

September 2022

Homestar™ Assessor Accreditation Terms:

Definition: The New Zealand Green Building Council Inc. (NZGBC) owns the Homestar™ residential rating tool and manages the delivery, assessment, and certification of Homestar ratings. After completion of the NZGBC Homestar Assessor accreditation course, you are now eligible to become a Homestar Assessor and agree that the terms upon which you become and maintain accreditation as a Homestar Assessor are as follows:

1. The NZGBC Assessor Management process (set out below) is how NZGBC manages the progression of your accreditation. The process is set out for your information only and your accreditation level is not made available to the public or any client. You agree to comply with the Assessor Performance Management process.
2. You will undertake your Homestar Assessor role using all due care and skill and in accordance with relevant laws. You will not do or say anything that might bring the Homestar or the NZGBC brand reputation into disrepute.
3. You will use tools, materials and resources that are the intellectual property of NZGBC, and you will not alter, copy, or distribute any of these without the express permission of NZGBC. You will have a license to use the Homestar Assessor logo in the manner described in the [NZGBC Brand Guidelines](#) and you will not use the logo, or permit it to be used, in any manner other than that stated in the Guidelines except with the permission of NZGBC.
4. You will pay to NZGBC the Homestar Assessor fees as set out on the NZGBC website.
5. You undertake to maintain your Homestar Assessor certification through renewal every two years and completion of the further education requirements. Should your Homestar Assessor Certification end, you agree that you will cease to use the Homestar logo, tool, materials, or other resources.
6. It is your responsibility to ensure your profile details on the Homestar Assessor directory are up to date and that you will advise NZGBC if your details change.
7. Responsibility for any Homestar Assessor services provided resides with you, and NZGBC will not be liable for inaccuracies, damage, errors or omissions or any loss suffered by you or any other person in relation to Homestar Assessor services that you conduct.
8. Ratings completed by a Homestar Assessor are subject to audit and, in the event of a dispute, NZGBC will determine the rating and this decision will be final.
9. Information gained in the course of a Homestar assessment will be disclosed to NZGBC where it will be held in accordance with [NZGBC's privacy policy](#) and NZGBC's usual business practices.
10. Either of us can rescind your status as a Homestar Assessor on one month's written notice. NZGBC can terminate or suspend your Homestar Assessor certification immediately with no refund of fees if you materially breach these terms or become insolvent. If your Homestar

Assessor certification is suspended or ends, you agree that you will cease to use the Homestar logo, tool, materials, or other resources.

Homestar Assessor Performance Management

Provisional Assessors

- Upon successful completion of Assessor Training and exam, all new Assessors will have provisional status.
- Provisional Assessors must undertake at least one supervised Homestar assessment.
- An Assessor will progress to Level 1 at the discretion of NZGBC and based on:
 - Feedback from the supervising Assessor.
 - An evaluation of the quality of the supervised submission.
 - The level of confidence and willingness of the Assessor to progress.
- Additional supervised assessments may be requested by NZGBC.
- A Provisional Assessor may be asked to re-sit all or part of the Homestar training course(s) if the standard of successive submissions is deemed inadequate by NZGBC.

Level 1 Assessors

- After the completion of a supervised assessment and when NZGBC is satisfied, Level 1 Assessor status will be given to the Assessor.
- 100% of project submissions by a Level 1 Assessor will be audited by an independent Homestar Auditor.
- Following two audits successfully passed at round one within six months, or at the discretion of NZGBC, an Assessor may be approved for Level 2 status.
- If a Level 1 Assessor submits three consecutive assessments that fail to pass audit at round two, or at the discretion of NZGBC, the Assessor may be asked to re-sit the Assessor Training and/or Designer Training and undertake at least one further supervised assessment.

Level 2 Assessors

- The target rate of independent auditing of assessments submitted by Level 2 Assessors is 50%.
- Level 2 Assessor status will be retained where an Assessor continues to submit assessment that pass auditing at round one.
- NZGBC may demote a Level 2 Assessor to a Level 1 Assessor under the following circumstances:
 - Three consecutive audits do not pass at round one.
 - The Assessor does not submit an assessment for a period of 12 months.
 - Any issue or action by the Assessor that raises concern with NZGBC regarding the risk to quality and brand integrity of a reduced auditing rate.
- A Level 2 Assessor may be invited by NZGBC to become a Homestar auditor