



SET 3 — AUSTRALIAN INSTITUTE OF BUILDING EXPLANATORY NOTES

LEGISLATIVE REQUIREMENTS

Section 17 of the *Building Services (Registration) Act 2011* (the Act) provides that the Building Services Board (the Board) must register an applicant as a building services practitioner if the Board is satisfied that the applicant –

- (1) (a) *has complied with sections 13 and 14 (ie to make application in the prescribed manner with payment of the application and registration fee) ; and*
- (b) *has the qualifications and experience prescribed by the regulations for that class of building service practitioner; and*
- (c) *is a fit and proper person to be registered; and*
- (d) *has complied with any other requirements prescribed by the regulations for registration as a building service practitioner in that class.*
- (2) (b) *Notwithstanding subsection (1), the Board must not register an applicant who is an ineligible person under Section 60 of the Act.*

Section 16 of the *Building Services (Registration) Regulations 2011* has prescribed the qualifications and experience for building practitioners under this pathway:-

Applicants must have experience carrying out, or supervising, building work for periods totalling at least five years and must have obtained **corporate** (i.e. grade of member or fellow) membership of the **Australian Institute of Building**.

The membership must be current at the time the application is made and proof of membership specifying the grade of membership must be provided. A certified copy of the original is sufficient.

The Board may conduct examinations for the purpose of assessing a person's knowledge and skills in relation to building work, building construction, building quantities and estimating and financial, contractual and legislative matters.

PAYMENT OF THE PRESCRIBED APPLICATION & REGISTRATION FEE

An application and registration fee must be paid when you lodge your application. The application fee is non-refundable. Should your application be unsuccessful the registration fee will be refunded to you.

FIVE YEARS' EXPERIENCE IN CARRYING OUT, OR SUPERVISING BUILDING WORK

It is the applicant's responsibility to demonstrate to the Board that they meet the criteria for registration. Failure to demonstrate that you meet the criteria will result in your application being refused. It is not up to the Board to investigate or make enquiries to establish an applicant's experience. **Accordingly, it is important that the information you provide is relevant and accurate.**



Documenting your experience

All experience that you want the Board to consider in support of your application should be contained in Form C1.3a & C1.3b and supported by independent verification.

- Where there is an extended period of employment with a particular employer you may provide a list of the projects and explain your role and responsibilities collectively.
- Jurisdictions outside Western Australia may have different or lower standards of building. Where the applicant relies on experience gained outside Western Australia the applicant must identify how the region in which the experience was gained is comparable to the standards of building in Western Australia.

Type of Experience

The experience **must** be 'carrying out, or supervising, *building work*'.

building work means —

- (a) the construction, erection, assembly or placement of a building or an incidental structure;
- (b) the renovation, alteration, extension, improvement or repair of a building or an incidental structure; or
- (c) the assembly, reassembly or securing of a relocated building or a relocated incidental structure; or
- (d) the changing of ground levels of land for the purposes of work of a kind mentioned in paragraph (a), (b) or (c) to an extent that could adversely affect land beyond its boundaries; or
- (e) site work on any land for the purposes of, or required because of, work of a kind mentioned in —
 - (i) paragraph (a), (b), (c) or (d); or
 - (ii) paragraph (a) or (b) of the definition of ***demolition work***; or
- (f) other prescribed work,

but does not include work of a kind prescribed for the purposes of this definition as not being building work.

The term 'supervising building work' refers to the work of overseeing the execution or performance of the building work, but does not include experience as a foreman, leading hand or other person employed in a like or less responsible capacity in the building industry.

A supervisor of building work must also have the ability to direct and control trades, contractors or other entities performing the building work.

Length of experience

- The quantum of experience required under this category is five years.
- Applicants should be aware that not all of their experience will contribute to the calculation of the five year period, as the experience must be practical experience. For example, experience in sections of the construction project, such as dealing exclusively with contract management issues or estimating and scheduling will only be given limited credit, if any.



CONDUCT OF EXAMINATION

An applicant must satisfy the Board that he/she has the necessary knowledge and skills to carry out building work.

To assist the Board in satisfying this criteria, the Board invites applicants to sit a set of assessments. The assessments are based on and encompass specific areas of the prescribed course, which applicants under Set 1 are required to complete. Failure to achieve a mark of at least 60% in each of the three assessments gives the Board no confidence that the applicant has the necessary knowledge and skills required by the Act.

Applicants should be aware that passing the assessments is only the first step in demonstrating skills to the Board. The Board will rely primarily on the length and nature of your experience.

Assessments are held at Central Institute of Technology, Leederville Campus and selected regional locations and a sitting fee applies. Prior to lodging your application, please refer to the important information contained in the Board's Assessment Guidelines available from www.buildingcommission.wa.gov.au or by calling (08) 9476 1200. The Board will provide applicants with the dates available to sit assessments upon receipt of their application.