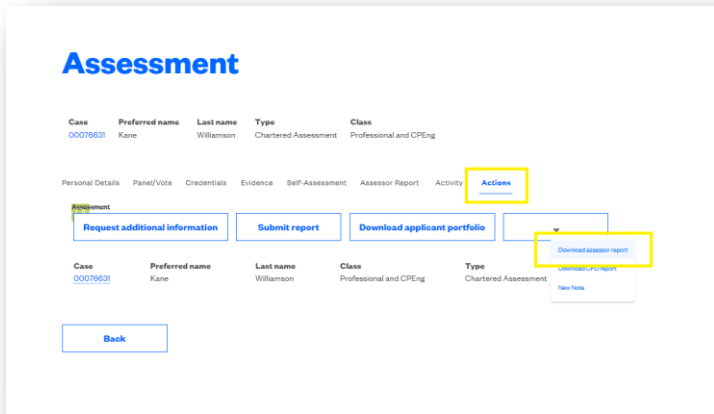
Assessor role	Name	Email	Phone	Response	Vote
Practice Assessor	Donald Tate	honongauat+tate@gmail.com	123132112	Accepted	View/Edit
Lead Assessor	Brady Cosgrove	lpenzcmsuat@gmail.com	0278257256	Accepted	View/Edit

All panel members must 'approve' the assessment before it can be submitted. If you choose to 'reject' the application, you'll need to provide a comment with your reasons.

DOWNLOAD ASSESSOR REPORT PDF

At any point in the process you can download a PDF copy of the assessor report. This include all the areas of the assessor report in one document and is what the applicant and CAB will see when reviewing.

Navigate to the 'Actions' Tab and click the drop down arrow and select 'download assessor report'.



SUBMIT ASSESSMENT

When all of the required sections of the report have been filled in, all the memberships/registrations have been approved/declined, and all assessors have approved the report then you are able to submit the report to Engineering New Zealand.

Navigate to the 'Actions' Tab and click 'Submit Report'.

