















# 1 Introduction

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The guide *Evidence of Experience for Building Surveyor Registration* (the guide) aims to assist candidates seeking registration as a building surveyor, and their supervisors, with obtaining and proving sufficient experience to meet registration requirements.

It contains information for candidates who are entering the profession at any level, as well as those who choose to move up through the levels. The guide focusses on the skills and knowledge relevant to the functions and scope of *statutory building surveying work*. It provides information on ways to collect evidence of applying the skills and knowledge in a work environment.

This guide is based on the [National Registration Framework](#), but should be read in conjunction with state and territory registration schemes noting these vary across jurisdictions and may involve building surveyor associations in a co-regulatory role. Information on registration requirements, such as levels, qualifications, experience, insurance and community standing, can be obtained from the relevant [registration authority or building surveyor association](#).

## 1.1 Structure

The guide has five sections. The first section is this introduction and the final section has contacts for further information. The main sections of the guide are:

- [Section 2](#) which provides the reader with an understanding of typical career pathways for building surveyors who wish to undertake *statutory building surveying work* and how these are supported by a registration framework with three levels. It introduces the skills and knowledge required of a *statutory building surveyor*. This section will be useful for those considering a career in building surveying.
- [Section 3](#) which details the methods for documenting experience so candidates can demonstrate their ability to apply the skills and knowledge when applying for registration as a *statutory building surveyor*. This section will be of most use to those who have completed their building surveyor education and want information on the evidence of experience needed for registration.
- [Section 4](#) which contains information for supervisors to establish expectations, assist the candidate to obtain the necessary experience for registration, as well as balancing *supervision* and independent work.





## 2 Information for candidates

### 2.1 Becoming a registered building surveyor

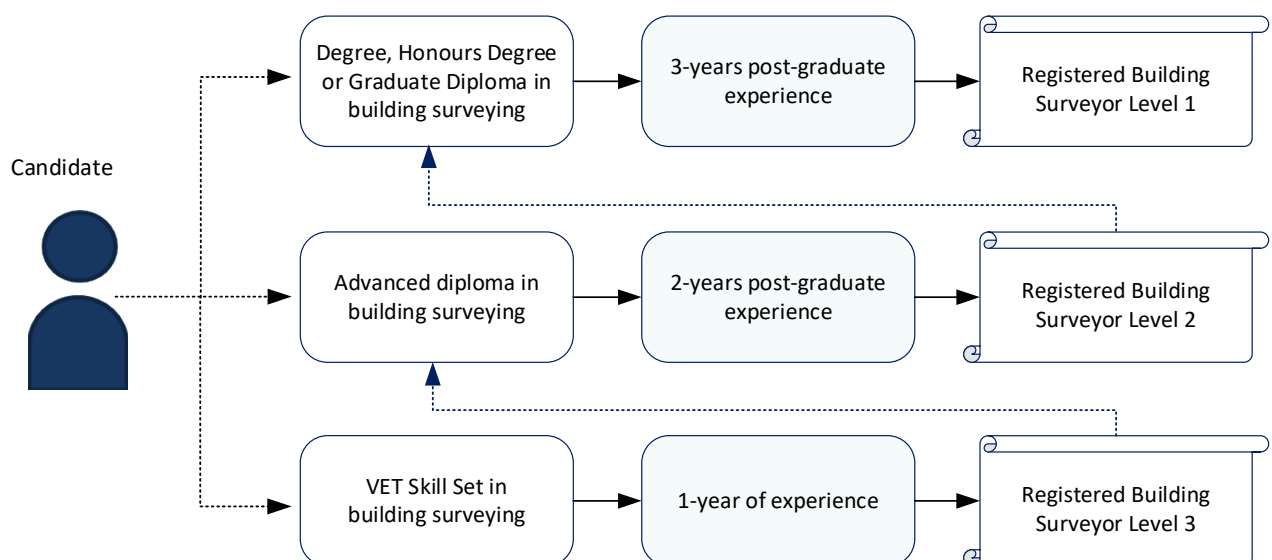
To become a *registered statutory building surveyor*, candidates must first complete formal education and technical training in building surveying, including training on the National Construction Code (NCC) and state or territory legislation. Practical experience under the *supervision* of a *registered* building surveyor forms the second integral element of learning. Once education and a period of on-the-job experience is completed, the candidate can apply for registration.

Candidates may obtain initial registration as a building surveyor at any level. They may then move up through the levels of registration, if they do not start at the highest level.

Candidates may come to the profession from a variety of backgrounds, for example, as either a new entrant to the industry or by way of a career change. A career change could include becoming a building surveyor after working as an engineer, architect, building designer or builder.

This guide focusses on assisting candidates to obtain and prove they have the necessary experience to be registered as a building surveyor.

Figure 2: Statutory building surveyor career pathway – Example based on the NRF





The usual components of experience requirements for building surveyors are:

- **Experience duration and timing** for each level – how long and how recently a candidate needs to work under *supervision* before they are considered to have sufficient experience for registration. This is sometimes expressed as a minimum.
- **Supervision** requirements – who may supervise the candidate, and in some cases, how *supervision* should be carried out.
- The **functions** that will be performed once *registered* – what the building surveyor will be expected and endorsed to carry out.
- The **scope** of work that will be allowed once *registered* – the classification and size of buildings that statutory functions may be exercised on.

Table 1 provides an example of experience requirements drawn from the NRF.

Table 1: Registration experience requirements - Example based on the NRF

	Building Surveyor Level 3	Building Surveyor Level 2	Building Surveyor Level 1
Experience duration and timing	Minimum 1 year full-time (or part-time equivalent)	Minimum 2 years full-time (or part-time equivalent)	Minimum 3 years full-time (or part-time equivalent)
	-	Post-graduate	Post-graduate
	Within the previous 5 years (i.e. maximum)		
Supervision	<i>Registered</i> Building Surveyor Level 1, 2 or 3	<i>Registered</i> Building Surveyor Level 1 or 2	<i>Registered</i> Building Surveyor Level 1
Function	<i>statutory building surveying work</i>		
Scope	Class 1 and 10	Class 1 and 10 and Class 2 to 9 of ≤3 storey and 2,000m <sup>2</sup>	Unlimited

The following sub-sections set out the skills and knowledge a candidate should demonstrate experience applying, related to the common building surveyor functions.

## 2.3 Skills and knowledge

Experience complements qualifications by asking candidates to prove they can apply the skills and knowledge learned during formal studies. Below are the skills and knowledge candidates are expected to demonstrate to be *registered* as a building surveyor at any level. This is **what** a candidate should demonstrate experience doing, in the workplace, to be *registered* for *statutory building surveying work*.

### 2.3.1 Experience applying skills

'Skill' refers to the practical ability to perform a task or role and usually requires practice to become and remain proficient. Building surveyor candidates must demonstrate through their on-the-job experience they have the skills to do the following, relevant to the level of registration sought:

1. Assess building design proposals and plans for compliance with building laws
2. Issue building approvals
3. Inspect building work to assess compliance with the building approval
4. Identify, resolve and report non-compliance with building laws and approvals
5. Issue certificates for inspected building work that identifies compliance or non-compliance with building laws and approvals, and
6. Issue approval to occupy buildings or parts of buildings, with or without conditions.

### 2.3.2 Experience applying knowledge

'Knowledge' refers to understanding and recall of information on a topic. Building surveying candidates should demonstrate, through their on-the-job experience they understand and can apply the following knowledge in practical work situations:

1. Relevant state or territory legislation for planning, approving and constructing buildings
2. The NCC and its referenced documents such as Australian/New Zealand Standards, including the ability to assess *Performance Solutions*, and identify and describe non-compliance
3. Roles, practices, ethics and responsibilities of a *registered* building surveyor, such as understanding and avoiding conflict of interest, and complying with the code of conduct for building surveyors
4. Material and methods for design and construction of buildings



### 3 Evidence of experience

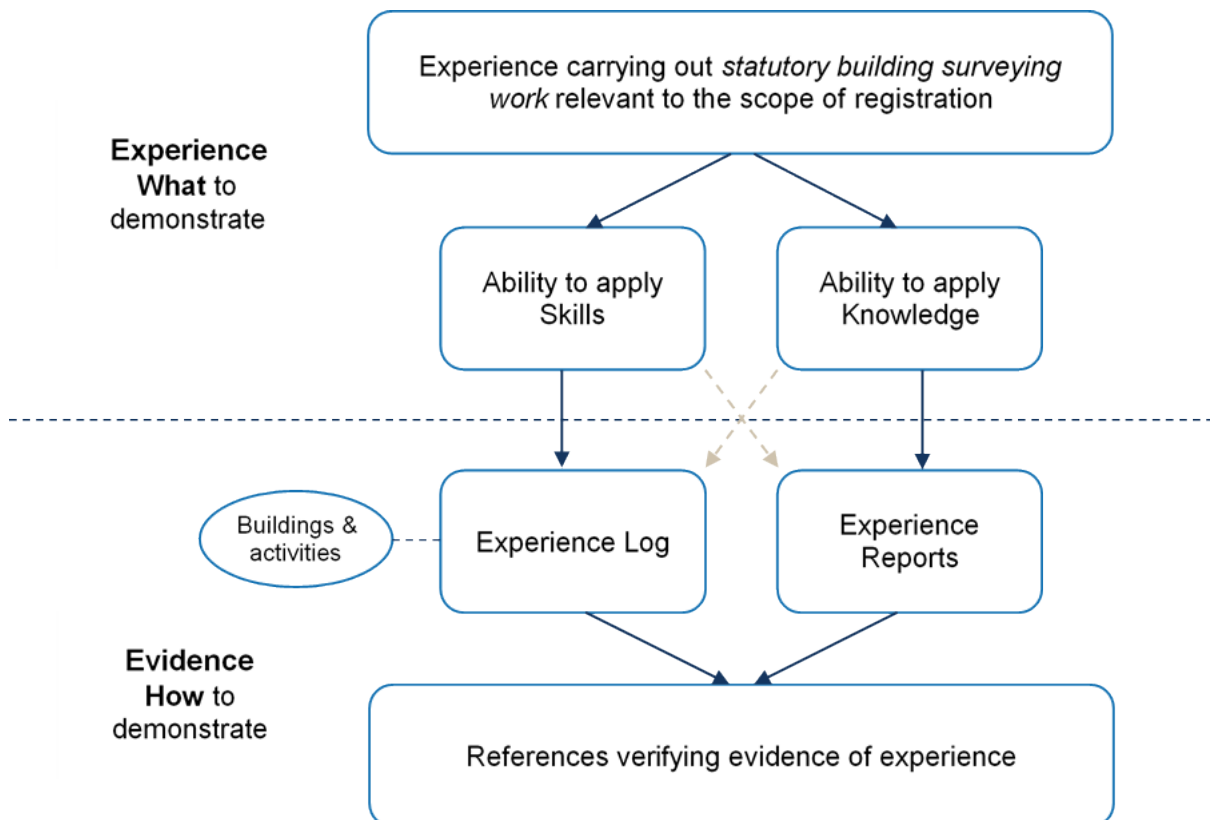
Candidates are required to provide sufficient evidence of experience to demonstrate they can undertake both the range and quality of work necessary to meet registration requirements. This is **how** candidates can demonstrate they have experience applying the skills and knowledge described in [Section 2.3](#).

In addition to an application for registration, each candidate will generally be expected to provide:

- an experience log with details of the projects the candidate has worked on and skills applied,
- experience reports that demonstrate practical application of knowledge across a range of projects, and
- references from supervisors attesting to the candidate’s ability to perform *statutory building surveying work* for the level of registration sought.

Figure 3 depicts the relationship between what a candidate needs to demonstrate (i.e. experience, knowledge and skills within the scope of registration), and how these can be documented for a registration application.

Figure 3: Relationship between experience (skills and knowledge) and evidence tools



## 3.1 Confidentiality and accuracy of information

It is important candidates do not provide any confidential information with their evidence. If in doubt, candidates should request permission of those who may be identified in a document they wish to use as evidence or de-identify evidence by removing any personal information. Further information on what is considered personal information can be obtained from the [Office of the Australian Information Commissioner](#) or the state or territory equivalent.

Under laws governing registration of building professionals, it is an offence to provide any false or misleading information in an application, including supporting evidence. Candidates must ensure any information provided in, or with, their application is true and correct.

## 3.2 Experience log

The primary purpose of the log is to demonstrate consistent practical application of the building surveyor skills relevant to the scope of registration (see Table 1). In order to demonstrate skills, the candidate may need to include evidence of applying their knowledge. The log should list all relevant work undertaken by the candidate, to ensure sufficient entries to demonstrate consistent application of skills across the experience period for the level of registration sought. A list of the building classifications and types of building work, as well as examples of the activities that relate to the 6 skills to be covered in the experience log are at [Appendix A](#). Entries in the log may cover more than one activity or skill.

An experience log template with preferred content is at [Appendix B](#).

### 3.2.1 Supporting evidence

In addition to supervisor verification of experience log entries, work examples can provide proof of experience applying the necessary skills for the registration sought. Copies of documents prepared by the candidate related to the work should be attached to experience log entries, for example, inspection reports, approvals, notices or certificates. The examples may be included to supplement the log, demonstrating the ability to perform the activities listed in [Appendix A](#) for the relevant registration.



## 3.2.2 Completing an experience log

The following information may assist candidates with compiling an experience log to demonstrate the skills they have applied in the course of their work.

- It is recommended the log is completed and countersigned regularly throughout the experience period, rather than reconstructed from memory and other records shortly before applying for registration. This will assist if the supervisor and candidate cease working for the same organisation, such as changing jobs, business closure or an unplanned longer-term absence.
- Examples of different activities can be from the same project, for example, preparing a building approval and subsequently assisting with inspections on the same project.
- Consider how the assessor might view the entries when completing the experience log:
  - Include sufficient information for a third party to understand what work was carried out and how skills were applied
  - Keep entries short and to the point, and
  - Consider grouping log entries by project to minimise repetition of contextual information where practicable.
- Investigate jurisdictional requirements for file size and format as using this from the start can save time when finalising the experience log to send to the registration authority.

EXAMPLE - A candidate has completed a Degree in building surveying and is working full-time to gain experience for registration. They are progressively completing an experience log to document application of skills across the three year experience period for registration as a Building Surveyor Level 1. As a new entrant to the profession, with no prior registration, they will need to demonstrate their ability across the 6 skill areas, with relevance to all building classes, types and sizes.

In addition to completing the log, they collect and attach examples of their work demonstrating their ability to undertake the activities for building classifications, types and sizes related to their registration.

## 3.3 Experience reports

The primary purpose of the experience reports is to demonstrate practical application of the knowledge required for building surveyors relevant to the level of registration sought (see Figure 3). A report format allows candidates to describe how they applied

their knowledge of building laws and methods, using risk management and problem solving abilities, to work within the conduct expected of building surveyors.

Candidates for building surveying Level 3 should provide five experience reports; Level 2 candidates should provide ten reports and Level 1 candidates should provide 15 reports. The reports should cover projects involving a range of building classifications and sizes relevant to the level of registration sought (see Table 2).

Table 2: Number of experience reports suggested for each registration level – Example based on NRF

	Building Surveyor Level 3	Building Surveyor Level 2	Building Surveyor Level 1
Class 1 and 10	5 reports	10 reports	15 reports
Class 2 to 9 ≤3 storey and 2,000 m <sup>2</sup>	N/A		
Class 2 to 9 >3 storey and 2,000 m <sup>2</sup>		N/A	

An experience report template setting out preferred content is at [Appendix C](#). Each experience report should be clear and concise.

Each experience report should cover a project or projects the candidate has contributed to or been involved in. The projects covered may be listed in the experience log, noting the primary focus of the experience reports is to demonstrate the ability to apply necessary knowledge.

### 3.3.1 Completing an experience report

The following information may assist candidates with providing a clear, concise and accurate experience report demonstrating the knowledge they have applied in the course of their work.

- Generally, each report should be no more than 2,000 words (excluding any attachments).
- Ideally, the experience report should cover just one project, however, multiple projects may be included if the link is clear (e.g. similar issues, same building practitioners involved, etc.).
- The reports should collectively cover all aspects of the knowledge referred to in [Section 2.3.2](#). These may be spread across all submitted experience reports, rather than each report covering all knowledge elements.

- The report should accurately reflect the candidate's role and focus on the work they personally performed as part of the project. They do not need to be the lead on the project to include it in a report.
- The experience report should include a brief description of any options considered responding to issues encountered and provide a rationale for any decisions made alone or with their supervisor. This will be one of the best ways to demonstrate practical application of knowledge.
- The candidate's analysis of what worked well and how outcomes could be improved in the future will further demonstrate knowledge and progress towards working independently.
- Attachments that demonstrate application of knowledge and support claims can be included with the experience report. These could include:
  - documented options and recommendations to address identified issues
  - reports with analysis of proposed designs or *Performance Solutions*, and
  - email or other correspondence with building practitioners to resolve an issue.
- Experience reports should not contain:
  - extensive quoted provisions from laws, codes or standards, instead use citations
  - any views or statements that could be considered discriminatory or defamatory, or
  - confidential information unless permission of the parties has been obtained.

## 3.4 References

The purpose of the reference is to provide information that will assist to determine whether the candidate has sufficient experience to be *registered* at the level sought. The reference is used to verify what work the candidate has done, when it was performed and to what standard.

### 3.4.1 How many references are needed?

Candidates should provide at least two references from *registered* building surveyors who can verify the candidate's length and quality of experience, and the candidate's capacity to work at the level of registration sought.

### 3.4.2 Who can complete a reference?

References should be from the candidate's supervisor or supervisors for their experience period. If more than one *registered* building surveyor supervised the candidate, either for different types of work or for separate periods within their experience period, then each supervisor should provide a reference for the candidate.

Where possible, a reference should not be provided by a person who has a close personal relationship with the candidate. This is because *registered* building surveyors have an obligation to avoid real or perceived conflicts of interest. A conflict of interest is a situation where the private interests of a person, or those they have a close personal relationship with such as friends and family, could be considered in conflict with their obligations, or to affect their ability to carry out their work impartially and without bias.

If a person who has a close personal relationship with a candidate provides a reference for that candidate they should also disclose the relationship. Registration authorities may accept or reject the reference and may request for additional independent verification of candidate's experience.

Further information on references is in [Section 4.3.1](#).

## 3.5 Recognition of previous experience

In some cases experience gained in other capacities, such as at a lower level of registration, may be relevant and used as evidence of applying some of the required skills and knowledge for registration. This is similar to arrangements for recognition of prior learning, but instead of educational qualifications, the focus is on relevant work experience.

### 3.5.1 Recognition of experience at a lower registration level

Where a candidate holds a current, valid registration and is seeking a higher level of registration in the same jurisdiction, they should not need to re-demonstrate experience for the work they are already *registered* to perform.

Candidates should contact their jurisdiction's registration authority to find out if their registration will be recognised as partially fulfilling requirements for registration at a higher level. Jurisdictions may allow reductions to the minimum experience duration as part of their decision. To determine what evidence of experience is required, the registration authority may review records of work undertaken under the lower level registration and take any disciplinary matters into account.

**EXAMPLE** - A candidate is *registered* as a Building Surveyor Level 3. They have continued working while completing the qualification for a Building Surveyor Level 2. The candidate contacts their registration authority and are advised they only need to demonstrate experience with Class 2 to 9 buildings of up to 3 or more storeys and 2,000 m<sup>2</sup> during the experience period of 2 years full-time or part-time equivalent up to 5 years. They should still provide an experience log for the period, experience reports and references to prove experience with Class 2 to 9 buildings. This is confirmed in writing by the registration authority, including any reduction to the number of experience reports they will require.

### 3.5.2 Recognition of experience in another jurisdiction

Mutual recognition principles apply to building surveyor registration, and as such, a person *registered* as a building surveyor in one Australian jurisdiction is eligible to seek registration at an equivalent level in any other Australian jurisdiction. This means, if a candidate already has a current and valid registration in one jurisdiction, they can apply for the same registration in another state or territory without another experience period.

Jurisdictional registration authorities may request other evidence such as insurance, NCC accreditation or that the candidate meets 'fit and proper person' requirements.

## 4 Information for supervisors

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Supervisors and host employers are essential to ensuring candidates can obtain registration. By helping to encourage the right skills and knowledge in new building surveyors, they ensure the industry has a secure future.

This section provides guidance on how to support, supervise and assist candidates to obtain experience for registration as a building surveyor.

### 4.1 Who can be a supervisor?

Jurisdictional registration provisions determine who can be a supervisor. They generally require candidates work under the *supervision* of a building surveyor who is already *registered* at, or above, the level sought by the candidate.

### 4.2 The supervisor's role

A supervisor should be appointed to manage the candidate's activity, including their induction (if new to the organisation), and providing ongoing support. The supervisor's ongoing role may vary between organisations, but usually includes instructing and coaching the candidate on how to perform building surveyor functions, and modelling expected professional workplace behaviours such as communication with clients, ethical conduct, problem solving and learning from mistakes.

The supervisor should ensure the candidate is exposed to the business systems used in the organisation and good business practices such as record keeping, invoicing, and accounting for their time working on projects. This is especially important as business skills are included in Continuing Professional Development (CPD) for registration renewal in some jurisdictions.

Importantly, supervisors should monitor progress toward gaining the range and depth of experience for registration. This may include arranging necessary experience opportunities. Finally, the supervisor will be asked to confirm the candidate's evidence of experience through references, and signing log entries and experience reports.

## 4.2.1 Supervising candidates

People learn and work best in a supportive and encouraging environment. The following information may assist with being an effective supervisor. This information is adapted from the NSW Vocational Education and Training publication *Supervising your apprentice or trainee: A guide for workplace supervisors*.

- ***Acknowledge what the candidate already knows***

The candidate may have knowledge and experience gained in a variety of ways including through training, hobbies, or previous work as a building surveyor or in a related profession. Find out what the candidate already knows and tailor instructions to build on any relevant previous experience.

- ***Explain the big picture***

Give reasons why a task may need to be done a certain way, such as correct procedure and sequencing of tasks to avoid issues later. Use real examples where possible. Include safe work practices.

- ***Provide choice***

Everyone learns differently such as through being shown or guided to do the work themselves, or by following written steps or verbal instructions. Some may prefer smaller steps that build to a full task over time; others may need to know how each step contributes to the full task before commencing. Tailoring the method of instruction to the candidate's preferences will assist them to learn more quickly and accurately.

- ***Set realistic expectations***

Discuss the day-to-day work that will be undertaken including what the supervisor and the candidate will each do. Expect mistakes, allow time to address these, and use them to learn. Mastering practical application of skills and knowledge requires regular opportunity to practice so the candidate can build confidence and competence.

- ***Establish regular two-way communication***

The supervisor and the candidate should work together to ensure communication is effective. This can include confirming whether instructions are clear and have been understood. Encourage use of initiative and analysis of work; listen to, and where possible, act on feedback. Engage and involve the candidates instead of lecturing. Use questions to prompt the candidate's input or further explanation from the supervisor. Suggest improvements and give praise where due. Raise concerns early and deal with them promptly and constructively. It is good practice to meet regularly to seek and provide feedback on work and progress toward obtaining the necessary experience for registration.

## 4.2.2 Range and depth of experience

Candidates are responsible for ensuring they obtain sufficient experience and evidence to support their application for registration. However, the supervisor can assist by facilitating opportunities for experience.

This includes monitoring the candidate's progress toward obtaining sufficient range and depth of experience. Knowing what the candidate has achieved and identifying any gaps will help the supervisor to plan the next steps for experience. In this way the supervisor assists the candidate to obtain sufficient experience and gather the necessary evidence within the experience period.

Candidate progress can be monitored in a number of ways, including through *supervision* of work, systematic review and confirmation of the candidate's experience log, or regular meetings with the candidate to discuss progress.

**EXAMPLE** – At a pre-planned quarterly meeting to sign off the candidate's experience log, the candidate and supervisor identify gaps in the experience log. They discuss upcoming work to determine opportunities for the candidate to obtain the necessary experience on the buildings, and activities which have yet to be covered.

In some cases the opportunity to obtain experience for certain classifications or types of buildings may not be available within the team or the timeframe necessary. In these circumstances the supervisor can assist candidates to find relevant experience opportunities in other sections of the organisation if it is large enough or in a different organisation.

Time in another organisation should be undertaken with the full knowledge and consent of the two organisations. It may involve the candidate working in the other organisation, either on a full-time or part-time basis, for a period so they can obtain the experience needed for registration.

Supporting temporary arrangements such as this has many benefits, including:

- exposing the candidate to varied work practices, systems and other professionals;
- the potential for reciprocal arrangements so each organisation hosts the other's candidate for a time; and



- increased likelihood of retaining candidates who may otherwise need to leave a place of employment to gain the experience they need for registration.

Where the candidate does work in another team or another organisation, a supervisor should be allocated for that work and sign off on any relevant experience log entries. They will be required to provide a reference and endorse experience reports about the work they supervised.

EXAMPLE – A candidate is nearing the end of their experience period for Level 3 registration. The candidate has yet to work on a Class 10c - private bush fire shelter. Their employer does not have any up-coming contracts to carry out *statutory building surveying work* on Class 10c structures. The supervisor contacts a peer who is a *registered* Building Surveyor Level 2, and has a Class 10c structure on the books. The peer agrees to supervise the candidate assisting with the work on the Class 10c structure and countersign any related experience evidence documents.

### 4.3 Balancing supervision and independent work

The candidate may not perform *statutory building surveying work* without *supervision* or oversight until they are *registered* at the appropriate level. The supervising *registered* building surveyor retains full professional responsibility for work undertaken by the candidate while they gain experience. This means the *registered* building surveyor must direct, monitor and evaluate the candidate's work to the extent that allows them to exercise statutory functions with the same confidence as if they had undertaken the work themselves. This is a consistent requirement across jurisdictions.

Achieving this will require **direct supervision** of candidates. For *supervision* to be considered direct, the supervisor should either be physically present when the candidate is working to gain experience, or as the candidate's competence is established, be contactable and attend to provide assistance and check work regularly.

Certification of the candidate's work is not sufficient to constitute direct supervision.

#### 4.3.1 Encouraging independent work

As with most new starters, initially it is expected tasks would involve the supervisor working one-on-one with the candidate to provide instruction and oversee activities,

especially where work is not office based. Close *supervision* allows the supervisor to instruct, monitor and correct the candidate's work.

As the candidate gains experience and has proven their competence in an area, *supervision* may be tailored so the candidate has the opportunity to try tasks with a degree of independence, once the work tasks are allocated and expectations are made clear. The supervisor should still be in the work area and able to attend to any request from the candidate for assistance. Depending on candidate competence, telephone or video calls may be used to provide assistance and check work.

This is consistent with the aim of preparing candidates for independent work when registration is granted, but requires the supervisor to make a judgement on the candidate's competence and confidence with tasks, and their maturity to know when to contact the supervisor to request assistance. This judgement should be made in relation to each task or work function and should be reversed if performance falters.

One-on-one *supervision* will be necessary as new tasks or work methods are introduced or familiar tasks are to be applied to new types, classifications and sizes of buildings. This means candidates may work with greater independence on some tasks but not others at any point in time.

The *registered* building surveyor remains fully and solely responsible for the *statutory building surveying work*, so they must check all work before exercising a statutory function where a candidate has assisted.

EXAMPLE – A candidate has completed half of the 3 years' experience needed for registration as a Level 1 building surveyor. During this time the candidate has participated in around 30 inspections of retail Class 6 buildings under *supervision* of the *registered* Building Surveyor Level 1. The quality and thoroughness of their work on Class 6 buildings means few changes or corrections are made to their inspection process and reports.

During an inspection of a Class 6 building, the supervising building surveyor receives an urgent call that requires immediate attention. They ask the candidate to continue the inspection while they complete the call. The supervisor is absent for 20 minutes. On return, they ask the candidate where the work is up to and what has been found. The candidate indicates what has been inspected and asks the supervisor to look at a

weatherproofing issue associated with the flat roof. They agree the weatherproofing does not comply with the approved system and they document the non-compliance. The supervising building surveyor checks the remaining work inspected in their absence, finds no issues, and continues with the inspection.

### 4.3.2 What competence looks like

Competency to undertake a task with greater independence means the candidate should consistently demonstrate they can do the following over a period of time:

- apply knowledge and skills to accurately carry out a task or a piece of work
- plan ahead and manage time, such as handling different tasks at the same time
- be able to deal with issues on the task that may routinely occur, or which may depart from the normal routine
- ask appropriate questions or refer matters beyond their knowledge and skill
- work satisfactorily with others at all levels on the task, and
- adhere to professional obligations in line with the relevant Code of conduct.

## 4.4 Signing off on experience logs and reports

The experience log entries and experience report should be countersigned by the *registered* building surveyor who directly supervised or instructed and managed the candidate's work covered in the document. By signing, the supervisor endorses the record as being true and accurate.

Before signing, the supervisor should check the experience log entry or report is accurate, including checking it is a true account of the:

- details of the building, for example, the classification, type and size
- candidate's role in the work
- skills and knowledge the supervisor observed the candidate applying, and
- candidate's own analysis and work.

Under laws governing registration of building professionals, it is an offence to provide any false or misleading information. Ethical obligations in the Code of conduct for building surveyors will also apply to supervisors signing candidate documents.

It is best to countersign experience log entries as the work and entry are completed, or periodically at pre-arranged intervals (e.g. quarterly).

## 4.4.1 Providing references

As stated in [Section 3.4](#), the candidate should provide at least two references from *registered* building practitioners with their application for registration with whom the candidate has worked with to gain experience on buildings within the relevant scope of registration sought.

## 4.4.2 What to put in a reference

The purpose of the reference is to provide information that will assist to determine whether the candidate has sufficient experience to be *registered* at the level sought. The reference is used to verify what work the candidate has done, when it was performed and to what standard.

A reference template with suggested content is at [Appendix D](#). If the template is not used, at a minimum, references should include the following information:

- The candidate's name, date of birth, home address, and employer
- The name, employer and registration number of the person completing the reference
- The details of the work the candidate was observed performing, including:
  - location of project/s (i.e. site address)
  - dates of the periods supervised/observed
  - project building classification, rise in storeys and floor area
  - description of works
  - skills and knowledge demonstrated by the candidate
- Declarations in the template at Appendix D, and
- The signature of the person giving the reference and the date it was signed.

## 5 Assistance

Below are the contact details of jurisdictional registration authorities for candidates or supervisors.

Table 3: Jurisdictional Registration Authorities – Contact information

Organisation	Contact details
Building Practitioners Board NT	Website: <a href="http://www.bpb.nt.gov.au/home">www.bpb.nt.gov.au/home</a>
	Email: <a href="mailto:bpb@nt.gov.au">bpb@nt.gov.au</a>
	Phone: (08) 8936 4082
Consumer, Building and Occupational Services Tasmania	Website: <a href="http://www.cbos.tas.gov.au/topics/licensing-and-registration/licensed-occupations/building-provider-licences/building-surveyor">www.cbos.tas.gov.au/topics/licensing-and-registration/licensed-occupations/building-provider-licences/building-surveyor</a>
	Enquiry: <a href="http://www.cbos.tas.gov.au/contact-us/lodge-an-enquiry">www.cbos.tas.gov.au/contact-us/lodge-an-enquiry</a>
	Phone: 1300 654 499
Department of Mines, Industry Regulation and Safety WA	Website: <a href="http://www.commerce.wa.gov.au/building-and-energy/building-surveying-practitioner-registration">www.commerce.wa.gov.au/building-and-energy/building-surveying-practitioner-registration</a>
	Email: <a href="mailto:be.info@dmirs.wa.gov.au">be.info@dmirs.wa.gov.au</a>
	Phone: 1300 489 099
Fair Trading NSW	Website: <a href="http://www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers">www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers</a>
	Email: <a href="mailto:certifierregistration@customerservice.nsw.gov.au">certifierregistration@customerservice.nsw.gov.au</a>
	Phone: 13 32 20 or +61 2 9895 0111
Plan SA	Website: <a href="http://plan.sa.gov.au/our_planning_system/schemes/acc_reditied_professionals_scheme">plan.sa.gov.au/our_planning_system/schemes/acc_reditied_professionals_scheme</a>
	Email: <a href="mailto:PlanSA@sa.gov.au">PlanSA@sa.gov.au</a>
	Phone: 1800 752 664
Planning ACT	Website: <a href="http://www.planning.act.gov.au/build-buy-renovate/for-industry/construction-licences/apply-for-a-construction-licence/building-surveyor-licence">www.planning.act.gov.au/build-buy-renovate/for-industry/construction-licences/apply-for-a-construction-licence/building-surveyor-licence</a>
	Email: <a href="mailto:cwpl@act.gov.au">cwpl@act.gov.au</a>
	Phone: (02) 6207 8096
Queensland Building and Construction Commission	Website: <a href="http://www.qbcc.qld.gov.au/certifier-licence-information/overview">www.qbcc.qld.gov.au/certifier-licence-information/overview</a>
	Enquiry: <a href="http://my.qbcc.qld.gov.au/s/contactsupport">my.qbcc.qld.gov.au/s/contactsupport</a>
	Phone: 139 333 or +61 7 3447 2160
Victorian Building Authority	Website: <a href="http://www.vba.vic.gov.au/surveyors/registration">www.vba.vic.gov.au/surveyors/registration</a>
	Enquiry: <a href="http://www.vba.vic.gov.au/contact/online?t=1">www.vba.vic.gov.au/contact/online?t=1</a>
	Phone: 1300 815 127

Some building surveyor associations conduct formal supervised training schemes providing training and support to both candidates and supervisors. Fees are usually charged for participating in these schemes. The associations provide general information on training and competencies on their website or more support to members. To find out more, contact the relevant association.

Table 4: Building Surveyor Associations – Contact information

Organisation	Contact details
Association of Australian Certifiers	Website: <a href="http://www.accreditedcertifiers.com.au/">www.accreditedcertifiers.com.au/</a>
	Email: <a href="mailto:info@accreditedcertifiers.com.au">info@accreditedcertifiers.com.au</a>
	Phone: 1300 735 935
Australian Institute of Building Surveyors	Website: <a href="http://www.aibs.com.au/">www.aibs.com.au/</a>
	Email: <a href="mailto:aibs@aibs.com.au">aibs@aibs.com.au</a>
	Phone: 1300 312 427 or +61 2 9160 4702
Royal Institution of Chartered Surveyors	Website: <a href="http://www.rics.org/abc/">www.rics.org/abc/</a>
	Email: <a href="mailto:apac@rics.org">apac@rics.org</a>
	Phone: 1300 737 657

# APPENDICES



## Appendix A – Buildings and activities for experience logs

### Buildings

Entries in the experience log should span, as much as possible, the following buildings and types of building work, relevant to the registration level sought:

- Class 1a – single dwelling being a detached house; or one of a group of horizontally attached dwellings (e.g. row house, townhouse, duplex or terrace house).
- Class 1b – a boarding house, guest house or hostel that has a floor area less than 300 m<sup>2</sup> and ordinarily has less than 12 people living in it; or 4 or more single dwellings located on one allotment which are used for short-term holiday accommodation.
- Class 10 – garage or carport; swimming pool including barriers, fence, retaining wall, free standing wall, mast or antenna; private bushfire shelter.
- Class 2-9 including a range of construction types (A, B and C) and sizes (e.g. up to 2,000 m<sup>2</sup> and 3 storeys, and over 2,000 m<sup>2</sup> and 3 storeys).
- Alterations to an existing building of any classification.<sup>1</sup>
- Alterations to an existing Class 2-9 building, including where the proposed alterations would adversely affect any exit or path of travel to an exit
- Temporary structures.
- Remove or demolish an existing building or part of an existing building.

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<sup>1</sup> In some jurisdictions the full building must be brought into compliance where the proposed alterations, together with any other alterations completed or permitted within the previous three years, represent more than half of the original volume of the building.



## Activities

Following are examples of activities that candidates can perform to demonstrate their ability to apply the required [skills](#).

### ***Skill 1 — Assess building design proposals and plans for compliance with building laws***

- Confirm if the report and consent of a relevant authority has been obtained in support of an application for a building approval to construct a building in close proximity to, or over, an easement vested in that authority.
- Confirm if the report and consent of the relevant fire authority has been obtained in support of an application for a building approval that involved prescribed fire safety matters if those matters did not meet the Deemed-to-Satisfy provisions of the NCC.
- Confirm plans meet any requirements related to the area where the building will be constructed (e.g. areas prone to high winds/cyclones, termites, bushfire or snow etc.).
- Confirm plans meet any requirements related to the proposed building use (including NCC compliance).
- Assess proposed *Performance Solutions* to ensure they satisfy the relevant NCC Performance Requirements and have been undertaken in accordance with the process described in the NCC.
- Consider whether protection work may be required to ensure an adjoining property is not affected by proposed building work, and, if so:
  - Carry out an assessment of whether proposed protection works are appropriate, and
  - Make a written recommendation about the appropriateness of proposed protection work.
- Prepare written advice to an applicant for a building approval detailing any non-compliance with building laws.
- Make a written recommendation to the building surveyor to grant or refuse an application for a building permit, and the reasons for the recommendation.
- If refusing an application, prepare a written notice to an applicant advising them of a decision to refuse the application for a building permit, and the reason for the decision.

### ***Skill 2 — Issue building approvals***

- Prepare a building approval in the prescribed form.
- Provide a copy of the building approval, plans and other documentation prescribed by the regulations to the applicant and the relevant government

authority (if applicable) within the prescribed notice period of the approval being issued.

***Skill 3 — Inspect building work to assess compliance with the building approval***

- Undertake inspections of building work, including:
  - Protection work for adjoining property
  - Foundations
  - In situ reinforcement in footings/slabs and other structural elements
  - Structural frames, including roof construction
  - Pool barriers including in situ reinforcement for pools
  - Waterproofing - internal and external where required
  - Any construction requirements relating to *Performance Solutions*
  - Façade and cladding installations
  - Fire detection and suppression systems
  - Pre-plastering/wall-lining including (where required by the NCC): thermal and acoustic insulation; sarking, cavities and weatherproofing and condensation mitigating measures; and non-combustible elements
  - Weatherproofing of external façade, including roof
  - Fire-rated compartmentation including external walls, floors, shafts, separation between buildings and protection of openings
  - Witness testing of fire safety systems and emergency evacuation systems in operation
  - Stormwater runoff, and
  - Final, post-completion of all work.
- Prepare a written inspection record of the building work inspected at each stage.
- Report any building work that fails to comply with building laws or approvals to the building surveyor including:
  - The provisions of the legislation, planning consent, NCC and or Australian Standards that have not been met
  - Why the inspected building work is not considered to comply with the identified provisions
  - How the building practitioner intends to rectify the non-compliance, and
  - After follow-up inspection, if and how the non-compliance was rectified.

***Skill 4 — Resolve and report non-compliance with building laws and approvals***

- Prepare a written direction to fix non-compliant building work.

- Provide a direction to fix non-compliant building work to the builder or person in charge of the site, the applicant or owner, and the regulator in the case of a significant non-compliance.
- Prepare a building notice to be served on an owner of a building or land on which building work is being carried out or is proposed to be carried out.
- Assess representations made by the person served with the building notice in relation to carrying out building work, protection work or other work.
- Make a recommendation to cancel or amend a building notice after considering representations, including reasons.
- Prepare a referral to the relevant building regulatory authority when a building notice has not been complied with.

***Skill 5 — Issue certificates for inspected building work that identifies compliance and non-compliance with building laws and approvals***

- Prepare a *certificate of construction or installation compliance* in the prescribed form.
- Provide a copy of the *certificate of construction or installation compliance* and approval dates for *mandatory inspections* to the relevant authority (council or territory government) within prescribed period of the certificate being issued.

***Skill 6 — Issue approval to occupy buildings or parts of buildings, with and without conditions.***

- Assess application for occupation, including temporary occupation (where an occupancy permit has not or cannot be issued and where legislation allows).
- Make a written recommendation to grant or refuse occupation, including any conditions and reasons for the recommendation.
- Prepare a written occupation approval, specifying any conditions and the period it applies.
- Within the prescribed period of temporary occupancy approval being issued, provide a copy of the approval to:
  - the relevant authority (council or territory government), and
  - the building owner.
- Within the prescribed period of the occupancy approval being issued, provide:
  - the occupancy approval to the owner of the land/structure
  - a copy of the occupancy approval to the applicant, and
  - a copy of the occupancy approval, certificate of final inspection and approval dates for mandatory inspections to the relevant authority (council or territory government).

## Appendix B – Experience log template

<b>Candidate's Name</b>					
<b>Project description</b>					
Building Approval No.		Lot No.		Estimated cost of works	\$
Owner's name		Project address			
Builder's name		Builder's address			
Building classification/s		Building type		Building floor area	
Rise in storeys		Effective height		Building volume	
Description of works	<i>(e.g. describe the nature and extent of building work, such as new build, alteration, renovation, and whether substantive or minor)</i>				
<b>Candidate activity description</b>					
Date	Work stage	Candidate activity	Issues and outcome		Supervisor
		<i>(e.g. task undertaken and skills applied, including building elements the candidate assisted to assess, inspect, certify etc., Performance Solutions assessed.)</i>	<i>(e.g. identified compliance or non-compliance, how non-compliance was resolved, any documents drafted, recommendations or advice provided.)</i>		
			<i>(add more rows as needed)</i>		
<b>Declaration (when the project is complete)</b>					
<ol style="list-style-type: none"> <li>1. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document.</li> <li>2. I declare the information in this document is complete and accurate to the best of my knowledge.</li> <li>3. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided.</li> </ol>					
Candidate's Signature		Supervisor's Signature		Supervisor's Registration Number	
Date signed		Supervisor's Name		Date signed	

## Appendix C – Experience report template

<b>Candidate name</b>	
<b>Project description</b>	
<i>(e.g. Number of project/s (if more than one), location of project/s (i.e. site address), project/s building classification, rise in storeys and floor area, description of works, cost of works, etc.)</i>	
<b>Candidate's role and involvement in the project</b>	
<i>(e.g. Dates covering the candidate's involvement in the project, and summary of candidate's involvement in the project such as assessment, approval or certification related work under direct or more general supervision)</i>	
<b>Issues identified</b>	
<i>(e.g. Issues identified or encountered by the candidate including non-compliance; any Performance Solutions assessed, and resources used to assist with identifying or confirming issues such as plans, approval documentation, legislation, codes, or expert opinion.)</i>	
<b>Options and action taken</b>	
<i>(e.g. options considered, rationale for decisions, action taken by the candidate to address issues, and resources used to assist with responding to identified issues.)</i>	
<b>Outcomes</b>	
<i>(e.g. Results of action taken to address issues, including their effectiveness)</i>	
<b>Critical analysis</b>	
<i>(e.g. Lessons learned, knowledge and skills advanced through the candidate's activities)</i>	
<b>Attachments (if any)</b>	

<b>Declaration</b>			
<ol style="list-style-type: none"> <li>1. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document.</li> <li>2. I declare the information in this document is complete and accurate to the best of my knowledge.</li> <li>3. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided.</li> </ol>			
Candidate's Signature		Date signed	
Supervisor's Signature		Supervisor's Registration No.	
Supervisor's Name		Date signed	

## Appendix D – Reference template

Candidate details			
First Names		Surname	
Date of birth		Address	
Registration level	<i>(if any)</i>	Registration No.	<i>(if any)</i>
Employer		Employer's address	

Supervising building surveyor's details			
First Names		Surname	
Registration level		Registration No.	
Employer		Employer's address	

Work experience observed	
Period/s supervised / observed	
Project/s summary	<i>(e.g. Number of projects (if more than one), location of project/s (i.e. site address), project/s building classification, rise in storeys and floor area etc., description of works, cost of works etc.)</i>
Candidate's role	<i>(e.g. Summary of candidate's involvement in the project, such as assessment, approval or certification related work under direct or more general supervision)</i>
Skills and knowledge observed	<i>(e.g. Summary of skills and knowledge demonstrated by the candidate)</i>

Declaration			
<p>1. Based on my observations of the candidate's work experience, it is my professional opinion the candidate's skills and knowledge are of a standard that will allow them to work autonomously as a registered Building Surveyor Level ____.</p> <p>2. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document.</p> <p>3. I declare the information in this document is complete and accurate to the best of my knowledge.</p> <p>4. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided.</p> <p>5. I declare the following personal relationship with the candidate: _____ <i>(if none, enter nil)</i>.</p>			
Signature		Date signed	