

# Applying for Accreditation: A Guide

November 2012



Building  
Professionals  
Board



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## Acronyms & abbreviations

Accreditation Scheme

ADT

ADT Act

Application form

Board

BOSSI

BP Act

BP Regulation

NPER

Building Professionals Board Accreditation Scheme

Administrative Decisions Tribunal

*Administrative Decisions Tribunal Act 1997*

Application for Accreditation [Form 1]

Building Professionals Board

Board of Surveying and Spatial Information

*Building Professionals Act 2005*

Building Professionals Regulation 2007

National Professional Engineers Register



# Part 1 - How to complete an Application for Accreditation

## Introduction

Applicants are required by the *Building Professionals Act 2005* (BP Act) to make an application for accreditation in the form approved by the Building Professionals Board (the Board) and to provide the documents and information the Board requires to determine the application.

## Who needs to complete an *Application for Accreditation* [Form 1]?

- Applicants seeking accreditation for the first time.
- Certifiers whose accreditation has expired.
- Currently accredited certifiers seeking to change their category or categories of accreditation or add an additional category or categories.
- Currently accredited certifiers seeking to have conditions on their accreditation removed or varied.

## Which Form?

The form you need to complete is the *Application for Accreditation* [Form 1] (the application form) which is available on the Boards website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au). The form can be found at: <http://www.bpb.nsw.gov.au/page/for-certifiers/applying-for-accreditation/individual-applicants/>

Applicants need to provide all the information required by the application form to enable the Board to consider the application. Failure to submit all of the required information may result in a delay in processing the application or a refusal of the application.

This guide gives assistance in how to apply for accreditation. The guide works through each of the sections in the application form and provides more detailed information as required in the following Attachments:

- Attachment 1: Categories of certificates of accreditation from Schedule 1 of the Building Professionals Regulation 2007 (BP Regulation).
- Attachment 2: Explanation of Core Skills and Knowledge
- Attachment 3: Schedule 3, Part 2 of the Accreditation Scheme
- Attachment 4: Accreditation Statement for A4
- Attachment 5: Verification of supervision statement for A4
- Attachment 6: Flowchart of the accreditation process
- Attachment 7: Clause 8 of the BP Regulation Record keeping by accredited certifiers

## Where to send the application

Applications may be lodged by email: [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au) or by post:

The Director  
Building Professionals Board  
PO Box 3720  
Parramatta NSW 2124

Applicants must include all supporting information with their applications at the one time wherever possible so as to avoid delays in their consideration.



## The Application Form (Sections 1 – 19)

### Introduction

Please read the first page of the application form carefully. Its key points are as follows:

- (i) The applicant must:
  - use BLOCK LETTERS and write legibly
  - mark crosses clearly in the boxes provided in this way:
  - ensure that information is complete and that all supporting documentation is attached including certified copies where required
  - provide a certified copy of a translated version of any supporting document that is not in English
  - understand that the Board may require further information and/or request the applicant to attend an interview or undertake an oral examination in order to demonstrate the skills they rely on in their application
  - be aware that all forms that may need to be completed in conjunction with the application form are available on the BPB website at <http://www.bpb.nsw.gov.au/page/for-certifiers/applying-for-accreditation/individual-applicants/>
- (ii) Applicants may direct any inquiries about their application to an Accreditation Officer of the Board on 02 9895 5950 or by email to [bpb@bpb.nsw.gov.au](mailto:bpb@bpb.nsw.gov.au)
- (iii) The Board will notify the applicant of its decision in writing.

### Section 1 – Applicant Details

Please provide all information required by this section of the application form which collects the important information needed to contact you both in relation to your application if necessary and later if you become an accredited certifier.

Applicants must attach a certified copy of both the front and back of their current driver's licence showing their current address. Copies must be certified by a Justice of the Peace. This is required as proof of identity and to prevent identity theft.

Applicants who do not hold a current driver's licence should attach certified copies of documents such as a passport and a council rates notice that prove their identity and address.

### Section 2 – Current/previous accreditation and/or registration

In order to gain a picture of your accreditation history the Board needs to be aware of any relevant accreditations or registrations you hold or have held as an accredited certifier in NSW or for an equivalent occupation in another State or Territory.

In Section 2 of the Application Form, there are two questions:

- Are you currently, or have you previously been, accredited to practise as an accredited certifier in New South Wales?
- Do you hold, or have you held, a registration issued by a regulatory or accrediting authority in another State or Territory for a similar occupation?



Where the applicant answers “Yes” to one or both of these questions, all the required information in relation to the question must be completed in the table provided beneath each question.

### Section 3 – Category of accreditation sought

One of the first matters applicants need to decide before applying for accreditation is the type of *certification work* they wish to undertake as accredited certifiers. The *certification work* that an accredited certifier is authorised to perform is set out in the categories of accreditation and the authorities conferred on each category of accreditation in Schedule 1 of the BP Regulation. The categories of accreditation are listed in column 1 of Schedule 1 of the BP Regulation. The authorities conferred for each category of accreditation are set out in column 2 of Schedule 1 of the BP Regulation. A copy of Schedule 1 of the BP Regulation is provided in **Attachment 1**.

Section 3 of the Application Form asks applicants to identify the category or categories of accreditation sought by ticking the relevant category box or boxes. Applicants may apply for one or more categories in the one application.

### Section 4 – Core Performance Criteria

Schedule 1 of the Building Professionals Board Accreditation Scheme (Accreditation Scheme) requires all individual applicants for accreditation to demonstrate how they meet the Core Performance Criteria.

The Core Performance Criteria are made up of 14 Core Skills Criteria (CS1 – CS14), 5 Core Knowledge Criteria (CK1 – CK5), and Core Underpinning Knowledge. A detailed narrative on the Core Performance Criteria is provided in **Attachment 2**.

Applicants can demonstrate that they have satisfied the requirements of the Core Performance Criteria in one of four ways as follows.

(i) Certification short course

Applicants satisfy the Core Performance Criteria by successfully completing all of the requirements of the Certification Short Course offered by the University of Technology, Sydney, that is, they complete the course within the 12 months prior to submitting an application for accreditation and attach their Certificate of Successful Completion to the application. A Certificate of Attendance is not sufficient.

Additional information on the certification Short Course offered by the University of Technology Sydney including details of when the course is to be offered and enrolment advice is available on the University of Technology Sydney Centre for Local Government website at: <http://www.clg.uts.edu.au/>

Contact details for University of Technology Sydney Centre for Local Government are:

UTS Centre for Local Government  
University of Technology, Sydney

PO Box 123  
Broadway NSW 2007  
Australia

Short Courses:  
 +61 2 9514 7884

(ii) **Equivalent course**

Applicants may seek to satisfy the Core Performance Criteria by completing a course that is equivalent to the Certification Short Course. To do this, applicants must provide evidence to satisfy the Board that the course they seek to do is equivalent to the Certification Short Course. Applicants must provide this evidence, and obtain the Board's approval of the course, before undertaking the course.

A course will only be determined to be equivalent to the Certification Short Course if it suitably addresses all of the Core Performance Criteria and includes suitable assessment of applicants in relation to those criteria.

If applicants choose to do an equivalent course they must successfully complete it within the 12 months prior to submitting an application for accreditation and attach their Certificate of Successful Completion to the application. A Certificate of Attendance is not sufficient.

(iii) **Accreditation exam**

Applicants satisfy the Core Performance Criteria by successfully passing the Accreditation exam.

Applicants seeking to undertake the Board's Accreditation exam must contact the Board to make arrangements to do the Accreditation exam. Applicants cannot make a formal application for accreditation until they have notification from the Board of having passed the Accreditation exam. Applicants must apply for accreditation within 6 months of being notified by the Board that they have passed the Accreditation exam.

Persons who fail the Accreditation exam must undertake and successfully complete the University of Technology Sydney Certification Short Course.

(iv) **Alternative testing**

Applicants seeking to satisfy the Core Performance Criteria by a means of alternative testing to the Accreditation exam must provide reasons on the application form as to why this is necessary.

Reasons must relate to a medical, physical or other condition that would prevent the applicant from being able to fairly demonstrate their understanding of the Core Performance Criteria by undertaking the written examination.

Applicants seeking approval for an alternative means of testing are also required to:

- provide material or documents to support their reasons
- nominate the alternative means of testing sought
- indicate how this alternative form of testing will allow for a true and accurate demonstration of the Core Performance Criteria requirements of the Accreditation Scheme.



## Section 5 – Specialty Performance Criteria & Specialty Qualifications for Categories A1, A2 and A3

This section only applies to applicants for categories A1, A2 and A3.

Category A4 applicants go to Section 6 and applicants for all other categories go to Section 7.

Both the Specialty Performance Criteria and the Specialty Qualifications requirements for categories A1, A2 and A3 are satisfied where an applicant holds a qualification specified in Schedule 3, Part 2 of the Accreditation Scheme (-see **Attachment 3**) or an equivalent qualification.

Applicants who hold one of the qualifications specified in Schedule 3, Part 2 of the Accreditation Scheme must complete details of the qualification(s) held in the Table provided and attach a certified copy of their testamur or qualification and a full academic transcript of the qualification. If the documents are not in English, applicants must also attach a certified copy of an approved translation.

Applicants must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who do not hold a qualification specified in Schedule 3, Part 2 of the Accreditation Scheme must provide evidence from the provider of one of the specified qualifications that the qualification they hold is the equivalent of the qualification listed in Schedule 3, Part 2 of the Accreditation Scheme issued by that provider.

Applicants who choose to demonstrate that they have an equivalent qualification to a qualification specified in Schedule 3 Part 2 of the Accreditation Scheme must complete the Table at the bottom of page 5, of the application form and attach evidence from the provider of one of the specified qualifications that the qualification they hold is the equivalent of the qualification listed in Schedule 3 Part 2 of the Accreditation Scheme issued by that provider.

Registered Training Organisations such as OTEN TAFE NSW have established procedures for assessing whether an applicant has an equivalent qualification to the qualification specified in Schedule 3, Part 2 of the Accreditation Scheme. These organisations use processes called Recognition of Prior Learning and Recognition of Current Competencies. However the provider may require the applicant to enrol in the qualification specified in Schedule 3, Part 2 of the Accreditation Scheme and pay the enrolment fee prior to the provider carrying out the assessment. In such cases if satisfied that the applicant meets all of the relevant requirements the provider will issue the applicant with the qualification specified in Schedule 3, Part 2 of the Accreditation Scheme.

Alternatively if the provider is not satisfied that the applicant meets all of the relevant requirements following a Recognition of Prior Learning and/or a Recognition of Current Competencies process the provider may require the applicant to successfully complete some or all of the relevant subjects of the qualification recognised in Schedule 3, Part 2 of the Accreditation Scheme before it will issue the person with the qualification specified in Schedule 3, Part 2 of the Accreditation Scheme.

Not all providers of the qualifications specified in Schedule 3, Part 2 of the Accreditation Scheme have an established process for assessing whether a qualification from another provider is equivalent to their qualification. It is a matter for negotiation between the provider of the qualifications specified in Schedule 3, Part 2 of the Accreditation Scheme and the



applicant as to whether the provider will carry out such an assessment, whether the applicant will be required to pay a fee for the assessment, whether the applicant will be required to enrol on the providers course, what information the applicant will need to submit to the provider and what assessment processes such as an interview the provider will require to be carried out.

Applicants for Categories A1, A2 and A3 go to Section 10.

## Section 6 –Qualification Requirements for Category A4

This Section only applies to applicants for Category A4.

The Accreditation Statement for A4 sets out the qualification requirements for A4 and provides five (5) Pathways for A4 applicants (see **Attachment 4**).

Applicants for Category A4 must indicate which of the five (5) Pathways they are applying under:

- Pathway 1 - Qualified
- Pathway 2 - Student or Qualified Builder or Pre-Purchase inspector
- Pathway 3 – Builder’s qualification
- Pathway 4 – Pre-purchase qualification
- Pathway 5 – Experience only

### Pathways 1 - Qualified Applicants

Applicants applying for category A4 under Pathway 1 Qualified must have a qualification listed under the heading Qualification Requirement for Pathway 1 – Qualified in the Accreditation Statement in Schedule 2 of the Accreditation Scheme (see **Attachment 4**).

All applicants applying under Pathway 1 must provide details of their qualification in the Table provided, and attach to the application form a certified copy of the testamur or qualification and a full academic transcript. If the documents are not in English, applicants must also attach a certified copy of an approved translation.

Applicants must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who have indicated that they are applying under Pathways 1 do not need to demonstrate experience and go directly to section 12 of the application form.

### Pathway 2 - Student or Qualified Builder or Pre-Purchase inspector

All applicants applying under Pathway 2 must complete, and have their supervisor complete and attach to the application form a Verification of supervision statement which is provided as Attachment 1 to the application form (see **Attachment 5**). Applicants should ensure that all details and the supervisor’s signature are present before they attach the Verification of supervision statement.

### Pathway 2 - Student

Applicants who are students applying under Pathway 2 as a student in addition to submitting a Verification of supervision statement must also attach to the application form evidence of their current enrolment in a course specified in the Qualification Requirement in the Accreditation Statement for A4 which is provided at Attachment 4.



Applicants applying for category A4 under Pathway 2 – Student, must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who have indicated that they are applying for category A4 under Pathway 2 – Student, do not need to demonstrate experience and go directly to section 12 of the application form.

#### **Pathway 2 Qualified Builder or Pre-Purchase Inspector**

Applicants applying under Pathway 2 as a Qualified Builder or Pre Purchase Inspector in addition to submitting a Verification of supervision statement must also attach to the application form a certified copy of their qualification and a certified copy of their academic transcript or academic record.

Applicants applying for category A4 under Pathway 2 – Builder or Pre-Purchase Inspector, must have a Certificate IV in Building and Construction (Building). No other qualification is acceptable. A builder licence is not sufficient.

Applicants applying for category A4 under Pathway 2 – Builder or Pre-Purchase Inspector, must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who have indicated that they are applying under Pathway 2 as a Qualified Builder or Pre Purchase Inspector do not need to demonstrate experience and go directly to section 12 of the application form.

#### **Pathway 3 – Builder's qualification**

Applicants applying for Category A4 under Pathway 3 Builders qualification must attach to the application form a certified copy of their qualification and a certified copy of their academic transcript or academic record.

Applicants applying for Category A4 under Pathway 3 – Builders qualification must have a Certificate IV in Building and Construction (Building). No other qualification is acceptable. A builder licence is not sufficient

Applicants applying for Category A4 under Pathway 3 – Builders qualification must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants applying for Category A4 under Pathway 3 – Builders qualification go to section 10 of the application form to demonstrate six months practical experience relevant to Category A4 and are not required to complete sections 7, 8 and 9.

#### **Pathway 4 – Pre-purchase qualification**

Applicants applying for Category A4 under Pathway 4 Pre-purchase qualification must attach to the application form a certified copy of their qualification and a certified copy of their academic transcript or academic record.

Applicants applying for Category A4 under Pathway 4 Pre-purchase qualification must have a Certificate IV in Building and Construction (Building). No other qualification is acceptable. A builder licence is not sufficient



Applicants applying for Category A4 under Pathway 4 Pre-purchase qualification must also complete and attach to the application form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants applying for Category A4 under Pathway 4 Pre-purchase qualification go to section 10 of the application form to demonstrate six months practical experience relevant to Category A4 and are not required to complete sections 7, 8 and 9.

**Pathway 5 – Experience only applicants**

Applicants applying for Category A4 under Pathway 5 – Experience only are not required to hold a qualification and do not have to complete sections 7, 8 and 9 of the application form and instead go to section 10.

## Section 7 – Specialty Performance Criteria for Categories B1, C1 – C16 and D1

This Section only applies to applicants for categories B1, C1 – C16 and D1.

Applicants for categories B1, C1 – C16 and D1 must demonstrate they have the Specialty Performance Criteria (as set out in the Accreditation Statements in Schedule 2 of the Accreditation Scheme) that relate to the Category of accreditation sought. Applicants must also show how they have met these criteria, whether through a recognised qualification, other study or training, work experience or a recognised registration.

### Evidence Checklists

The first step for applicants for categories B1, C1 – C16 and D1 is to refer to the relevant Evidence Checklist for the category of accreditation applied for. The Evidence Checklists are available on the BPB website at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au).

The Evidence Checklists identify what is required for applicants to automatically meet the Specialty Performance Criteria through holding a recognised qualification or a recognised registration. For example the Evidence Checklist for Category B1 provides:

Criteria no.	Criteria	Membership	Qualification/Unit no.	Experience	Checklist
Specialty knowledge (know and understand...)	B1.1		48850 – UTS	Annotated performance criteria report – for template, refer to <a href="http://www.bpb.nsw.gov.au">www.bpb.nsw.gov.au</a>	<input type="checkbox"/>
	B1.2		CIVL272 - UW		<input type="checkbox"/>
	B1.3				<input type="checkbox"/>
	B1.4		48340 – UTS CIVL394 - UW		<input type="checkbox"/>
	B1.5				<input type="checkbox"/>
	B1.6		ENGG461 + ENGG361 - UW		<input type="checkbox"/>
Specialty skills (ability to ...)	B1.7		48850 + 49121 - UTS		<input type="checkbox"/>
	B1.8		CIVL311 + CIVL314 + CIVL444 - UW		<input type="checkbox"/>
	B1.9				<input type="checkbox"/>

UTS = University of Technology, Sydney  
UW = University of Wollongong

The *Evidence checklists* are tables that consist of 6 columns. The first column gives a criteria number. The second column is the Speciality Performance Criteria. The 3<sup>rd</sup> column is Membership. The 4<sup>th</sup> column is the Qualification / Unit no. The 5<sup>th</sup> column is the Experience. The 6<sup>th</sup> column is the Checklist.

To use the Evidence Checklist applicants check whether they satisfy each of the Specialty Performance Criteria by checking whether they satisfy each criterion by reading across each row from left to right for each criterion. To check off a criterion an applicant must have either a Membership or Qualification/Unit listed in the 3<sup>rd</sup> or 4<sup>th</sup> column of that row.

For example using the Evidence Checklist for Category B1 (provided on the previous page) when checking for Specialty Performance Criteria B1.1 “Relevant aspects of development control” there is no membership listed as satisfying this criteria in the 3<sup>rd</sup> column. An applicant can not demonstrate that he or she satisfies Specialty Performance Criteria B1.1 by membership of an organisation such as Nation Professional Engineers Registration (NPER).

Unit “48850-UTS” is listed in the 4<sup>th</sup> column for Specialty Performance Criteria B1.1 “Relevant aspects of development control” under the heading “Qualification/Unit No.”. An applicant can therefore demonstrate that he or she satisfies Specialty Performance Criteria B1.1 “Relevant aspects of development control” by providing an academic transcript demonstrating that he or she has successfully completed unit 48850 at the University of Technology Sydney.

Applicants applying for Category B1 who have not successfully completed unit 48850 at the University of Technology Sydney are required to provide information in an Annotated Performance Criteria Report [Form3] demonstrating that they satisfy Specialty Performance Criteria B1.1 “Relevant aspects of development control”. Information on how to complete and Annotated Performance Criteria report is provided on page15 under the heading “How to Complete an Annotated Performance Criteria Report”.

For many of the Specialty Performance Criteria the relevant cell in the 3<sup>rd</sup> or 4<sup>th</sup> column is blank. This means that no membership or qualification unit is considered by the Board to satisfy that criterion and that all applicants for the relevant category must demonstrate that they satisfy the relevant criterion using an Annotated Performance Criteria Report as referred to in the 5<sup>th</sup> column.

For example in relation to Specialty Performance Criteria B1.3 “Impact of related legislation such as utilities legislation and property encumbrances” there is no membership or qualification/unit listed in the 3<sup>rd</sup> and 4<sup>th</sup> column of the Evidence Checklist for Category B1 (refer to example of Evidence Checklist for Category B1 provided on the previous page) and all applicants for Category B1 must therefore provide information in an Annotated Performance Criteria Report demonstrating that they satisfy Specialty Performance Criteria B1.3.

Once an applicant has addressed a criterion in his or her Annotated Performance Criteria Report or by providing evidence of having the relevant membership or by providing an academic transcript showing that the applicant has successfully completed the qualification/unit listed in the 3<sup>rd</sup> or 4<sup>th</sup> columns of the *Evidence Checklist* the applicant is to tick the box in that row in the 6<sup>th</sup> column indicating that they have provided information in their Annotated Performance Criteria Report addressing that criterion.

Applicants are not to enter additional memberships or qualification unit number or subjects on the *Evidence checklists*. If applicants consider that, as a result of assessments undertaken in relation to a particular qualification, membership application or registration procedure, they have adequately covered some or all of the Specialty Performance Criteria and the relevant qualification or membership or registration is not listed in the Evidence Checklist they make a separate submission to the Board requesting the Evidence Checklist be amended.



#### Relevant NPER for Categories C1-C6 (except C5)

Applicants seeking accreditation in categories C1 - C16 (except C5) with registration in the general area of practice on the National Professional Engineers Register (NPER) identified in the relevant Evidence Checklist and the relevant Accreditation Statement, automatically meet the Specialty Performance Criteria and the Experience Requirement and do not need to complete an *Evidence Checklist*. These applicants next go to Section 11 of the Application Form.

The following Table lists the categories of accreditation and the relevant NPER registration recognised as satisfying the Specialty Performance Criteria and the Experience Requirement of the Accreditation Scheme.

Category of Accreditation	Relevant NPER Registration
C1 Accredited certifier - private road and drainage design compliance	Civil
C2 Accredited certifier - private road and drainage construction compliance	Civil
C3 Accredited certifier - stormwater management facilities design compliance	Civil
C4 Accredited certifier - stormwater management facilities construction compliance	Civil
C6 Accredited certifier - subdivision road and drainage construction compliance	Civil
C7 Accredited certifier - structural engineering compliance	Structural
C8 Accredited certifier - electrical services compliance	Electrical
C9 Accredited certifier - mechanical services compliance	Mechanical
C10 Accredited certifier - fire safety engineering compliance	Fire Safety Engineering
C11 Accredited certifier - energy management compliance (Classes 3, 5 to 9)	Building Services
C12 Accredited certifier - geotechnical engineering compliance	Civil
C13 Accredited certifier - acoustics compliance	Building Services
C14 Accredited certifier - building hydraulics compliance	Building Services
C15 Accredited certifier - stormwater compliance	Civil
C16 Accredited certifier - speciality hydraulic services compliance	Civil

#### Applicants for category C5 must be a Registered Surveyor with BOSSI NSW

Applicants seeking accreditation in the Category of accreditation C5 with registration as a land surveyor with the Board of Surveying and Spatial Information (BOSSI) automatically meet the Specialty Performance Criteria and the Experience Requirement of the Accreditation Scheme for Category C5 and do not need to complete an Evidence Checklist. These applicants go to section 11 of the Application Form.

### Applicants for categories B1, C1 – C16 and D1 who do not have the relevant NPER or BOSSI registration

Where the relevant Evidence Checklist indicates that an applicant does not hold the relevant NPER or BOSSI registration or the applicant's qualification or registration does not cover all of the Specialty Performance Criteria in the Evidence Checklist for the category of accreditation sought, the applicant must complete and attach the following to the application form:

- (i) a completed Annotated Performance Criteria Report [Form 3] providing information to demonstrate the applicant satisfies all of the Specialty Performance Criteria available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)
- (ii) a completed relevant Evidence checklist for the relevant Category.

### How to Complete an Annotated Performance Criteria Report

The Annotated Performance Criteria Report provides applicants with the opportunity to demonstrate how they have met the Specialty Performance Criteria they have not been able to check off in the relevant *Evidence checklist*. It provides scope for applicants to demonstrate they have the required skills and knowledge and how these skills and knowledge were acquired through work or other experience.

The Annotated Performance Criteria Report asks applicants to indicate the depth and breadth of their skills and knowledge as required by the relevant category of accreditation by providing examples of occasions where their work, study, or both have contributed to and demonstrated their understanding of and ability to undertake the various aspects of the certification role.

Applicants must provide sufficient information in the Annotated Performance Criteria Report to demonstrate to the Board that they satisfy each of the Specialty Performance Criteria.

Applicants are not to provide large amounts of material copied from text books and must identify and properly reference where the applicant has provided information or an extract from another document.

The information in the Annotated Performance Criteria Report must be an applicant's own work and must not be copied from another person's application. Plagiarism is not acceptable and applicants found to have carried out plagiarism in their applications may have their applications refused on the grounds that they are not a fit and proper person to be an accredited certifier.

The column at the side of the Annotated Performance Criteria Report provides space for recording the Specialty Performance Criteria being claimed in relation to the documented examples of work and study.

### What if the evidence in the Annotated Performance Criteria Report is not sufficient?

If the Board is not satisfied an applicant has demonstrated that they have fully met the relevant Specialty Performance Criteria on the basis of their Annotated Performance Criteria Report, the applicant can be asked to provide further written evidence, attend an interview before the Board or its nominee, undertake an oral examination or provide a demonstration of the applicant's skills under the Accreditation Scheme. In such circumstances, the Board will give sufficient notice of what the applicant needs to do.

The Board may ask an applicant to provide further written evidence, such as a professional portfolio evidencing not only what the applicant has done, but how it has been done. A portfolio can provide more detailed information about facets of work roles and may afford greater scope for providing evidence. In a professional portfolio applicants can include

photos of work undertaken, work samples, forms used, templates developed, completion of a case study or scenarios, and what ever other evidence may help to make the case.

Where the Board asks for a professional portfolio, applicants will also be given guidance on the information they can provide and how to prepare the material.

Applicants who have been required to complete an Evidence Checklist and an Annotated Performance Criteria Report in Section 7 must go next to Section 8 of the Application Form.

## **Section 8 – Specialty qualification for Categories B1, C1 – C16 (except C5) and D1**

Applicants for Categories B1, C1 – C16 (except C5) and D1 without the relevant NPER registration must, in addition to meeting the Specific Performance Criteria as covered in Section 7, also hold a Specialty Qualification as set out in Schedule 3, Part 1 of the Accreditation Scheme.

Applicants who do not hold a qualification listed in Schedule 3, Part 1 of the Accreditation Scheme go to Section 9 of the application form.

Applicants who do hold a qualification listed in Schedule 3, Part 1 of the Accreditation Scheme use this Section to complete details of the qualification(s) held in the Table provided and attach a certified copy of both their testamur or qualification and a full academic transcript of the qualification. If the documents are not in English, applicants must also attach a certified copy of an approved translation.

Applicants must also complete and attach to the Application Form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who have completed Section 8 go next to Section 10.

## **Section 9 – Other qualifications for Categories B1, C1 – C16 (except C5) and D1**

Applicants who do not hold a qualification specified in Schedule 3, Part 1 of the Accreditation Scheme must provide evidence from the provider of one of the specified qualifications that the qualification they hold is the equivalent of the qualification issued by that provider and specified in Schedule 3, Part 1 of the Accreditation Scheme.

Registered Training Organisations such as OTEN TAFE NSW have established procedures for assessing whether an applicant has an equivalent qualification to the qualification specified in Schedule 3, Part 1 of the Accreditation Scheme. These organisations use processes called Recognition of Prior Learning and Recognition of Current Competencies.

However the provider may require applicants to enrol in the qualification specified in Schedule 3, Part 1 of the Accreditation Scheme and pay the enrolment fee prior to the provider carrying out the above mentioned assessment processes. In such cases if satisfied the applicant meets all of the relevant requirements the provider will issue the applicant with the qualification specified in Schedule 3, Part 1 of the Accreditation Scheme.

Alternatively the provider may require the applicant to undertake some or all of the relevant subjects of the qualification recognised in Schedule 3, Part 1 of the Accreditation Scheme



before it will issue the person with the qualification specified in Schedule 3, Part 1 of the Accreditation Scheme.

Not all providers of the qualifications specified in Schedule 3, Part 1 of the Accreditation Scheme have a set process for assessing whether a qualification from another provider is equivalent to their qualification however all providers should be capable of carrying out such an assessment. It is a matter for negotiation between the provider of the qualifications specified in Schedule 3, Part 1 of the Accreditation Scheme and the applicant as to whether the provider will carry out such an assessment, whether the applicant will be required to pay a fee for the assessment and what information and assessment processes such as an interview the provider will require to be carried out.

If applicants are providing evidence from the provider of one of the qualifications specified in Schedule 3, Part 1 of the Accreditation Scheme that their qualification is equivalent to the qualification issued by that provider, they must complete the details required in relation to their qualification, the provider who has assessed the equivalence of their qualification and a description of the evidence of equivalence.

Applicants must also attach to the application form the original evidence of equivalence or a certified copy of it.

Applicants must also complete and attach to the Application Form a Verification of academic qualifications and registrations form [Form 2] available on the BPB website to enable the Board to make the necessary inquiries for verifying the qualification.

Applicants who have been required to complete Section 9 go next to Section 10.

## Section 10 – Experience

This Section is to be completed by all applicants except those applying for A4 Pathways 1 and 2, and those with relevant NPER or BOSSI registration.

In this Section an applicant needs to provide evidence of their practical experience and have this evidence verified by referees who have personal knowledge of the applicant's experience and who have technical and practical experience that enables them to make an informed judgement about the applicant's professional suitability.

### Annotated Resume [Form 5]

To demonstrate experience applicants need to complete an Annotated Resume [Form 5] available on the Board's website at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au) with the application form.

The purpose of the Annotated Resume is to provide applicants with the opportunity to document their work history and demonstrate that they satisfy experience required in the Accreditation Statement for the Category applied for and to explain how the applicant's work history is relevant to the Category.

Applicants are advised to provide a complete history of their employment rather than just demonstrate that they have satisfied minimum amount of experience required by the Accreditation Statement.

Applicants need to list their previous employers, the title of their position and describe their roles and responsibilities and the work they have carried out with an explanation of how the work is relevant to the category of accreditation they are applying for if it is not self evident. Applicants can attach position descriptions and other documents to demonstrate their roles and responsibilities in relation to positions they have been employed in.

The information in the Annotated Resume must be the applicant's own work and must not be copied from another person's application. Plagiarism is not acceptable and any applicant found to have carried out plagiarism in their application may have their application refused on the grounds that they are not a fit and proper person to be an accredited certifier.

The information in the Annotated Resume should be confirmed in writing by an appropriate referee or referees.

#### **Experience for Applicants Applying for Category A4 under Pathways 3 and 4**

To satisfy the Experience Requirement applicants applying for category A4 under Pathway 3 – Builders qualification or Pathway 4 Pre-purchase qualification are required to demonstrate six months employment as a building surveyor carrying out inspections under section 109E (3) (d) of the EP&A Act for the purposes of assessing a building under construction for compliance with the development consent, construction certificate and the BCA and includes experience obtained while working under the supervision of a Category A1, A2 or A3 accredited certifier under Pathway 2.

Experience carrying out inspections of buildings where the applicant has been the builder or been involved in the design and construction is not considered appropriate experience. Applicants applying for category A4 under Pathway 3 – Builders qualification or Pathway 4 Pre-purchase qualification are required to have been employed as a building surveyor and to have obtained experience carrying out inspections as an independent regulatory official.

#### **Experience for Applicants Applying for Category A4 under Pathway 5**

To satisfy the Experience Requirement applicants applying for category A4 under Pathway 5 – Experience only are required to demonstrate one year's employment as a building surveyor carrying out inspections under section 109E (3) (d) of the EP&A Act for the purposes of assessing a building under construction for compliance with the development consent, construction certificate and the BCA and includes experience obtained while working under the supervision of a Category A1, A2 or A3 accredited certifier under Pathway 2.

Experience carrying out inspections of buildings where the applicant has been the builder or been involved in the design and construction is not considered appropriate experience. Applicants applying for category A4 under Pathway 5 – Experience only are required to have been employed as a building surveyor and to have obtained experience carrying out inspections as an independent regulatory official.

#### **Comprehensive list of relevant projects**

All applicants required to provide an Annotated Resume must also attach a comprehensive list of relevant projects they have worked on to demonstrate the extent of their experience. The list needs to briefly describe the projects worked on including such information as the classification of the building, the rise in storeys of the building, the nature and extent of the building work, the size of the building or building work, the work carried out by the applicant, the dates when the work was carried out and who supervised and checked the applicants work.

Applicants for Categories A1 and A2 must include details of Alternative Solutions involving fire safety they have assessed such as the relevant Deemed-to-Satisfy Provisions of the BCA not complied with and the Performance Requirements of the BCA identified as being relevant to the Alternative Solutions.

The information in the comprehensive list of projects should be confirmed in writing by an appropriate referee or referees.

### Experience report on six of the most complex, major or significant projects

In addition all applicants required to submit an Annotated Resume must also attach a detailed report of their relevant work experience in relation to six of the most complex, major or significant projects worked they have worked on. In this report, applicants must provide a detailed narrative of the work carried out so as to demonstrate the extent of relevant experience. Applicants need to specify the work they have carried out and whether the work was carried out under supervision or checked by another person.

Applicants for Categories A1 or A2 will need to include details of Alternative Solutions involving fire safety they have assessed such as the relevant Deemed-to-Satisfy Provisions of the BCA not complied with and the relevant Performance Requirements of the BCA and their involvement in the fire engineering briefing process and liaisons with the relevant fire engineer.

Applicants for Category A1 should include examples of their role in referrals and liaising with the NSW Fire Brigades and the assessment of buildings exceeding 25m in effective height.

The Board requests that applicants do not submit copies of lengthy assessment reports they have prepared or reviewed such as BCA assessment reports or fire engineering reports.

Instead, applicants are to provide a narrative regarding their experience and describing the work they have carried out relevant to the category of accreditation applied for.

The information in the experience report on six projects should be confirmed in writing by an appropriate referee or referees.

Applicants should not copy or plagiarise information in relation to experience from other applications. Applicants found to have made false claims regarding the work and experience they claim or to have copied information or plagiarised information from other applications may have their application refused.

### Referees

Applicants must provide a Referee's statement [Form 6] completed by each of two referees. The Referee's statement [Form 6] is available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)

The Referee's statement asks referees to specify the applicant's work experience that they are verifying. The referees should make reference to the projects included in the applicant's comprehensive list of projects and in the applicants experience report in relation to six projects.

The Referee's statement also requires referees to indicate their qualifications and experience so that the Board can determine whether nominated referee can reasonably judge the applicant's experience as being practical experience relevant to the category applied for.

It is the Policy of the Board to require at least one Referee's statement to be from an accredited certifier who is currently unconditionally accredited in each of the categories of accreditation the applicant is applying for. Alternatively at least one of the Referee's statements must be from a person who has equivalent qualifications and experience to be accredited in each of the relevant categories the applicant is applying for.

The Board may contact referees to clarify any questions about an applicant's experience where they have indicated specific knowledge of that experience.

## Section 11 – Relevant registration on NPER or by BOSSI

As indicated on page 14 of this guide under the heading Relevant NPER for Categories C1-C16 (except C5) in relation to Section 7 of the application form, applicants holding a registration on the National Professional Engineers Register (NPER) in a relevant area of practice, or as a land surveyor issued by the Board of Surveying and Spatial Information (BOSSI) who apply for accreditation in categories C1 - C16, do not need to address either qualifications or experience in the application form.

Such applicants do, however, need to provide details of their registration in this section of the application form.

In Section 11 applicants must list their current NPER or BOSSI registration relevant to the category or categories of accreditation sought by providing the name of the registration held, their registration number and the date of registration in the Table provided in the application form.

Applicants holding a relevant registration on NPER must attach a certified copy of their current certificate of registration in the relevant general area of engineering practice.

Applicants for category C5 must be registered as a land surveyor with BOSSI.

### Verification of registration

Applicants are required to complete and attach a Verification of academic qualifications and registrations form [Form 2] to allow the Board to make the necessary inquiries to verify an applicant's registration on NPER or as issued by BOSSI.

Applicants who have completed this Section next go to Section 12.

## Section 12 – Suitability of applicant to be an accredited certifier

All applicants must complete Section 12.

Under section 7 of the BP Act, an Application for accreditation can be refused on certain grounds one of which is that the Board is not satisfied that the applicant is a fit and proper person. All applicants are therefore required to complete and attach a Fit and proper person declaration [Form 7] for the Board to make an assessment under section 7. This form is available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au).

Applicants must answer all sections in the Fit and proper person declaration [Form 7] which has explanatory notes at the end intended to assist applicants.

If "Yes" is the answer to any of the questions in section 2 of the Fit and proper person declaration [Form 7], applicants must provide a detailed written explanation on a separate page and give reasons why the matter does not provide the basis for refusal on the grounds that the applicant is not a fit and proper person to be accredited. The written explanation is then to be attached to the Application Form for the Board's consideration.

Note that answering "Yes" to a question in section 2 of the Fit and proper person declaration [Form 7], does not necessarily mean that an applicant is not a fit and proper person to be accredited.

All applicants next go to Section 13.



## Section 13 – Professional indemnity insurance

All applicants must complete Section 13.

Section 63 of the BP Act allows accredited certifiers to exercise the functions of a certifying authority only if they are covered by the required professional indemnity insurance.

An accredited certifier is covered by the required insurance if he or she is indemnified by an insurance policy that complies with the BP Regulation against any liability to which he or she may become subject to as a result of exercising the functions of a certifying authority.

Part 4 of the BP Regulation contains a number of provisions that the certifier's insurance contract must satisfy.

In Question 13 of the Application Form, applicants are required to provide the name of their professional indemnity insurer and indicate whether the insurance contract is an individual, partnership or company, or council general insurance policy.

Applicants must also attach a certified copy of a certificate of currency, which includes all of the following specified information:

- the name of the insurer
- the identifying number of the insurance contract
- period covered by the insurance
- a retroactive date
- confirmation that the insurance covers the certifier's statutory liability under the BP Regulation as an accredited certifier
- the limit of indemnity in respect of any one claim (in \$)
- whether the limit in respect of any one claim is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the BP Regulation
- the limit of indemnity in respect of all claims made in any one year (in \$)
- whether the limit in respect of all claims made in any one year is inclusive or exclusive of relevant expenses as defined in clause 14(5)(c) of the Building Professionals Regulation 2007

Applicants who indicate that the policy quoted is for a partnership or company contracts, must also provide the following information:

- the number of accredited certifiers who are directors or employees of the company as at the date on which the contract was issued: \_\_\_\_\_
- or**
- if the contract is the fourth or subsequent contract issued to the company, whether by the same or another insurer, the average number of accredited certifiers who have been directors or employees of the company during the previous three years: \_\_\_\_\_

All applicants next go to Section 14.

## Section 14 – General declaration

All applicants must complete Section 14.

In this section of the Application Form there are a number of boxes to be checked to indicate acknowledgement of and agreement to obligations in relation to the Application for accreditation



Applicants need to read the text in relation to each check box very carefully to ensure they are fully aware of these obligations. Only when satisfied of this should applicants tick the boxes.

It is important for applicants to know that:

- (i) under section 307A of the *Crimes Act 1900*, applicants can be found guilty of an offence if they make a false or misleading statement in their application. The penalty for making a false or misleading statement is two years' imprisonment and/or a fine of \$22 000.
- (ii) under section 8(2)(a) of the *Building Professionals Act 2005*, the Board may suspend or cancel a certificate of accreditation if a person has been issued with the certificate on the basis of a misrepresentation made, whether or not that misrepresentation made knowingly or unknowingly.

All applicants next go to section 15.

## Section 15 – Signatures

Applicants must complete Section 15 where both the applicant and a witness must sign and date the application form. By signing the application applicants are confirming all of the information provided in the application.

Applicants also need to sign and date each page of the Application Form.

The witness' signature confirms that the witness has seen the applicant sign the application form.

All applicants next go to section 16.

## Section 16 – Fee

The application fees for accreditation are set out in Schedule 2 of the BP Regulation.

The application fee for applicants who apply for categories A1, A2, A3 or B, or a combination of any of these categories in the one application, is \$1500.

The application fee for applicants who apply for categories of accreditation C1-C16 or D, or a combination of any of these categories in the one application, is \$750.

The a maximum fee applicable for any application is \$1500.

The fee can be paid by one of the following methods:

- cheque or money order made payable to the Building Professionals Board
- MasterCard or Visa card. Applicants should contact the BPB on 02 9895 5950 to arrange payment over the phone.

The application fee must be paid before the Board will consider the application.

If an applicant applies for and receives accreditation in one or more categories of accreditation and later decides to apply for accreditation in another category, there will be a further accreditation fee of \$1500 or \$750 (depending upon the category of accreditation sought) for consideration of the new application.



Applicants should note that if an application is refused, the application fee will not be refunded. If an application is withdrawn before it is determined, part of the application fee may be refunded.

Applicants for accreditation in categories A1, A2, A3 and A4 go next to Section 17.

Applicants for accreditation in any other category please go next to Section 18.

### **Section 17 – Checklist for A1, A2, A3 and A4**

The Applicant Checklist is provided for applicants to ensure that the Application Form has been completed in full.

Applicants complete this section of the Application Form, by checking the relevant boxes, so as to indicate clearly to the Board the documents and/or information they have attached to the application.

If any of the documents have not been attached and are required, the Board will not consider the application until all of the information is provided. If all the required information is not provided to the Board, the Board can refuse the application.

### **Section 18 – Checklist for B1, C1 – C16 and D1**

The Applicant Checklist is provided for applicants to ensure that the Application Form has been completed in full.

Applicants complete this section of the Application Form, by checking the relevant boxes, so as to indicate clearly to the Board the documents and/or information they have attached to the application.

If any of the documents have not been attached and are required, the Board will not consider the application until all of the information is provided. If all the required information is not provided to the Board, the Board can refuse the application.



## Part 2 - Notice of the Board's decision

### Possible decisions on an application for accreditation

When it determines an application for accreditation the Board can:

- issue an accreditation unconditionally<sup>1</sup>
- issue an accreditation subject to conditions
- refuse the application
- issue an accreditation in a Category of accreditation that is different to that sought by the applicant in their application

### Notice of the Board's decision

Under the BP Act, the Board is required to notify the applicant in writing of its decision on the application.

If an application is successful, the Board sends the applicant a certificate of accreditation that sets out the conditions of accreditation.

The certificate of individual accreditation identifies the applicant's unique accreditation number which must be included in all correspondence with the Board and on all certificates issued under the *Environmental Planning and Assessment Act 1979* and strata schemes legislation.

If an application is not successful, or the applicant receives an accreditation that is subject to conditions other than the conditions prescribed by the BP Regulation, or an applicant receives accreditation in a Category of accreditation different from that sought, the Board will provide reasons for its decision in writing.

Applicants are informed in writing when the Board receives their application for accreditation. An application is taken to be refused under the BP Act if an applicant has not received notice of the Board's decision in writing within 60 days of the Board receiving his or her application, unless the applicant has agreed, in writing, to extend the period for the Board to make a decision on the application.

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<sup>1</sup> Please note, however, that all certificates of accreditation are subject to the prescribed condition in clause 7 of the Regulation that the holder of the certificate must surrender the certificate to the Board within 14 days after receiving written notice from the Board that the conditions of the certificate have been varied or that new conditions have been imposed.

## Part 3 - Rights of review

An applicant who has applied for accreditation and has received one of the following decisions can apply for a review of the Board's decision<sup>2</sup>.

- The Board has refused the application for accreditation.
- The Board has issued accreditation in a Category of accreditation different from the Category applied for by the applicant.
- The Board has imposed conditions on the accreditation (other than conditions prescribed by the BP Regulation).

### Procedure for seeking review

There are two tiers of review available for the above decisions. The first is review by the Board and the second is review by the Administrative Decisions Tribunal (ADT).

### Internal review by the Board

Applicants must first apply for a review by the Board of its decision. Applicants cannot seek a review by the Administrative Decisions Tribunal (ADT) until they have first sought and received a review by the Board .

Under section 55(2) of the *Administrative Decisions Tribunal Act 1997* (ADT Act), however, the ADT may deal with an application for the review of a reviewable decision even though the applicant has not duly applied for an internal review to which the applicant was entitled if the Tribunal is satisfied that:

- the applicant made a late application for the internal review in circumstances where the person dealing with the application unreasonably refused to consider the application and the application to the Tribunal was made within a reasonable time following the reviewable decision of the administrator concerned, or*
- it is necessary for the Tribunal to deal with the application in order to protect the applicant's interests and the application to the Tribunal was made within a reasonable time following the reviewable decision of the administrator concerned.*

In these cases, the applicant can seek a review by the ADT without first seeking an internal review by the Board.

An application for review by the Board must:

- be in writing
- clearly set out the grounds upon which the review is sought
- address the reasons for the Board's original decision on the application
- attach any further information relied upon to demonstrate to the Board that the requirements for accreditation have been satisfied

**Note:** The rules for conducting an internal review are laid down in section 53 of the ADT Act.

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<sup>2</sup> The rights of review for decisions on applications to renew an accreditation are more extensive – they are set out in Circular BS 07-003 *Building Professionals Regulation 2007*, March 2007, available at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au).



The decisions the Board can make on review are to:

- affirm the original decision
- vary the original decision
- set aside the original decision and make a different decision

Under section 53(6) of the ADT Act the Board must inform the applicant in writing of the following within 21 days after the time the application for internal review was lodged:

- the decision of the internal review
- the reasons for the decision
- the right of the person to have the decision reviewed by the Tribunal

#### Review by the ADT

Applicants, who have sought internal review by the Board and received a decision, can then apply for a review before the ADT if they remain dissatisfied with the Board's decision on the review.

To find out how to apply to the ADT, please visit [www.lawlink.nsw.gov.au/adt](http://www.lawlink.nsw.gov.au/adt).



# Attachment 1 - Building Professionals Regulation 2007 Schedule 1

## Categories of certificates of accreditation

### Column 1

#### Category of accreditation

Category A1—Accredited certifier—building surveying grade 1

Category A2—Accredited certifier—building surveying grade 2

Category A3—Accredited certifier—building surveying grade 3

### Column 2

#### Authorities conferred by certificate

Issue of complying development certificates for building work, the demolition or removal of a building or change of use, construction certificates and compliance certificates for building work and occupation certificates for buildings involving all classes and sizes of buildings under the BCA.

Carrying out of any inspections under section 109E (3) (d) of the [Environmental Planning and Assessment Act 1979](#).

Carrying out of inspections under clauses 129B and 143B of the [Environmental Planning and Assessment Regulation 2000](#).

Issue of complying development certificates for building work, the demolition or removal of a building or change of use, construction certificates and compliance certificates for building work and occupation certificates for buildings involving the following classes of buildings under the BCA:

- (a) class 1 and class 10 buildings,
- (b) class 2 to 9 buildings with a maximum rise in storeys of 3 storeys and a maximum floor area of 2,000m<sup>2</sup>,
- (c) buildings with a maximum rise in storeys of 4 storeys in the case of a building that comprises only a single storey of class 7a carpark located at the ground floor level or basement level and with 3 storeys of class 2 above and with a maximum floor area of 2000m<sup>2</sup>.

Carrying out of any inspections under section 109E (3) (d) of the [Environmental Planning and Assessment Act 1979](#) of buildings referred to in the preceding paragraphs (a), (b) and (c). In addition, carrying out of any inspections under section 109E (3) (d) of that Act for work authorised by category of accreditation A1 with the consent of, and under the supervision of, an accredited certifier authorised to issue occupation certificates under category A1.

Carrying out of inspections under clauses 129B and 143B of the [Environmental Planning and Assessment Regulation 2000](#).

For the purpose of this category of accreditation, the maximum floor area and maximum rise in storeys restrictions relate to the whole building and not part of the building. Accordingly, in the case of alterations, additions and renovations to existing buildings, the maximum rise in storeys and maximum floor area restrictions relate to the whole building, which includes the existing building and the proposed new building work.

Issue the following certificates involving class 1 and class 10 buildings under the BCA, but only if the building achieves compliance with the performance requirements of the BCA by



Column 1 Category of accreditation	Column 2 Authorities conferred by certificate
Category A4—Building inspector	<p>complying with the deemed-to-satisfy provisions of the BCA (and not by the formulation of any alternative solutions):</p> <ul style="list-style-type: none"><li>(a) complying development certificates for building work, the demolition or removal of a building or change of use,</li><li>(b) construction certificates and compliance certificates for building work,</li><li>(c) occupation certificates.</li></ul> <p>Carrying out of any inspections under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a> of the buildings referred to above. In addition, carrying out of any inspections required under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a> for work authorised by category of accreditation A2 with the consent of, and under the supervision of, an accredited certifier authorised to issue occupation certificates under category A2.</p> <p>Carrying out of inspections under clauses 129B and 143B of the <a href="#">Environmental Planning and Assessment Regulation 2000</a>.</p>
Category B1—Accredited certifier—subdivision certification	<p>Carrying out of inspections required by the principal certifying authority under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>, critical stage inspections prescribed by clause 162A of the <a href="#">Environmental Planning and Assessment Regulation 2000</a> (except for the last critical stage inspection after the building work has been completed and prior to any occupation certificate being issued) and inspections required under clauses 129B and 143B of that Regulation in relation to class 1 and class 10 buildings under the BCA.</p> <p>Issue of complying development certificates for proposed subdivision developments, construction certificates for subdivision work and subdivision certificates.</p> <p>Carrying out of inspections under clause 129B of the <a href="#">Environmental Planning and Assessment Regulation 2000</a>.</p>
Category C1—Accredited certifier—private road and drainage design compliance	<p>Issue of compliance certificates for designs of private road and drainage works including related earthworks associated with a building site.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>For the purpose of this category of accreditation, private road and drainage and related earthworks means roads and drainage and related earthworks that will not be dedicated to the public (being the local council, State Government or Commonwealth Government) and includes private internal roads and stormwater drainage such as overland flow paths, surface runoff, subsoil and inter-allotment drainage.</p>
Category C2—Accredited certifier—private road and drainage construction compliance	<p>Issue of compliance certificates for constructed private road and drainage works including related earthworks associated with a building site.</p> <p>However, does not include carrying out of any inspections</p>

Column 1 Category of accreditation	Column 2 Authorities conferred by certificate
Category C3—Accredited certifier—stormwater management facilities design compliance	<p>required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>For the purpose of this category of accreditation, private road and drainage works and related earthworks means roads and drainage and related earthworks that will not be dedicated to the public (being the local council, State Government or Commonwealth Government) and includes private internal roads and stormwater drainage such as overland flow paths, surface runoff, subsoil and inter-allotment drainage.</p> <p>Issue of compliance certificates for designs of stormwater management facilities.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>Stormwater management facilities includes stormwater quantity controls eg on-site stormwater detention, stormwater quality controls, and similar elements of water sensitive urban design.</p> <p>Stormwater management facilities designs relate to stormwater management facilities planned for subdivision or building work (where applicable).</p>
Category C4—Accredited certifier—stormwater management facilities construction compliance	<p>Issue of compliance certificates for constructed stormwater management facilities.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>Stormwater management facilities includes stormwater quantity controls eg on-site stormwater detention, stormwater quality controls, and similar elements of water sensitive urban design.</p> <p>Stormwater management facilities works relate to the construction of stormwater management facilities for subdivision or building work (where applicable).</p>
Category C5—Accredited certifier—subdivision & building (location of works as constructed) compliance	<p>Issue of compliance certificates to verify location of subdivision works and building works as constructed, including the location of constructed roads; subdivision works; services; drainage; detention basins and structures; finished building floor levels; and finished ground levels.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C6—Accredited certifier—subdivision road and drainage construction compliance	<p>Issue of compliance certificates for constructed subdivision road and drainage works.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>

<b>Column 1</b>	<b>Column 2</b>
<b>Category of accreditation</b>	<b>Authorities conferred by certificate</b>
Category C7—Accredited certifier—structural engineering compliance	<p><a href="#">Assessment Act 1979</a>.</p> <p>Issue of compliance certificates for designs of and constructed structural components of building work.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C8—Accredited certifier—electrical services compliance	<p>Issue of compliance certificates for designs of and constructed electrical components and systems of building work.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C9—Accredited certifier—mechanical services compliance	<p>Issue of compliance certificates for designs of and constructed mechanical components and systems of building work including certifying compliance with the relevant energy efficiency provisions of the BCA.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C10—Accredited certifier—fire safety engineering compliance	<p>Issue of compliance certificates for alternative solutions involving fire safety for designs of and constructed building works certifying compliance with the relevant performance requirements of the BCA.</p> <p>However, does not include carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>Alternative solutions involving fire safety includes alternative solutions relevant to:</p> <ul style="list-style-type: none"> <li>(a) fire safety systems and components of fire safety systems,</li> <li>(b) the safety of persons in the event of fire,</li> <li>(c) the prevention, detection and suppression of fire.</li> </ul>
Category C11—Accredited certifier—energy management compliance (Classes 3, 5 to 9)	<p>Issue of compliance certificates for designs of and constructed energy management components of building work for Classes 3 and 5 to 9 buildings, inclusive, excluding compliance certificates in relation to the energy efficiency of mechanical services.</p> <p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C12—Accredited certifier—geotechnical engineering compliance	<p>Issue of compliance certificates for designs of and constructed foundations, earthworks, earth retaining structures and pavements relevant to subdivision work and buildings with a maximum rise in storeys of 3 storeys.</p>

Column 1 Category of accreditation	Column 2 Authorities conferred by certificate
Category C13—Accredited certifier—acoustics compliance	<p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p> <p>Issue of compliance certificates for designs of and constructed acoustics components and systems of building work, including in relation to the assessment, measurement, analysis and modelling of noise and vibration sources and receptors.</p> <p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C14—Accredited certifier—building hydraulics compliance	<p>Issue of compliance certificates in relation to designs of and constructed building hydraulics. These include sanitary services, sewerage, hot and cold water services, recycled water services, gas services, fire hydrants, fire hose reel services, fire sprinkler services, trade waste plumbing and special services such as medical gases in hospitals.</p> <p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C15—Accredited certifier—stormwater compliance	<p>Issue of compliance certificates in relation to designs of and constructed stormwater hydraulics for buildings. These include roof gutters, sumps and downpipes, in-ground drainage, surface drainage, water quality controls and sub-soil drainage (ie underground car parks, retaining walls, etc).</p> <p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category C16—Accredited certifier—specialty hydraulic services compliance	<p>Issue of compliance certificates in relation to designs of and constructed specialty hydraulics services in buildings. These include sewerage pumping stations, sewerage treatment plants and ponds and trade waste treatment services (ie grease arresters, dilution systems, heavy metals extraction systems, etc).</p> <p>However, does not include the carrying out of any inspections required on such occasions as are prescribed by the regulations under section 109E (3) (d) of the <a href="#">Environmental Planning and Assessment Act 1979</a>.</p>
Category D1—Accredited certifier—strata certification	<p>Issue of strata certificates in respect of proposed strata plans, strata plans of subdivision and notices of conversion in accordance with the <a href="#">Strata Schemes (Freehold Development) Act 1973</a> or the <a href="#">Strata Schemes (Leasehold Development) Act 1986</a> and the regulations under those Acts.</p> <p>Carrying out of inspections referred to in section 37AA of the <a href="#">Strata Schemes (Freehold Development) Act 1973</a> and section 66AA of the <a href="#">Strata Schemes (Leasehold Development) Act 1986</a>.</p>

## Attachment 2 - Explanation of Core Skills and Knowledge

### Core skills (ability to ...)

#### **CS1 Communicate role, responsibilities and liabilities relevant to the Category of accreditation**

Applicants must have the ability to explain the role, responsibilities and liabilities relative to the Category of accreditation to relevant parties (eg. the applicant, builder, designer, members of the public, etc).

A common cause of dispute, and subsequent escalation, is a lack of understanding about roles and/or expectations. Clearly communicating information about your role and limitations and ensuring that it is understood is vital. That is, you must ensure that your client understands your role and responsibilities generally and specifically in relation to the work for which they engage you.

Applicants need to demonstrate that they understand the role, responsibilities and liabilities and their Category(s) in order to convey that information to a third party. Therefore, applicants should ensure that they have thorough knowledge of all aspects of their role (including responsibilities and liabilities).

Applicants must also consider the best way to communicate this information to relevant parties. This would include whether the information was provided verbally or in writing, whether you used jargon or simple English, etc. Applicants need to be able to demonstrate that they understand the different needs of their target audiences and that they have the capacity to communicate effectively with each audience. For example, when discussing an issue with another building professional you may use a lot of jargon (eg. CC, CDC, BCA, OC, etc) and you do not need to explain what you mean by terms commonly used in the industry. If you were talking to a member of the public you would refrain from using jargon, you would explain what you mean when you use specific terms; and use simple English. If talking to a person from a culturally or linguistically diverse background you may need to modify your approach, which could include using the assistance of an interpreter.

Information provided to clients, and contracts entered into, must clearly state the rights and obligations of both parties. Clients should have a clear understanding of the steps they should take in order to clarify issues, including your contact details and the contact details of other, relevant, parties.

#### **CS2 Identify actual and potential sources of conflicts of interest in accordance with legislative requirements and the code of conduct for accredited certifiers and take appropriate action, including the implementation of appropriate practices**

Applicants must be able to demonstrate the capacity to identify the potential for conflict of interest (actual or perceived) in executing their duties and have a working knowledge of the requirements under the *Building Professionals Act 2005* and the *Building Professionals Board Code of Conduct for Accredited Certifiers* with regard to avoiding or removing conflicts of interest. This would include identifying occasions where an accredited certifier would not be permitted to issue a certificate, as well as creating a work environment which separates the design consultancy from the certification consultancy.



Accredited certifiers should be fully conversant with the code which is a key mechanism in assisting accredited certifiers to act honestly, ethically, responsibly and with accountability.

**CS3 Read, interpret and check plans, drawings and specifications for building works, subdivision works and/or strata subdivisions relevant to the Category of accreditation**

Applicants must have the ability to check plans (including works-as-executed plans), drawings and specifications for compliance with all relevant legislation, regulations, development standards, development consents, guidelines, codes and standards, relative to the relevant category or categories of accreditation they are applying for..

Accredited certifiers must ensure that they are in possession of *all* the information they require to make an informed decision on applications. This may mean referring to documents in addition to plans and consent conditions, including documents that may further clarify the meaning or intent in guides, consents and guidelines. Accredited certifiers must not rely on a third party to have checked material that he or she should reasonably have checked in making a determination. Where you are unsure, you should err on the side of caution and undertake your own checks.

**CS4 Identify, access, read, interpret and determine compliance of proposed and constructed building work and/or subdivision work, and/or proposed strata subdivisions, with legislative requirements relevant to the Category of accreditation**

Applicants are expected to have a working knowledge of the legislative frameworks that set the requirements that they will be assessing compliance against (eg. legislation, Council's planning instruments, etc). This could include the need to refer to a third party (eg. other PCAs, Council, Designer, Architect, etc) for expert advice, clarification, guidance, etc in order to reach the appropriate outcome.

In demonstrating this skill, applicants will also need to demonstrate understanding of the limitations of their Category(s) of accreditation, be able to accurately interpret and apply legislation related to the assessment process and demonstrate the capacity to seek assistance/additional information to ascertain compliance, including checking with peers to ensure that processes and outputs are correct. Where compliance is not reached, the applicant must have the capacity to take appropriate corrective action.

**CS5 Collect, collate, assemble all required certification documentation for building work, subdivision work and/or strata subdivisions relevant to the Category of accreditation**

This includes ensuring that information obtained meets the legislative requirements relative to the activity being undertaken. The nature of the role includes the need to seek and receive documentation from a variety of professionals prior to, during and at the completion of building and/or subdivision works. The applicant must demonstrate the capacity to collect information as required in a timely and effective manner and store that information in such a manner as to satisfy legislative and professional obligations.

For example, a final fire safety certificate must be sought, obtained and checked for its completeness in relation to the fire safety schedule, prior to the issue of the Occupation Certificate in accordance with the Regulations. The documentation must also be kept in a secured manner in accordance with the regulations.

**CS6 Accurately carry out appropriate calculations relevant to the Category of accreditation when making certification decisions**

The extent of calculations will be determined by the Category of accreditation. For example, a 'D1' accredited certifier would be expected to be able to carry out the calculations involved in assessing compliance with verification methods contained in the BCA. An 'A3' accredited



certifier would be expected to be able to work out a floor space ratio based on development standards or the minimum light and ventilation requirements in accordance with the BCA.

As an accredited certifier, you will be required to accurately perform a variety of calculations and also accept the recommendations of specialists based on their calculations. While you are not expected to have a thorough knowledge of all the calculations that could be utilised, you are expected to critically review the material. This could include referring data to a third party for confirmation. It is not acceptable to simply assume that calculations are appropriate and/or correct and you should take all reasonable steps to ensure that the material on which you rely upon for decisions is sufficient.

**CS7 Prepare reports on matters relevant to the Category of accreditation**

This includes reports (oral and written) on compliance and non-compliance relative to the Category of accreditation (including mandatory inspections). The applicant must have a thorough understanding of the report requirements (mode, format and content) and the capacity to identify instances where reports are necessary and the ability to prepare the reports accurately and in a timely manner. This would include the collection of third party information, documents or materials as required fulfilling the reporting obligations.

**CS8 Issue the appropriate certificate in accordance with legislative requirements relevant to the Category of accreditation**

Applicants will be able to correctly issue certificates with regards to content and intent relative to the Category of accreditation. This includes demonstrating a working knowledge of the legislation (eg. The *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*), BCA, development standards, development consents, codes, council guidelines, etc to ensure that the correct certificate is issued for any given circumstance with the appropriate substantiating documentation (eg. site reports, compliance certificates, etc).

**CS9 Undertake the appropriate steps after a determination, relevant to the Category of accreditation**

The applicant must demonstrate an understanding of, and the ability to adhere to, the protocols for determining the issue or refusal of the relevant certificate type. This includes working knowledge of the legislation (eg. The *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2000*), BCA, development standards, development consents, codes, council guidelines, etc to ensure that the correct certificate is issued or refused for any given circumstance with the appropriate substantiating documentation (eg. site reports, compliance certificates, etc).

**CS10 Maintain documents and certification records in accordance with legislative requirements relevant to the Category of accreditation**

Applicants must be able to demonstrate an understanding of the range of documents required in the certification process and the relevant legislative requirements for reporting and storage of information (including confidentiality and security). Information should include supporting documentation which details the full decision making process (including evidence used in making a determination).

Information should be stored using an appropriate filing system, and level of security, to ensure that material is secure and accessible as needed.

**CS11 Identify conflict/disputes, recognise their causes and identify and implement appropriate actions to seek to resolve the conflict/dispute**

Applicants must have thorough knowledge of their roles and responsibilities relative to Category of accreditation and general knowledge of third parties that may be able to assist with resolution of a conflict or dispute.

Applicants must be able to demonstrate a thorough knowledge of the appropriate communication strategies available for dealing with conflict/disputes. This could involve disagreements with builders, project managers, designers, owner or other interested third parties. This does not include third party allegations of non-compliance which constitute a compliant (a separate process is applicable in this instance).

Knowledge would include techniques (verbal/non-verbal) to de-escalate the situation, the capacity to clearly articulate their role, responsibilities in relation to the Category of accreditation, understanding of the problem and range of solutions/options to the party to the conflict/dispute. In order to appropriately manage the situation, applicants would be expected to have the appropriate technical knowledge and/or involve a third party for specialist advice (including the use of an arbitrator as required).

#### **CS12 Establish and implement effective business practices**

Applicants must demonstrate a capacity to instigate effective and efficient business practices relating to the administration and financial management of a business. This would include implementing efficient administration systems to ensure that information is readily available for relevant third parties, records are stored securely and in accordance with legislative requirements (including privacy and confidentiality provisions), appropriate customer service arrangements are in place and appropriate financial management is in place.

In practical terms, it means that applicants should be able to demonstrate that their business practices are appropriate for the work the applicant is carrying out.

The NSW Department of State and Regional Development's Small Business website ([www.smallbiz.nsw.gov.au/smallbusiness](http://www.smallbiz.nsw.gov.au/smallbusiness)) provides information that may be of assistance in managing a small business. The website gives access to a range of business tools including fact sheets on managing your time and managing your finances. The same Department also offers advice and assistance about operating a business from home (<http://www.smallbiz.nsw.gov.au/smallbusiness/Starting+in+Business/Home+Based+Business/Home+Based+Business+Kit/>).

The Federal Government's Department of Industry, Tourism and Resources also has information to assist small business owners on their website ([www.industry.gov.au](http://www.industry.gov.au)).

#### **CS13 Establish and maintain quality customer relationships**

Applicants must demonstrate the capacity to effectively manage their customer relationships. This includes the ability to consult with the customer to ascertain their requirements (including any special conditions), to establish a contract for the provision of service/s, developing a code of practice and/or service charter and implementing a customer feedback system (which includes complaint management).

The Office of Fair Trading offers a number of publications on their website ([www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)), including *The customer service guide: How happier customers lead to healthier businesses*, that provide advice and assistance in establishing quality customer relationships.

#### **CS14 Manage personal work priorities and professional development**

This includes the ability to establish personal work goals, set and meet work priorities and develop and maintain professional competence. Applicants would be expected to demonstrate that they could manage their work commitments on a daily basis, be able to plan and implement ongoing business development, and to plan for attendance at various courses to maintain ongoing professional development. This would include the establishment of professional networks for consultation and peer review of work practices (processes and outputs).

Accredited certifiers have to be aware of the level of work (in terms of hours, etc) generated by jobs they tender for and/or are approached about. In accepting a contract an accredited certifier is indicating to the client that they have the technical capacity *and time* to carry out the contracted tasks. Committing to work which effectively overstretches your capacity is destructive personally and professionally.

## Core knowledge (know and understand ...)

### **CK1 Sources of compliance requirements relevant to the Category of accreditation (including EP&A Act and the EP&A Regulation, LEPs, DCPs, SEPPs and relevant standards)**

Applicants must know where to obtain information on compliance requirements relative to the Category of accreditation.

### **CK2 Sources of information on compliance requirements relevant to the Category of accreditation (including the BPB, Department of Planning, ABCB, councils, peers)**

Applicants are expected to be able to identify the full range of sources available to them in relation to compliance requirements relative to the Category of accreditation. This would include sourcing information from third parties (eg. Councils, Standards Australia, etc) as required in a timely and efficient manner. Applicants should also be aware on when to contact these bodies and refer to them for information and or confirmation.

### **CK3 Legislation, the Scheme, codes, standards, development standards, development consents and other requirements relevant to the Category of accreditation**

Applicants are expected to have thorough knowledge of the critical aspects of the Legislation, BCA, Codes, Standards, etc that relate to their Category of accreditation. In addition, applicants are expected to have a thorough knowledge of the balance of information contained in these documents.

### **CK4 The role, responsibilities and constraints involved in the work of an accredited certifier relevant to the Category of accreditation**

Applicants are expected to have a thorough knowledge of their role and responsibilities relative to the Category of accreditation. This includes:

- Sound knowledge of the BP Act and the BP Regulation,
- Thorough knowledge of (and capacity to implement) the Code of Conduct for Accredited Certifiers;
- Sound knowledge of (and participation in) the Building Professionals Board's Continuing Professional Development Program and,
- Extensive knowledge of the following (as relevant to Category of accreditation):
  - a) building management and development
  - b) communications and information management
  - c) administration and management
  - d) statutory controls and assessment
  - e) engineering and structural analysis
  - f) geotechnical requirements
  - g) building law and economics
  - h) building science and services
  - i) fire engineering
  - j) building systems and construction
  - k) cadastral and engineering surveying
  - l) water supply and sewerage
  - m) adverse land conditions (unstable, filled, contaminated, ground water)
  - n) environmental protection regulations



- o) public authority requirements
- p) on-site waste management
- q) disability access/facilities
- r) environmental impact

Applicants are also expected to have a sound knowledge of the certification process including the legislative requirements, codes and standards relative to the Category of accreditation. This would include an understanding, and implementation of the guidelines related to limitations on accredited certifiers where they are unable to demonstrate competence in a component of the building and/or subdivision works, irrespective of their Category of accreditation (i.e. excluded work where you do not hold the relevant competence even where it may be 'allowed' under your Category of accreditation).

Applicants are also expected to understand that they cannot carry out work on a component of some building or subdivision works for which they are not competent irrespective of whether their Category of accreditation 'allows' them to undertake that work.

**CK5 The professional procedures and practices and certification processes involved in assessing building works, subdivision works and/or strata plans to issue a certificate relevant to the Category of accreditation**

Applicants need to demonstrate a thorough knowledge of processes, practices and calculations relative to the Category of accreditation.

**CK6 Constructability and construction methods for building works and/or subdivision works**

Applicants should be capable of considering whether the building as proposed in an application can be built in compliance with legislative and other appropriate requirements (constructability). In addition, they must demonstrate an understanding of construction methods and the capacity to effectively and efficiently work within the scheduling of construction in order to meet certification obligations (including critical stage inspections), relative to Category of accreditation.

# Attachment 3 - Schedule 3, Part 2

## Qualifications demonstrating Specialty Criteria

### Introduction

The accreditation statements for Categories A1, A2 and A3 provide that for applications lodged on or after 1 March 2010, a person may only demonstrate that they have the speciality knowledge, speciality skills and speciality underpinning knowledge by holding one of the qualifications listed below relevant to the category of accreditation applied for, OR, by providing evidence from the provider of one of the specified qualifications that the applicant holds a qualification that is the equivalent of the specified qualification issued by that provider.

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#### **Category A1 - Accredited certifier – building surveying grade 1**

- Bachelor of Building Surveying – Central Queensland University\*
- Bachelor of Building Surveying – Holmsglen (Victoria)
- Bachelor of Building Surveying and Certification – Central Queensland University
- Bachelor of Construction Management (Building) – University of Newcastle (Note – For persons commencing this course from 1 January 2011 only)
- Bachelor of Construction Management and Economics (Building Surveying Option) – University of South Australia
- Graduate Diploma in Building Surveying and Assessment – University of Technology Sydney\* (Note: This course is no longer on offer.)
- Graduate Diploma in Building Surveying – University of Western Sydney
- Master of Building Surveying – Bond University
- Master of Building Surveying – University of Western Sydney
- Post Graduate Diploma in Building Surveying – Bond University

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#### **Category A2 - Accredited certifier – building surveying grade 2**

- Advanced Diploma of Building Surveying – TAFE Leederville, Western Australia
- Advanced Diploma of Building Surveying – Tasmanian Polytechnic
- Advanced Diploma of Building Surveying - Victoria University\*
- Bachelor of Applied Science (Construction Management and Economics) – Curtin University of Technology\*
- Bachelor of Building Surveying – Central Queensland University\*
- Bachelor of Building Surveying – Holmsglen (Victoria)
- Bachelor of Building Surveying and Certification – Central Queensland University
- Bachelor of Building Surveying and Inspections – Central Queensland University
- Bachelor of Built Environment – University of South Australia
- Bachelor of Construction Management (Building) – University of Newcastle (Note – For persons commencing this course from 1 January 2011 only)
- Bachelor of Construction Management and Economics (Building Surveying Option) – University of South Australia
- Bachelor of Building (Building Surveying) – University of Western Sydney
- Bachelor of Technology in Building Surveying - Victoria University\*
- Graduate Certificate in Building Surveying – Bond University
- Graduate Diploma in Building Surveying and Assessment – University of Technology Sydney\* (Note: This course is no longer on offer.)
- Graduate Diploma in Building Surveying – University of Western Sydney



- Master of Building Surveying – Bond University
- Master of Building Surveying – University of Western Sydney
- Post Graduate Diploma in Building Surveying – Bond University

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**Category A3 - Accredited certifier – building surveying grade 3**

- Advanced Diploma of Building Surveying – TAFE Leederville, Western Australia
- Advanced Diploma of Building Surveying – Tasmanian Polytechnic
- Advanced Diploma of Building Surveying - Victoria University\*
- Associate Degree of Building Surveying – Central Queensland University
- Bachelor of Applied Science (Construction Management and Economics) – Curtin University of Technology\*
- Bachelor of Building (Building Surveying) – University of Western Sydney
- Bachelor of Building Surveying – Central Queensland University\*
- Bachelor of Building Surveying – Holmsglen (Victoria)
- Bachelor of Building Surveying and Certification – Central Queensland University
- Bachelor of Building Surveying and Inspections – Central Queensland University
- Bachelor of Built Environment – University of South Australia
- Bachelor of Construction Management (Building) – University of Newcastle (Note – For persons commencing this course from 1 January 2011 only)
- Bachelor of Construction Management and Economics (Building Surveying Option) – University of South Australia
- Bachelor of Technology in Building Surveying - Victoria University\*
- Diploma of Building Surveying – Tasmanian Polytechnic
- Diploma of Building Surveying – TAFE Leederville, Western Australia
- Diploma in Building Surveying - TAFE OTEN NSW#
- Diploma of Building Surveying - Victoria University\*
- Graduate Certificate in Building Surveying – Bond University
- Graduate Diploma in Building Surveying and Assessment – University of Technology Sydney\* (Note: This course is no longer on offer.)
- Graduate Diploma in Building Surveying – University of Western Sydney
- Master of Building Surveying – Bond University
- Master of Building Surveying – University of Western Sydney
- Ordinance 4 certificate of qualification as an assistant building surveyor or assistant building inspector
- Ordinance 4 certificate of qualification as a building surveyor or building inspector
- Post Graduate Diploma in Building Surveying – Bond University
- 
- # Diploma in Building Surveying – TAFE OTEN NSW includes all previous versions of this qualification offered by TAFE NSW (or equivalent) provided they included a Building Surveying component e.g.:
- - Diploma in Environmental Health and Building Surveying TAFE NSW
- - Associate Diploma Applied Science (Health and Building Surveying) TAFE NSW
- - Associate Diploma in Health and Building Surveying TAFE NSW
- - Building Surveying Qualification Certificate TAFE NSW
- - Building Inspection Qualification Certificate TAFE NSW
- - Certificate of Health and Building Surveying TAFE NSW

The qualifications listed above with an asterisk\* beside the qualification are subject to the following note.

Note: This course does not have Australian Institute of Building Surveyors (AIBS) accreditation. The Board intends to amend the Scheme to remove this qualification from Schedule 3, Part 2 for persons enrolling in this course from 1 January 2012 unless the course obtains AIBS accreditation before that date.

NB: Please note that some courses listed above as recognised by the Board may no longer be offered by the relevant provider. Please enquire with the relevant provider as to the availability of courses.



# Attachment 4 - Accreditation Statement for A4

Accreditation statement - Category A4

Accredited certifier – building inspector

<p><b>Authorities conferred</b></p>	<p>Carrying out inspections required by the principal certifying authority under section 109E(3)(d) of the Environmental Planning and Assessment Act 1979, critical stage inspections prescribed by clause 162A of the Environmental Planning and Assessment Regulation 2000 (except for the last critical stage inspection after the building work has been completed and prior to any building certificate being issued), and carrying out of inspections under clauses 129B and 143B of the Regulation in relation to class 1 and class 10 buildings under the BCA.</p>
<p><b>Experience and qualification requirements</b></p>	<p>One of the following Pathways:</p> <p><b>Pathway 1 – Qualified</b></p> <p><u>Qualification Requirement</u>          Holds one of the following qualifications:</p> <ul style="list-style-type: none"> <li>• An approved Specialty Qualification listed in Part1, Schedule 3 of the Building Professionals Board Accreditation Scheme for categories A1, A2 and A3, or equivalent overseas qualification.</li> <li>• Bachelor of Applied Science (Environmental Health) from the University of Western Sydney subject to the applicant having successfully completed the following subjects; Building Regulation Studies, Building Construction 1 and Building Construction 2 or study equivalent to these three subjects.</li> <li>• Ordinance 4 certificate as a building surveyor or assistant building surveyor</li> <li>• AIBS National accreditation</li> <li>• BSAP accreditation (either National or NSW)</li> <li>• Bachelor or Masters degree in architecture from a university within the meaning of the <i>Higher Education Act 2001</i> or equivalent overseas qualification.</li> <li>• Post graduate qualification in building, construction or construction management from a university with the meaning of the <i>Higher Education Act 2001</i> or equivalent overseas qualification.</li> <li>• Diploma of Local Government (Environmental Health and Building Assessment) subject to the applicant having successfully completed BCGSV5011A Apply Building Codes and Standards to Residential Buildings or BCGSV5012A Assess Timber Framed Designs for One and Two Storey Buildings from LGTI or from TAFE NSW</li> <li>• Diploma in Building Surveying#</li> </ul> <p># Diploma of Building Surveying and all previous versions of this qualification offered by TAFE NSW (or equivalent) provided they included a Building Surveying component e.g.:</p> <ul style="list-style-type: none"> <li>- Diploma in Environmental Health and Building Surveying TAFE NSW</li> <li>- Associate Diploma Applied Science (Health and Building Surveying) TAFE NSW</li> <li>- Associate Diploma in Health and Building Surveying TAFE NSW</li> <li>- Associate Diploma in Health and Building Surveying TAFE NSW</li> <li>- Building Surveying Qualification Certificate TAFE NSW</li> <li>- Building Inspection Qualification Certificate TAFE NSW</li> <li>- Certificate of Health and Building Surveying TAFE NSW</li> </ul> <p><u>Experience Requirement</u>          If the applicant holds any of the above qualifications, no experience is required to be demonstrated.</p> <p><b>Pathway 2 – Student or Qualified Builder or Pre-Purchase Inspector</b></p> <p><u>Student Supervision and Study Requirement</u></p> <p><u>Supervision Requirement</u>          Working and continuing to work under the supervision of a Category A1, A2 or A3 accredited certifier or of a person who has applied for accreditation in Category A1, A2 or A3.</p> <p><u>Study Requirement</u></p> <p>(i) Enrolment prior to 1 March 2010 in a course that leads to one of the qualifications listed in Pathway 1 above or a qualification listed in Part 2 of Schedule 3 for Categories A1, A2 or A3, or</p>



- (ii) Enrolment on or after 1 March 2010 in a course leading to a qualification listed in Part 2 of Schedule 3 for Categories A1, A2 or A3, or
- (iii) Enrolment on or after 1 March 2010, but prior to 1 September 2013, in the Diploma of Local Government (Health and Building Assessment) course provided by LGTI or TAFE NSW.

Note: Applicants must successfully complete either BCGSV5011A – Apply Building Codes and Standards to Residential Buildings, or BCGSV5012A – Assess Timber Framed Designs for One and Two Storey Building, as part of the Diploma course in order to be eligible to apply under Pathway 1-Qualified and to be able to work without supervision at the end of the period of study.

Qualification and Supervision Requirement for Builder or Pre-Purchase Building Inspector

Completed a Certificate IV building course or completed a Certificate IV Pre-purchase inspections course and working, and continuing to work, under the supervision of a Category A1, A2 or A3 accredited certifier or an applicant seeking accreditation in Categories A1, A2 or A3.

Experience requirement

If the applicant satisfies the above Student Training Requirement or the Qualification and Supervision Requirement for Builder or Pre-Purchase Building Inspector, no experience is required to be demonstrated.

**Pathway 3 – Builders qualification**

Qualification Requirement

Completed a Certificate IV building course.

Experience Requirement

Six months practical experience relevant to this category of accreditation.

**Pathway 4 - Pre-purchase qualification**

Qualification Requirement

Completed a Certificate IV Pre-purchase inspections course.

Experience Requirement

Six months practical experience relevant to this category of accreditation.

**Pathway 5 – Experience only**

Experience Requirement

One year's practical experience relevant to this category of accreditation.

For pathways 3, 4 and 5 practical experience relevant to this category means employment as a building surveyor carrying out inspections under section 109E(3)(d) of the EP&A Act for the purposes of assessing a building under construction for compliance with the development consent, construction certificate and the BCA and includes experience obtained while working under the supervision of a Category A1, A2 or A3 accredited certifier under Pathway 2.



# Attachment 5 - Verification of supervision statement

1. I (Print supervisor's name)....., am an accredited certifier or person seeking accreditation in:

Category A1

Category A2

Category A3

2. I am currently employed by

.....

as

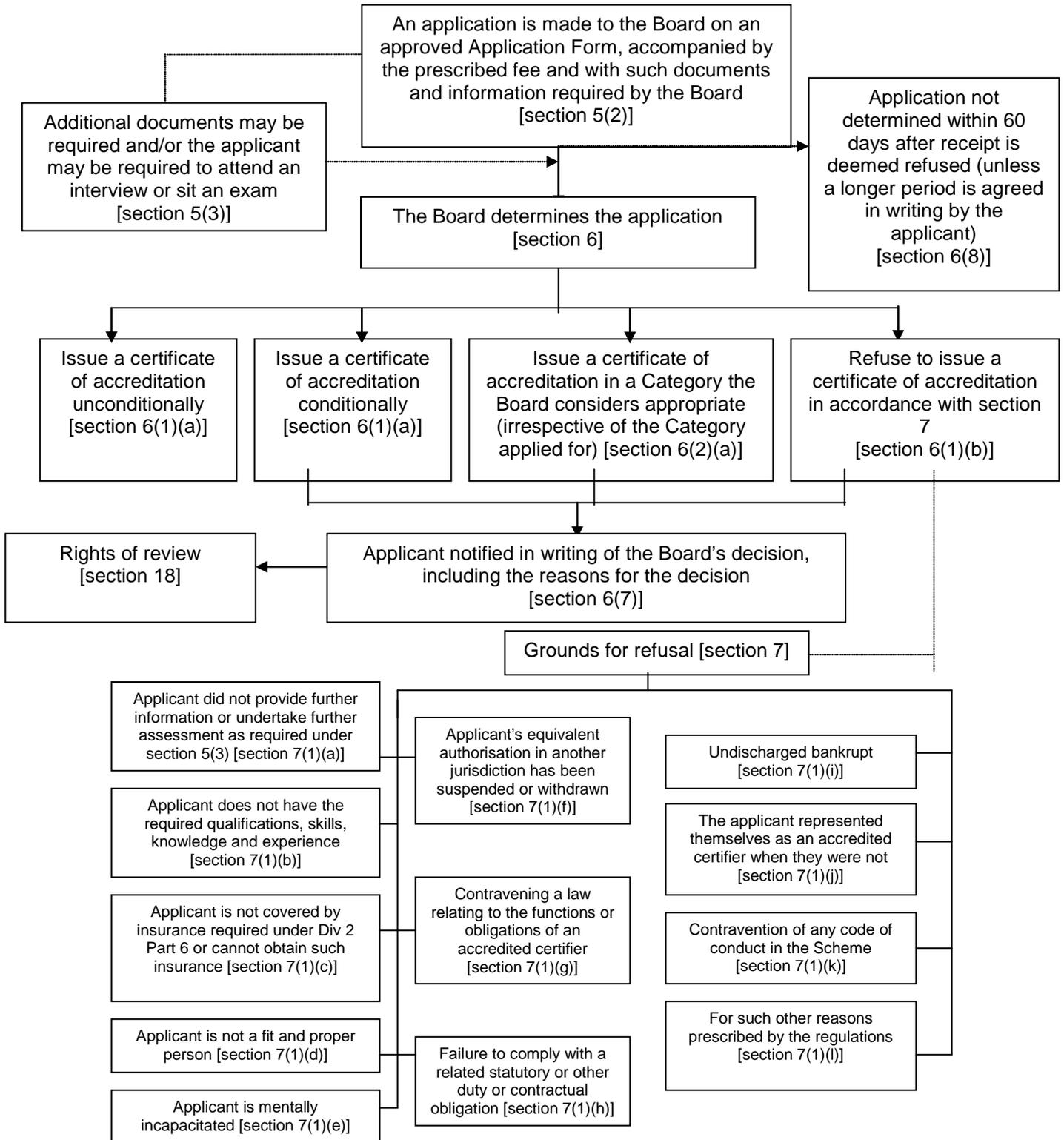
.....

3. (Print applicant's name).....is an applicant for accreditation in Category A4 working under my supervision carrying out critical stage inspections and pre-construction certificate and pre-complying development certificate inspections for class 1 and class 10 buildings.

**Signature of supervisor**

**Date**

# Attachment 6 - Flowchart of the accreditation process





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