LET'S GET YOU CHARTERED

ASSESSOR GUIDANCE

September 2021

engineering new zealand
te ao rangahau

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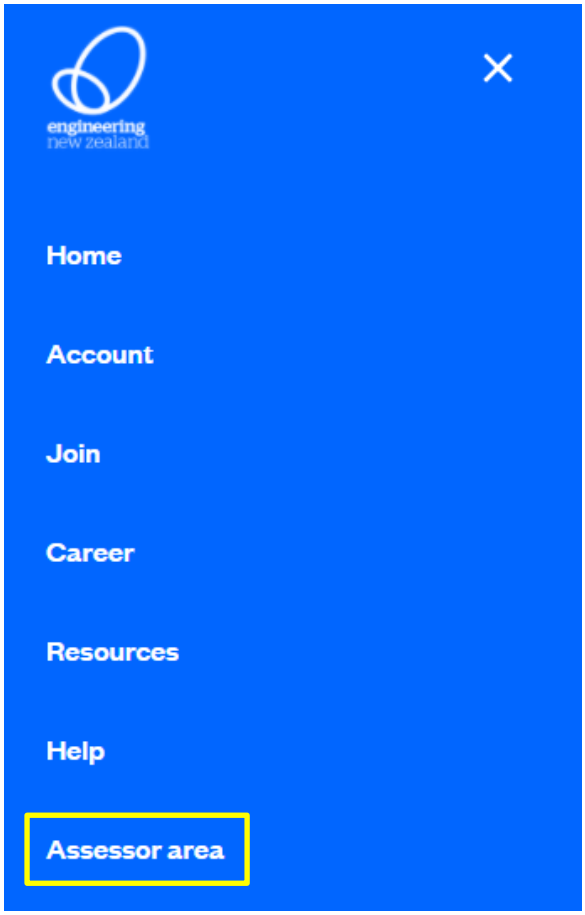
ASSESSOR AREA

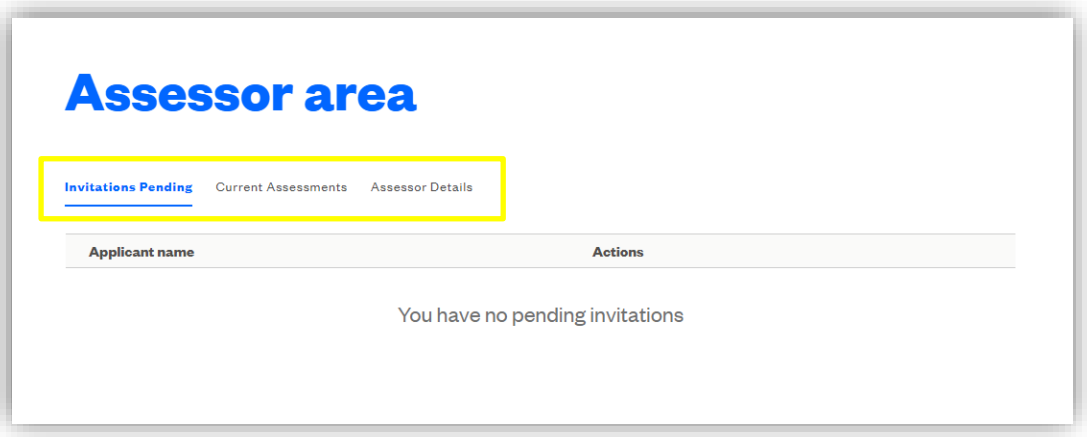
To access the assessor area click on the menu button at the top left and select ‘assessor area’.



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.

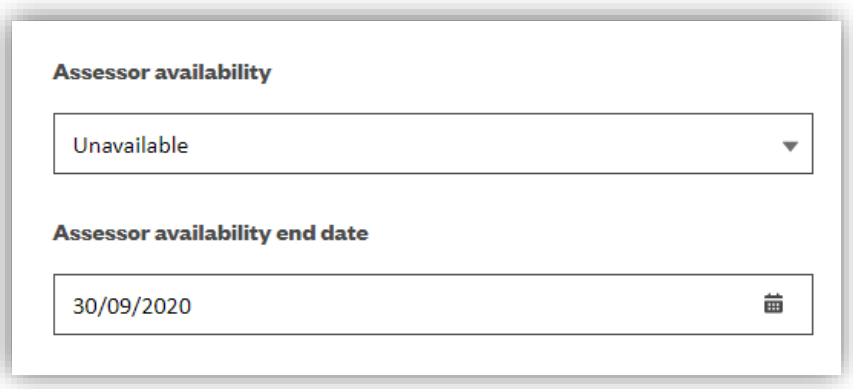
This will not affect your practice area or practice fields against your Chartered assessment.

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'.

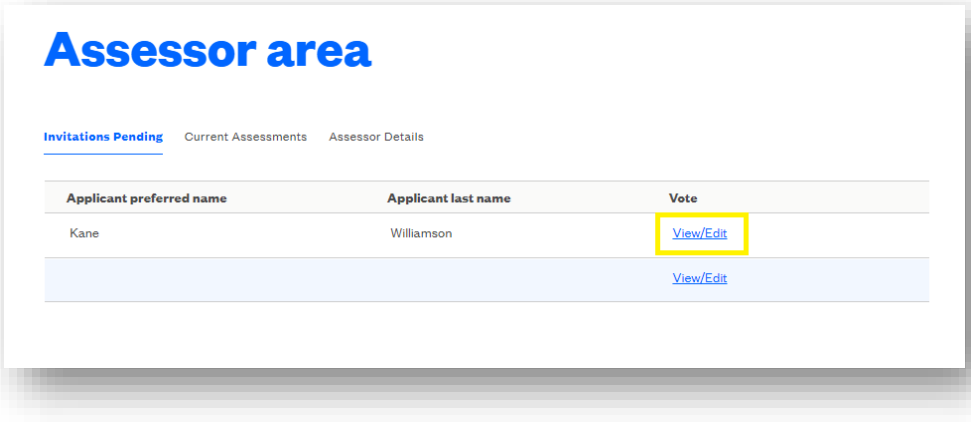


CONFLICT STATEMENT

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

INVITATIONS PENDING

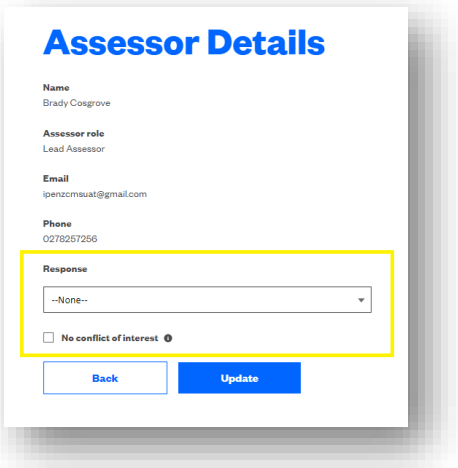
This is where you'll see your list of current assessment invitations which require a response from you to accept or decline. You'll also receive an email when an assessment has been assigned to you, asking you to accept or decline the invitation. To respond to an invitation, click 'view/edit'.



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

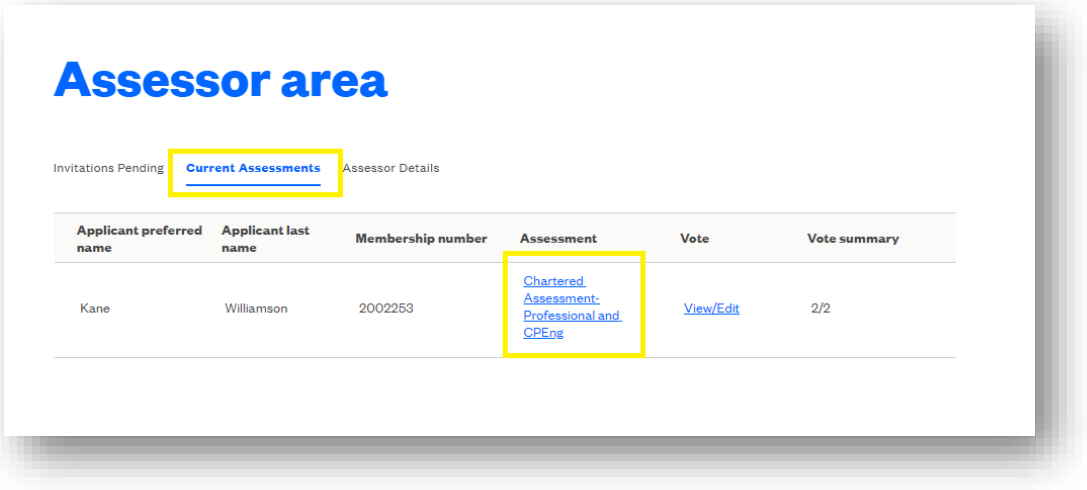
To accept or decline the invitation, select the appropriate response in the drop down list and confirm you have no conflicts of interest. If you accept it'll be added to your list of current assessments.



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.

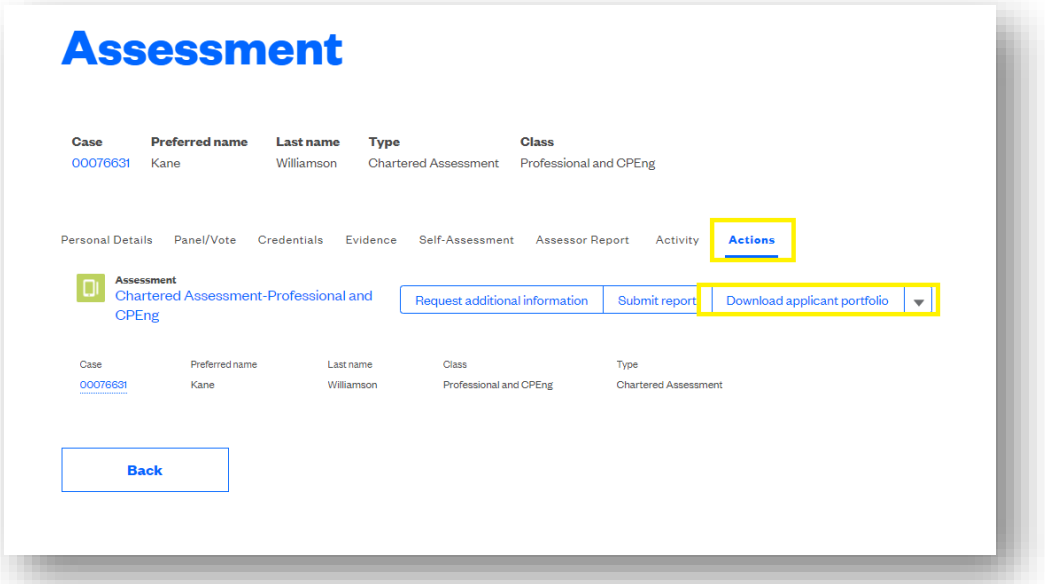


DOWNLOAD APPLICANT PORTFOLIO PDF

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.

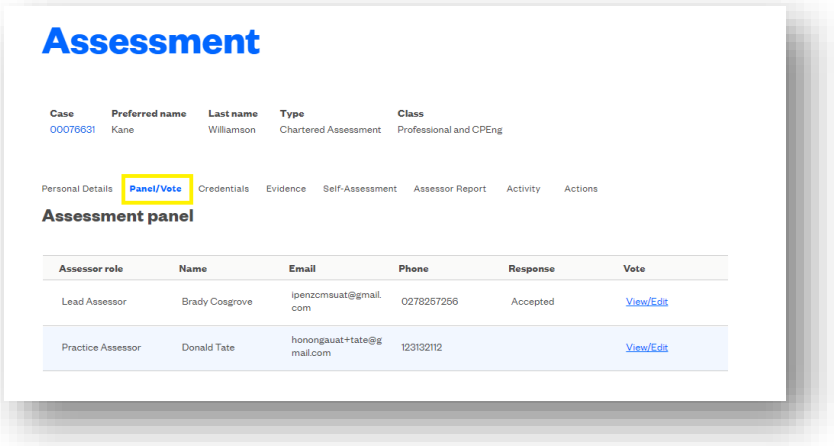
To do this, navigate to 'Actions' and click 'Download applicant portfolio'.

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



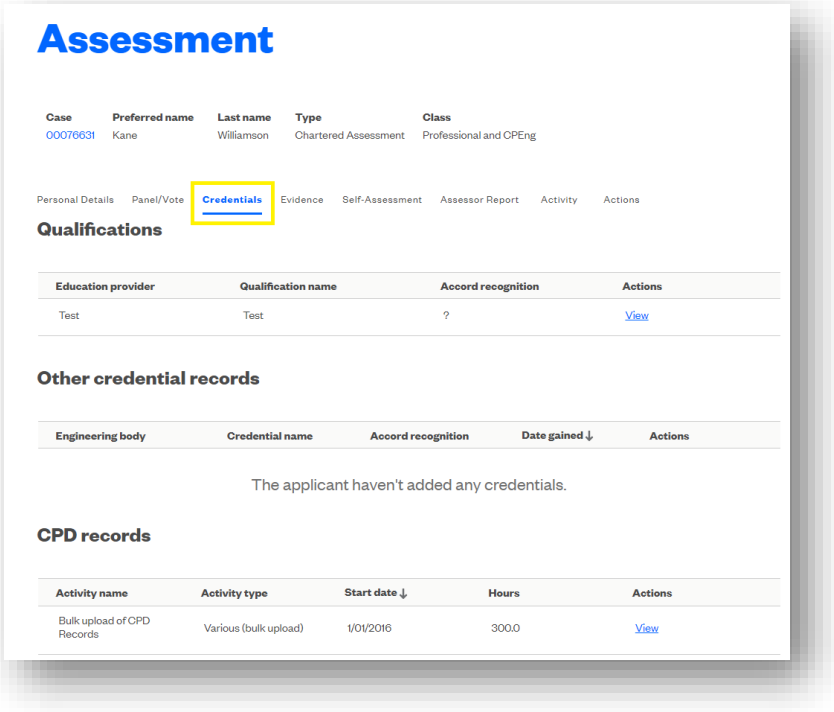
PANEL/VOTE TAB

This provides an overview of the assessment panel.



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



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.

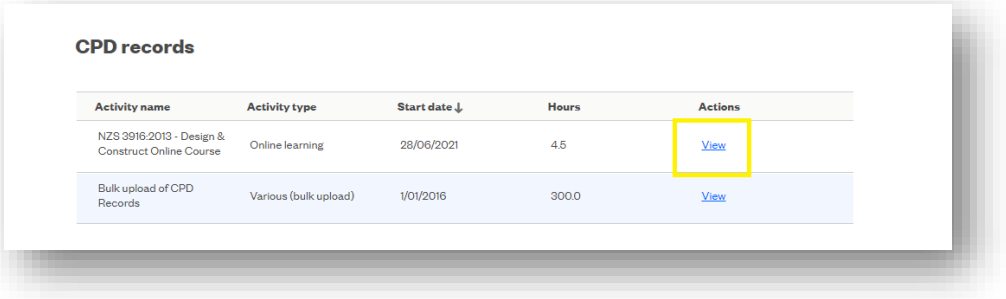
Other credential records

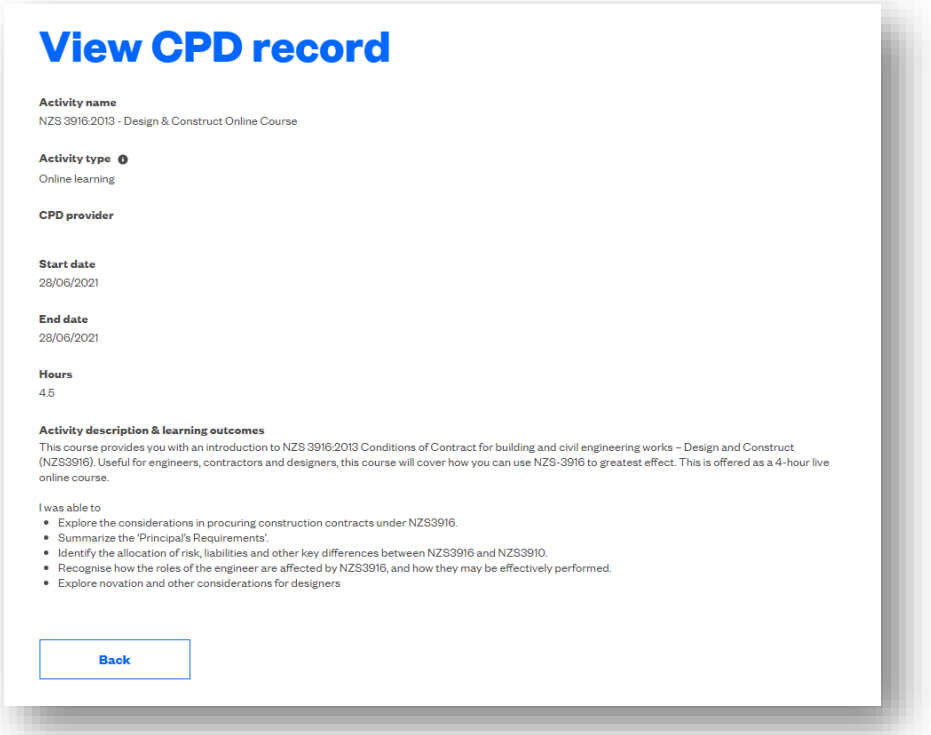
Here you'll find a list of the applicant's overseas memberships and registrations which may provide Accord recognition. Any previous successful knowledge assessments with Engineering New Zealand will also be displayed here.

To view CPD records

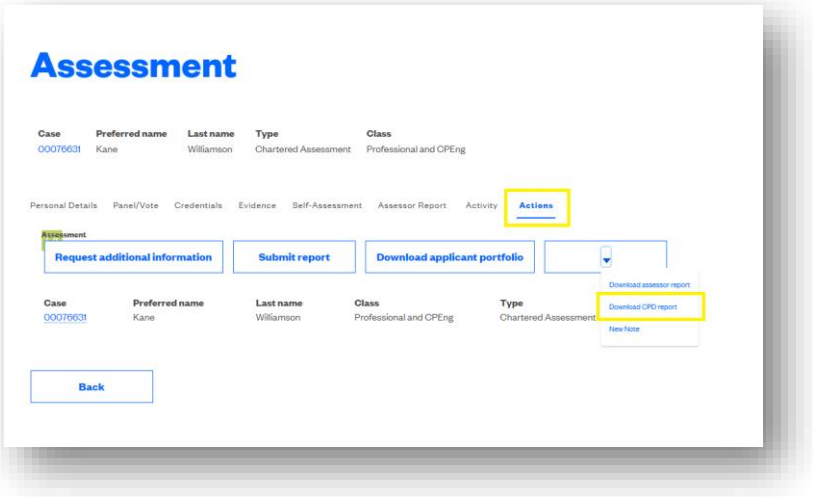
Here you'll find a list of the applicant's CPD records which they have provided in the 'career' area of the member area.

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



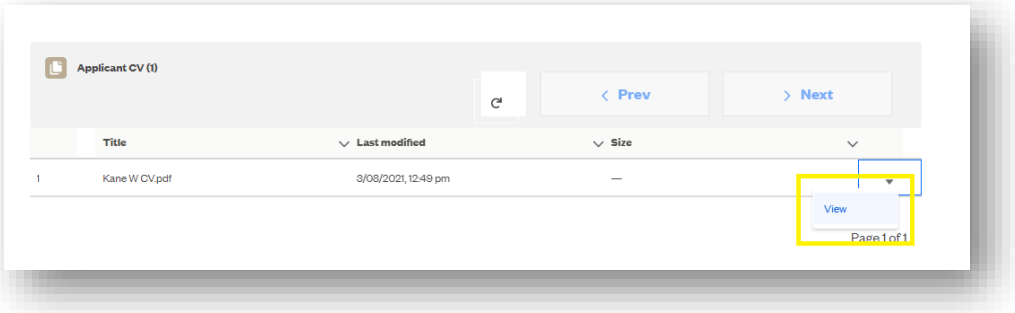


Top tip: to get a PDF report of the applicant's CPD records you can download this by navigating to the 'Actions' tab and clicking the down arrow button.



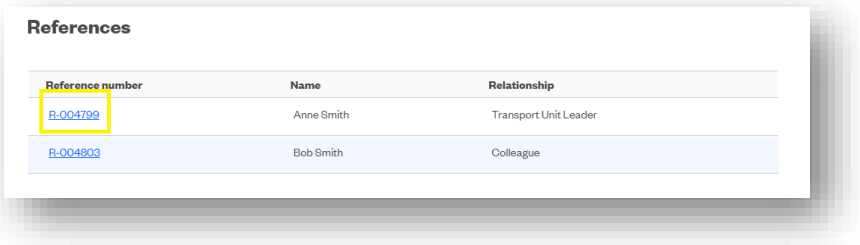
CV

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.

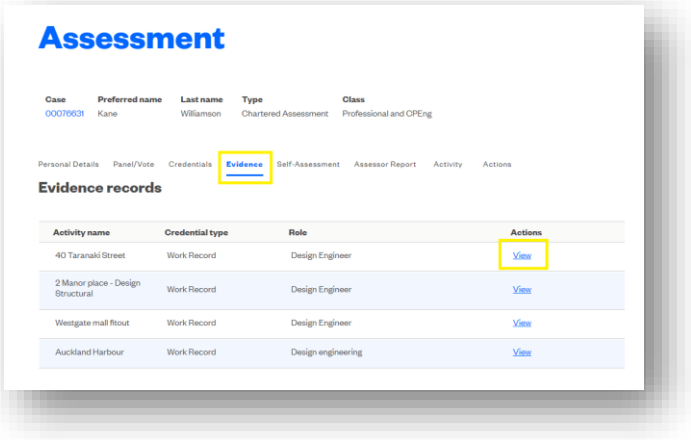


EVIDENCE TAB

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

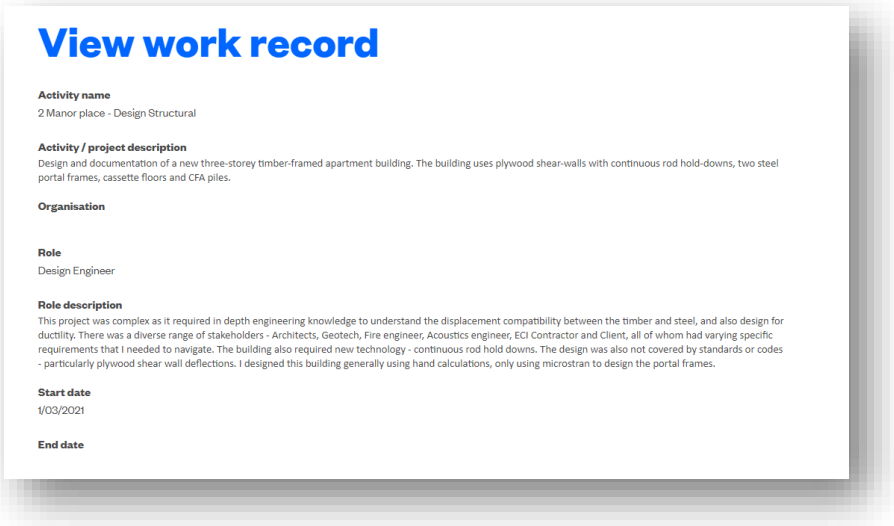
These are the work or CPD records which an applicant has chosen to use as part of their assessment application.

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

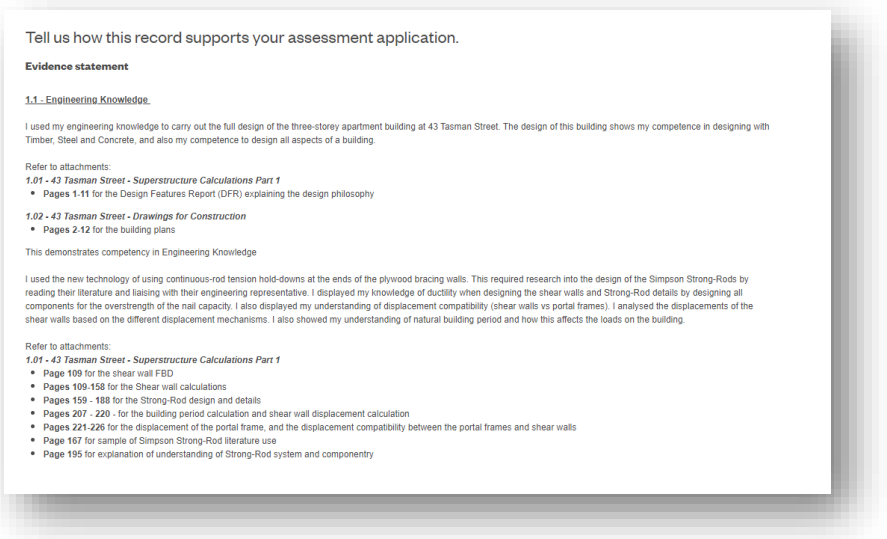


Viewing a record

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



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

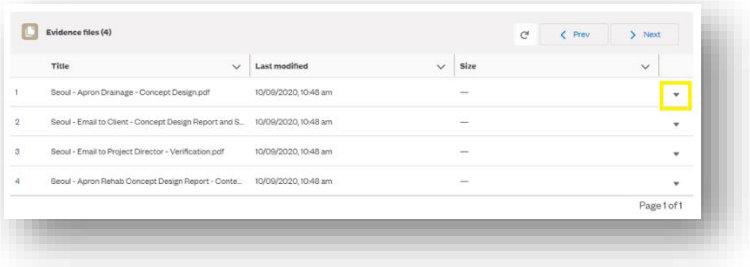
1.02 - 43 Tasman Street - Drawings for Construction
- **Pages 2-12** for the building plans

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'.



Evidence files (4)

Prev Next

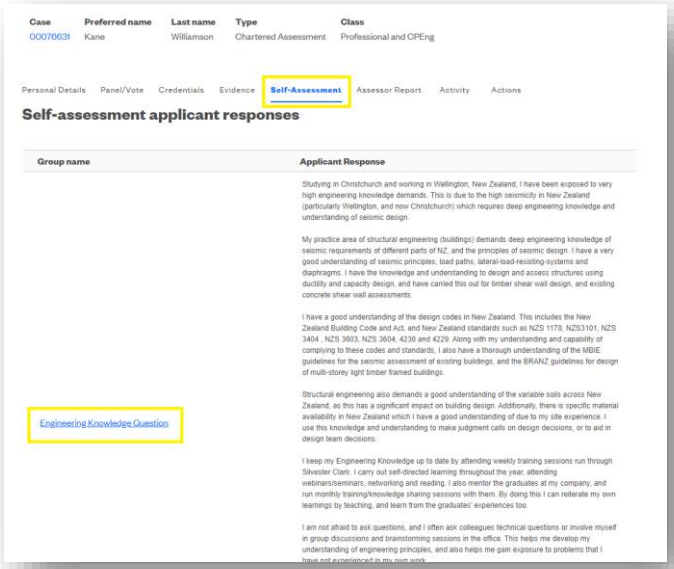
	Title	Last modified	Size
1	Seoul - Apron Drainage - Concept Design.pdf	10/09/2020, 10:48 am	—
2	Seoul - Email to Client - Concept Design Report and S...	10/09/2020, 10:48 am	—
3	Seoul - Email to Project Director - Verification.pdf	10/09/2020, 10:48 am	—
4	Seoul - Apron Rehab Concept Design Report - Conte...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

Page 1 of 1

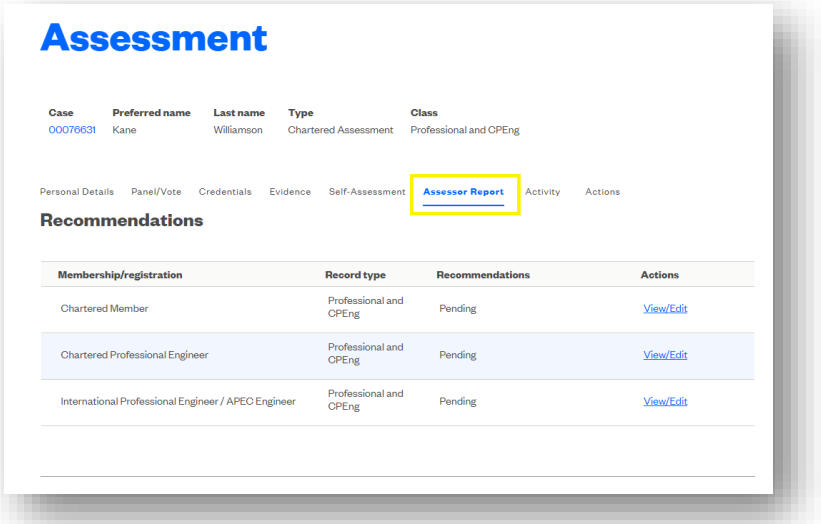
SELF-ASSESSMENT TAB

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.



ASSESSOR REPORT TAB

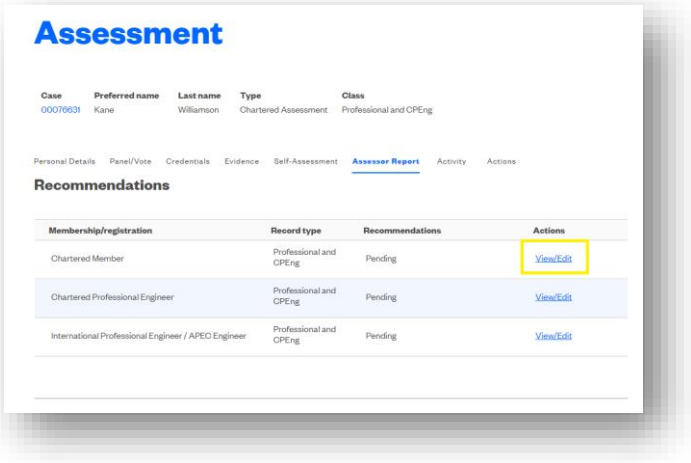


Here you'll provide your responses to:

- 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.

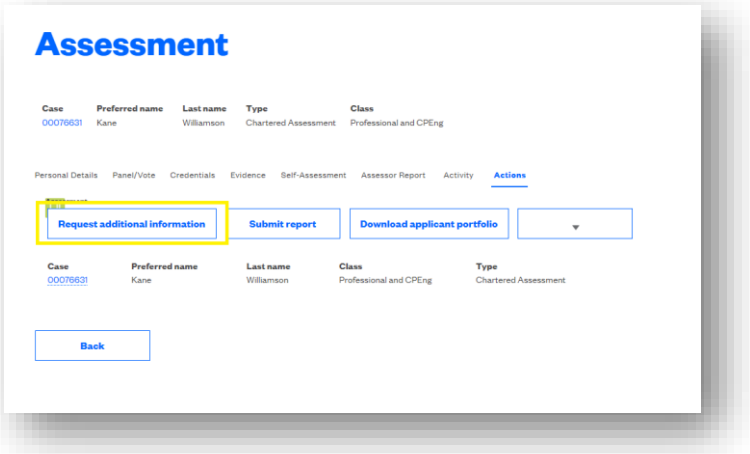
Please note: while this field allows you to make a selection against each membership/registrations, this number only relates to CPEng and Design Verifier registration.

ACTIVITY TAB

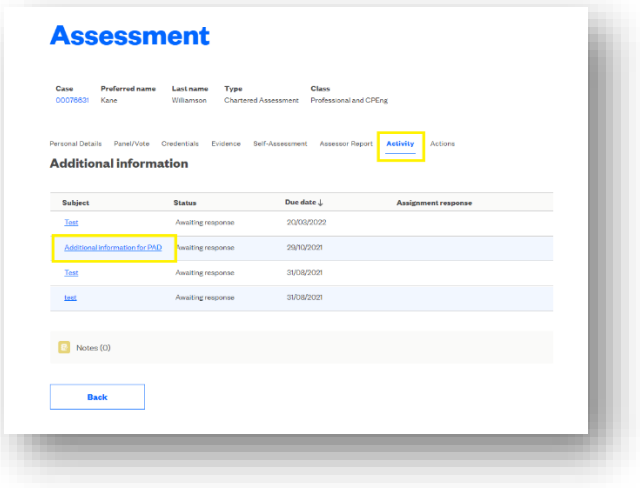
Here you’ll be able to view additional information requests and the notes.

Additional information

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

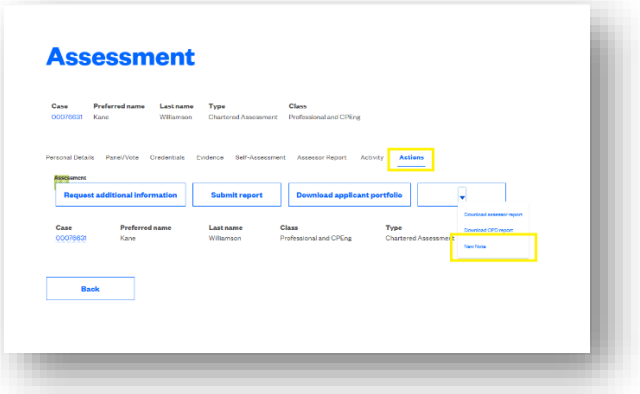


Once the request has been saved, it will appear in the ‘activity’ tab.

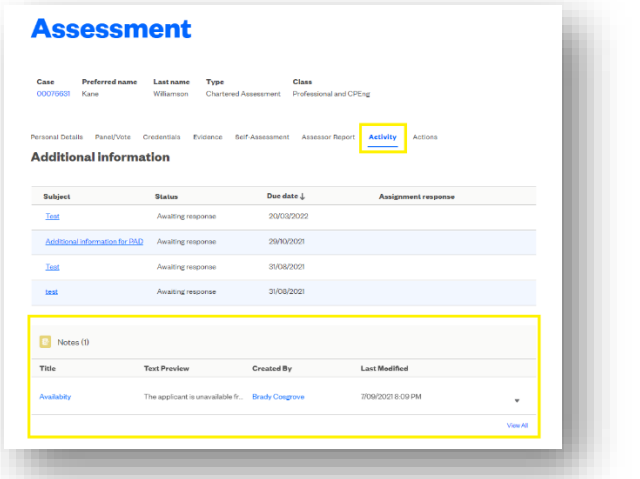


Notes

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

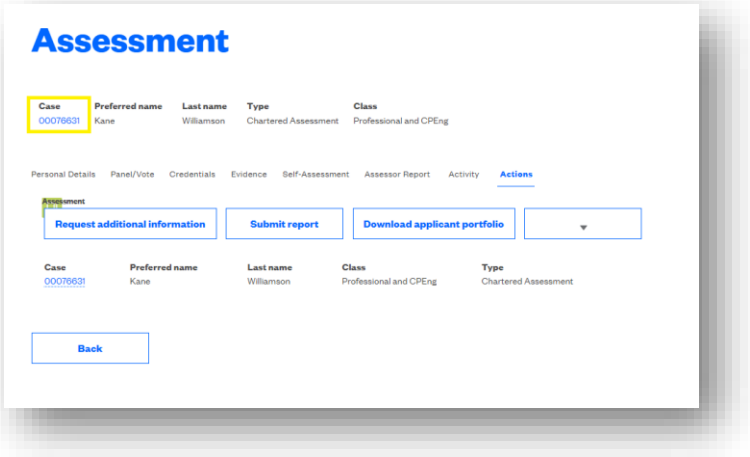


Notes will then appear in the activity tab.

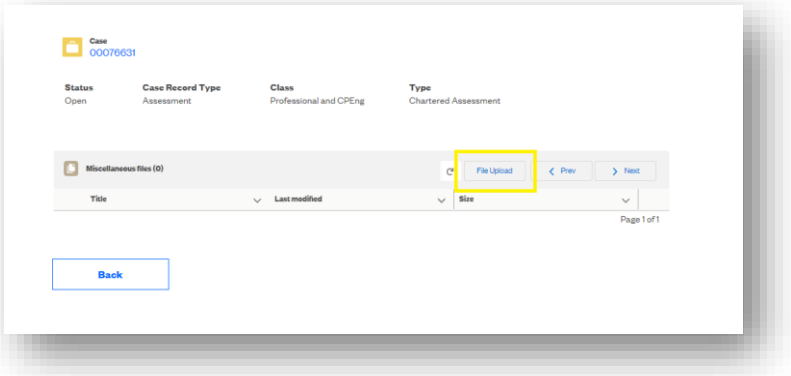


MISCELLANEOUS FILES

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.



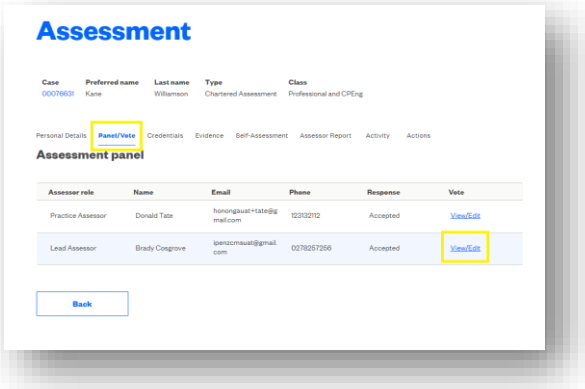
To add a file, click ‘file upload’.

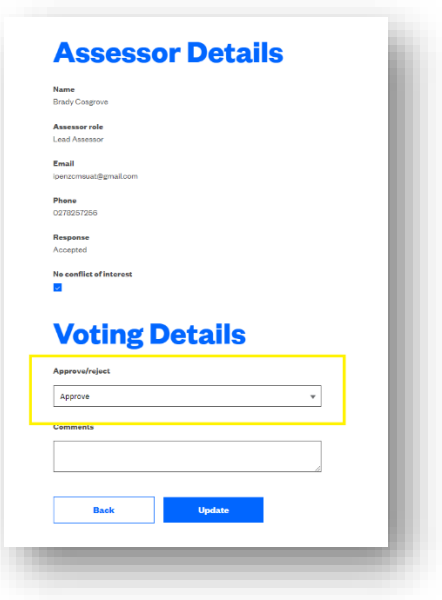


VOTING

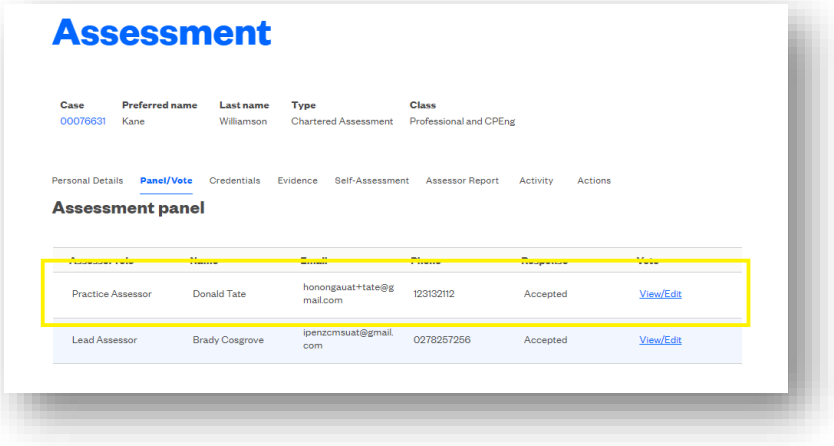
You can make your vote on whether you agree with the report.

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





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

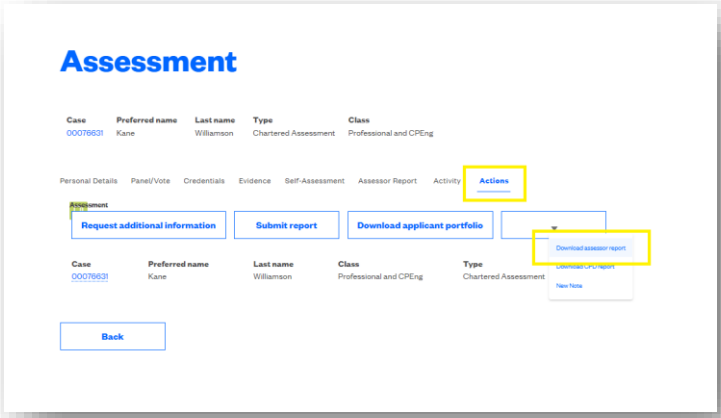


All panel members must 'approve' the assessment before it can be submitted. If you choose to 'reject' the application, you'll need to provide a comment with your reasons.

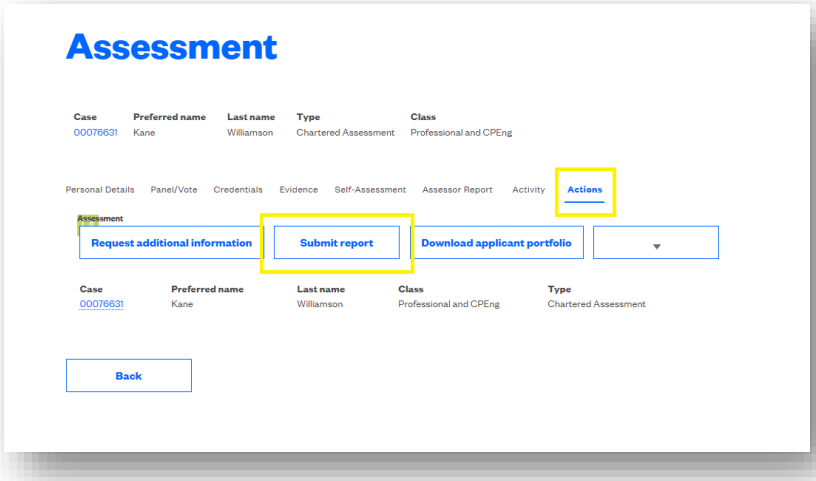
DOWNLOAD ASSESSOR REPORT PDF

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'.