

Building Certifiers - Certificate of Accreditation

RICS Accreditation Standards Body - Queensland

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Building Certifiers- Certificate of Accreditation

APPLICANT'S GUIDE

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Section One – Introduction : Building Certification in Queensland

Building Certification in Queensland

The Queensland Building Act (1975) defines the role of building certifiers and the regulation of building certifying functions in Queensland.

Licensing as a Building Surveyor and the need for a Certificate of Accreditation

Applicants applying for or renewing a Licence as a Building Certifier in QLD must first obtain a 'Certificate of Accreditation' from an approved Accreditation Standards Body before applying to Queensland Building and Construction Commission (QBCC) for a Licence. The Certificate of Accreditation is confirmation that you have the knowledge, competence, ethical standing and up to date skills needed to act as a building certifier. **The Certificate is valid for 3 years after which it must be renewed. Renewal is the responsibility of the applicant.**

Queensland Building and Construction Commission (QBCC)

The Queensland Building and Construction Commission (QBCC) is the Government agency responsible for;

- Certifier licensing, auditing and investigating complaints in relation to certifiers in Queensland
- Administering a register of certifiers and recording any changes of certifier information
- Investigating complaints made by others against a licensed certifier
- Auditing certifier operations in relation to building practices and other requirements of the governing legislation
- Making decisions in relation to the cancellation of a certifier's licence, the application of a condition on a licence or enforcing another form of penalty against a certifier.

The Royal Institution of Chartered Surveyors (RICS)

RICS is an independent, impartial, non profit making organisation committed to acting in the public interest. RICS is a professional body which represents, regulates and promotes the work of land, property and construction professionals globally. RICS has 140,000 Members globally, a number of whom are qualified as Chartered Building Control Surveyors.

The RICS Accreditation Standards Body - Queensland

The RICS Accreditation Standards Body for Queensland is a body approved by the Department of Housing and Public Works (Building Codes Queensland.) The RICS Accreditation Standards Body's role is the assessment of educational qualifications, experience, competence and continuing professional development of applicants wishing to gain or renew their Licence as a Building Certifier in Queensland.

The Term 'Building Surveyor'

Where the term 'Building Surveyor' is used in this document it refers to the role of a building certifier (or Building Control Surveyor as it is known in a number of countries outside Australia.)

Section Two - The ABCB and the National Accreditation Framework

The Australian Building Codes Board (ABCB)

The Australian Building Codes Board (ABCB) is a joint initiative of all levels of government in Australia and includes representatives from the building industry. It has a number of functions including that it:

- Sets minimum technical building requirements, standards and regulatory systems that are nationally consistent between States and Territories and which are cost-effective, performance-based and facilitate modern and efficient building practices;
- Promotes national consistency in building regulations;

The ABCB Information Guidelines for State and tertiary Administrators

In the interests of maintaining consistency across state and territories in Australia the ABCB have produced Information Guidelines which set out the basis upon which Accreditation Standards Bodies should conduct their assessments. The RICS application process for a 'Certificate of Accreditation' meets the requirements set out in the ABCB guidelines.

The ABCB National Accreditation Framework for Building Certifiers

The ABCB, in consultation with other industry stakeholders across Australia has defined a National Accreditation Framework (NAF) for building certifiers. The Framework sets out the minimum level of academic qualifications, experience, skills and competence required to achieve each level of Licensing as a Building Certifier. The Framework also defines the functions each level of Licensed Building Certifier can undertake.

The National Accreditation Framework

Category	Building Certifier Level 1 (Building Surveyor)	Building Certifier Level 2 (Asst. Building Surveyor)	Building Certifier Level 3 (Building Surveying Technician)
Employer	Private Certifier & Local Government	Private Certifier & Local Government	Private Certifier & Local Government
Work Scope	Unrestricted	No more than 3 Storeys in rise and a maximum floor area 2000m ²	Able to certify any class 1 or 10 building or structure
Functions	- Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation	- Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation	- Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation
Qualifications & Experience	Degree in Building Surveying, plus 3 years relevant experience	Advanced Diploma in Building Surveying plus 2 years relevant experience	Diploma in Building Surveying CPC50108 (no longer being taught) or Skill Set CPCSS0004 (the required 9 skill set topics)

Section Three – Application Types

An initial application for a level 1, 2 or 3 Certificate of Accreditation

Applicants seeking to gain a Certificate of Accreditation for either level 1, 2 or 3 will need to submit all documents detailed in Section Six (The Portfolio of Evidence.)

Upgrading from a level 3 to a level 2 OR level 2 to a Level 1 Certificate of Accreditation

Applicants seeking to upgrade their Certificate of Accreditation from either level 3 to level 2 or level 2 to level 1 will need to submit all documents detailed in Section Six.

Renewing a QLD Certificate of Accreditation

Applicants seeking to renew their existing QLD Certificate of Accreditation will need to submit the following items detailed in Section Six: Item 1B (Applicants Statutory Declaration declaration), (Item 2 A, B or C (The Marksheet), Item 3 (The resume) and Item 5 (Record of Professional Development); together with evidence of their existing state recognition.

Applicants who hold a current Certificate of Accreditation/Licence from another State/Territory

Applicants who are already licensed as a Building Certifier or hold a certificate of accreditation from another Australian State/Territory licensing authority will be required to submit the following items detailed in Section Six: Item 1B (Applicants Statutory Declaration declaration), Item 2 A, B or C (The Marksheet), Item 3 (The resume) and Item 5 (Record of Professional Development); together with evidence of their existing state recognition.

RICS Chartered Building Control Surveyors

RICS Chartered Building Control Surveyors (holding the designation MRICS or FRICS) will be eligible for a Level 1 Certificate of Accreditation upon completion of a minimum of 12 months of satisfactory, supervised experience in Australia.

Section Four - The Knowledge, Experience and Competence Required

Level 1 Certificate of Accreditation

The type of experience required

To achieve a Level 1 Certificate of Accreditation applicants need to demonstrate that they are performing most of the key tasks associated with the function and level of a Building Surveyor.

The type of experience expected at Level 1 includes the assessment, analysis, research, advice, lecturing, and interpretation of laws, regulations, codes and standards relating to building construction and the occupational safety in buildings of all classes of any size. It includes giving advice on building control legislation and/or building policy matters, training or instructing in matters of building policy, building compliance and building control legislation at a tertiary level.

Required experience includes; the assessment of building plans for compliance with building control legislation and issuing building approvals or permits; inspecting building work to assess compliance with relevant legislation and/or documentation; issuing compliance certificates for

inspected building work that complies with legislation and/or approved plans/documents; issuing approvals or permits to occupy buildings or parts of buildings; initiating enforcement action where building work is non compliant with building approvals/permits or where illegal building work has been carried out, or where unhealthy or unsafe conditions require urgent or staged remedial action; and assessing the health and safety status of existing buildings and providing advice on priorities for upgrading.

The Benchmarks and Competences required

The ABCB National Qualifications Framework for Building Certifiers sets out 'Higher Education Benchmarks' which applicants must demonstrate if they are to achieve a Certificate of Accreditation at Level 1. Applicants must possess a degree or recognised equivalent which meets these benchmarks, or alternatively complete supplementary study as determined by RICS, to meet any gaps in knowledge. The latest list of Australian Degrees recognised as meeting the Higher Education Benchmarks can be obtained from the RICS.

These benchmarks are predominantly knowledge based (gained by completing a degree) and applicants must also show that they have worked for at least three years in roles where they have applied a broad spread of this knowledge in practice. Both the academic benchmarks and the application of this knowledge in practice ('Competences') must be met to achieve a Certificate of Accreditation at Level 1

The Level 1 'ABCB Higher Education Benchmarks' can be found in detail below.

BUILDING CERTIFIER BENCHMARKS

LEVEL 1

Construction Practises and Principles

- ◆ An in-depth knowledge of construction procedures and practices for residential, commercial and industrial buildings varying from simple structures through to large and complex structures.
- ◆ An in-depth knowledge of how building components, systems and services interact with each other.
- ◆ Proficiency in the assessment of construction documentation and details for compliance with codes, standards, acceptable construction practices, etc.
- ◆ Proficiency in the carrying out of on-site inspections on residential, commercial and industrial buildings varying from simple structures through to large and complex structures at various stages of construction.
- ◆ A good understanding of the requirements for acoustic insulation and the construction techniques available.
- ◆ A good understanding of the principles and procedures for providing protection to the public during construction, temporary support and demolition of structures.
- ◆ The ability to identify common building faults & failures and the options available for rectification.
- ◆ The ability to select the most appropriate forms of construction for various building sizes & types.

Law and Statutes

- ◆ Demonstrate a basic understanding of the law including:
 - The operation of the common law
 - The operation of statutory law
 - The role of the Parliament, the Executive and the Courts

- ◆ Define and understand the relationship between Federal, State and local governments in the creation and implementation of building and building related law
- ◆ Show proficiency in the interpretation and application of building and building related law, including
 - The role of delegated legislation (regulation, codes, standards and other statutory instruments)
 - The identification and distinction between statutory duties, discriminatory powers and professional responsibilities (either under legislation or codes of professional conduct)
 - The role of the common law in assisting with statutory interpretation and the application of this knowledge
- ◆ Demonstrate a detailed understanding of the common law and how it is applied to building issues, including
 - The difference between statutory and common law (tort) liability
 - The management of risk as it applies to how a building certifier may incur liability
 - The operation of insurance
 - The law of contract
- ◆ Demonstrate a basic knowledge of how law is formed and changed, including
 - The operation of Courts and tribunals
 - The Parliamentary process
 - How to keep in touch with changes in law
 - Identifying the effects of changes in the law on the building industry

Codes and Standards

- ◆ Demonstrate a detailed understanding of the provisions of legislation associated with building law, including
 - Building law and related codes and standards
 - Planning
 - Fair trading or consumer protection
 - Environmental management
 - Public health
 - Disability discrimination
 - Occupational health and safety
- ◆ Show proficiency in interpretation & application of building & building related law, including
 - The role of delegated legislation (regulation, codes, standards & other statutory instruments)
 - The identification & distinction between statutory duties, discriminatory powers & professional responsibilities (either under legislation or codes of professional conduct)
 - The role of the common law in assisting with statutory interpretation & the application of this knowledge
 - An in depth understanding of the Building Code of Australia and the relevant Australian Standards.
 - An in depth ability to apply the BCA and Standards to all building Types.

Structural Engineering Principles

- ◆ Demonstrate a capability to analyse site investigation reports.
- ◆ Proficiently evaluate foundation and footing design and construction for all types of buildings and a basic understanding of the engineering principles associated with their design.
- ◆ Show an understanding of the principles of retention and shoring systems and retaining walls and be able to evaluate their design and construction.
- ◆ Show a good understanding of structural design principles and characteristics for various construction forms and materials.
- ◆ Proficiently analyse structural design documentation and understand the concepts for the assessment of calculations.
- ◆ Show a basic understanding of the scope of statistics, probability and estimation, in analysis.
- ◆ Demonstrate an appreciation of computer software applications in structural design and analysis.

Building Related Science

At the conclusion of an accredited course, graduates should be able to -

- ◆ Demonstrate a good understanding of human movement, ergonomics, issues associated with access for people with a disability and the principles of universal design.
- ◆ Have a basic understanding of the issues involved in sustainable urban development, design for sustainable development, the reuse of buildings and building materials, the durability of materials, and the minimisation and disposal of construction waste.
- ◆ Have a basic understanding of the thermal performance of buildings in terms of energy efficiency and human comfort.
- ◆ Know the fire tests used to determine building material combustibility and early fire hazard indices.
- ◆ Know types of soil and rock and their behaviour and have a basic understanding of testing procedures.
- ◆ Know characteristics of timber such as strength, durability, pests, fungi, etc.
- ◆ Demonstrate a good understanding of the behaviour of materials and the ability to analyse their suitability.
- ◆ Show a good understanding of the properties of building materials (timber, steel, concrete, masonry, etc).
- ◆ Be proficient in identifying the causes of building defects and making recommendations for potential remedies.

Performance-Based Building Regulatory Systems

- ◆ An in-depth knowledge of the principles used for performance based designs;
- ◆ Proficiency in the application of a performance-based building code including -
 - An in-depth understanding of the various assessment methods contained in the Building Code of Australia and their application.
 - An in-depth understanding of the methodologies for determining correct performance requirements to be satisfied.

- A good understanding of the process for involving relevant parties in the decision making process.
- The differences between public policy and professional judgement.
- The ability to assess documentation for a performance-based solution.
- Thorough knowledge on how to document decisions and prepare an assessment report for performance-based solutions.
- Thorough knowledge on the impact of a performance-based solution on building maintenance and alterations.
- The importance of documentation and record keeping for performance-based solutions

Risk Assessment & Risk Management Principles

- ◆ A basic understanding of risk assessment & risk management concepts.

Professional Ethics

- ◆ Demonstrate a good understanding of meeting protocols, including the ability to conduct and chair meetings and reporting to a Board/Council.
- ◆ Demonstrate a thorough understanding of the professional and ethical responsibilities and practices of a building surveyor/certifier.

Management Practice

- ◆ Demonstrate a basic understanding of management practices and principles including -
 - Human resources practices.
 - Industrial relations including workplace OH&S and EEO principles.
 - Establishment of recording procedures and management.
 - Corporate strategic planning.
 - Basic understanding of financial practices associated with staff and project budgets and accounting.
 - Ability to adopt time management principles and to establish work and project programs.
- ◆ Write detailed and technical reports.
- ◆ Possess effective and relevant interpersonal skills, including the ability to communicate effectively within the work place and with the general public.
- ◆ Demonstrate a good understanding of meeting protocols, including the ability to conduct and chair meetings and reporting to a Board/Council.

Communication Practices

- ◆ Write detailed and technical reports.
- ◆ Possess effective and relevant interpersonal skills, including the ability to communicate effectively within the work place and with the general public.
- ◆ Demonstrate a good understanding of meeting protocols, including the ability to conduct and chair meetings and reporting to a Board/Council.
- ◆ Use IT in communication and information management and demonstrate overall computer literacy.

Problem Solving Skills

- ◆ Demonstrate a basic understanding of the forms of conflict and their resolution.
- ◆ Devise strategies and models to obtain results from public consultation processes.
- ◆ Undertake problem identification, formulation and solution.
- ◆ Apply cognitive reasoning to make sound and rational decisions.
- ◆ Record, analyse and report on outcomes.
- ◆ Demonstrate a good understanding of the importance and application of problem solving skills in professional building surveying/certification.

Building Services

- ◆ Demonstrate a good understanding of principles of mechanical, electrical, fire, lift and hydraulic services installations in residential, commercial and industrial buildings varying from simple structures through to large and complex structures.
- ◆ Proficiently analyse and assess design documentation and details for mechanical, electrical, fire, lift and hydraulic services in residential, commercial and industrial buildings varying from simple structures through to large and complex structures for compliance with the various statutes, codes and standards.
- ◆ Proficiently carry out on-site inspections of services installations in residential, commercial and industrial buildings varying from simple structures through to large and complex structures.
- ◆ Demonstrate a good understanding of energy efficiency design principles including:
 - The use of energy budgets for building fabric and services.
 - The implications of energy efficient design principles upon architectural and services designs.
 - BCA requirements and the application and assessment of performance-based design solutions.
 - Use of passive and active design principles.
 - Use of computer software to assess energy efficiency.

Fire Safety Engineering Principles

- ◆ Demonstrate a good understanding of the principles of fire engineering including:
 - Identification of potential fire hazards and causes of fire.
 - Determination of fire loads and fire growth.
 - Fire detection, suppression and extinguishment.
 - The effects and toxicity of smoke.
 - Human behaviour and movement.
 - Fire brigade activities and intervention.
 - Use of statistics and probabilistic analysis.
 - Use and limitations of computer software applications.
 - Use of research material.

Building Management

- ◆ Demonstrate a basic appreciation of the principles of property investment.
- ◆ Show a basic understanding of the principles of life cycle costing as it relates to energy efficiency in buildings.
- ◆ Show a good understanding of the principles of asset management and the importance of building maintenance.
- ◆ Evaluate projects in terms of constructability, construction methodology, planning, scheduling techniques and site organisation.
- ◆ Demonstrate an awareness of the various aspects of construction procurement and be able to evaluate these effectively.
- ◆ Show a good understanding of environmental impacts of urban development and building construction.
- ◆ Demonstrate a good understanding of the statutory requirements for building maintenance and development and construction concepts applicable to essential safety features.

Development Concepts

- ◆ Demonstrate an appreciation of construction costs and how they are determined.
- ◆ Demonstrate the ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects.
- ◆ Demonstrate a basic appreciation of the principles of property investment.
- ◆ Show a basic understanding of the principles of life cycle costing as it relates to energy efficiency in buildings.
- ◆ Show a good understanding of environmental impacts of urban development and building construction.
- ◆ Demonstrate a good understanding of the statutory requirements for building maintenance and development and construction concepts applicable to essential safety features.

Construction Economics

- ◆ Recognise the basic principles of economics related to urban development and building construction and an appreciation of the interrelationship between the construction industry and the economy.
- ◆ Demonstrate an appreciation of construction costs and how they are determined.
- ◆ Demonstrate the ability to evaluate projections, feasibility studies, cost plans and budgets for construction projects.
- ◆ Explain the role played by economic forces in the growth and structure of urban areas.
- ◆ Show a basic understanding of the principles of life cycle costing as it relates to energy efficiency in buildings.

Ability to Conduct Independent Research

- ◆ Develop and implement a research proposal
- ◆ Undertake a literature search

- ◆ Identify and discuss the related literature
- ◆ Utilise appropriate research methods to collect required data
- ◆ Analyse results, discuss findings and draw conclusions
- ◆ Present a record of the research project in a concise technical report

Experiential Learning

- ◆ Record their project based experiences and relate the theoretical principles previously taught to the professional practices observed
- ◆ Recognise, analyse and undertake appropriate routing tasks, under supervision, in various construction and building industry linked organisations
- ◆ Have gained self awareness and maturity in terms of their own capabilities
- ◆ Recognise the value of experiential learning and reflection strategies to the individual's learning environment

Level 2 Certificate of Accreditation

The type of experience required

To achieve a Level 2 Certificate of Accreditation applicants need to demonstrate that they are performing most of the key tasks associated with the function and level of an Assistant Building Surveyor.

The type of experience expected at Level 2 includes the assessment, analysis, research, advice, lecturing, and interpretation of laws, regulations, codes and standards relating to building construction and the occupational safety in buildings of classes of not more than 3 storeys in height and not more than 2000m² in floor area; including providing advice on building control legislation and/or building policy matters; and training or instructing other persons in matters of building policy, building compliance, and building control legislation at a tertiary level.

Required experience includes; the assessment of building plans for proposed building work that is not more than 2000m² in floor area and not more than 3 storeys in height for the purpose of certifying compliance with relevant building control legislation; issuing building approvals or permits for proposed building work that will comply with relevant building control legislation; Undertaking inspections of building work to check compliance with relevant legislation and/or documentation; Issuing compliance certificates for inspected building work that complies with relevant legislation and/or approved plans and documentation; Issuing approvals or permits to occupy buildings or parts of buildings; Initiating enforcement action where building work does not comply with a building approval or permit; where illegal building work has been carried out; or where unhealthy or unsafe conditions require urgent or staged remedial action; and Assessing the health and safety status of existing buildings and providing advice on priorities for upgrading.

The Benchmarks and Competences required

The ABCB has also defined the benchmarks which applicants must demonstrate if they are to achieve a Certificate of Accreditation at Level 2. Applicants must possess an Advanced Diploma in Building Surveying which contains defined 'Units of Competence' or alternatively complete supplementary study as determined by RICS, to meet any gaps in knowledge.

'Units of Competence' at Advanced Diploma Level tend to be written as a mixture of knowledge and practical ability. Applicants will have to show that they have worked for at least two years in roles where they have applied a broad spread of the Level 2 'Units of Competence' in addition to gaining the Advanced Diploma. The latest list of Australian Advanced Diplomas recognised as meeting the ABCB Competences can be obtained from the RICS.

The Level 2 'ABCB Advanced Diploma in Building Surveying - Units of Competence' can be found below.

BUILDING CERTIFIER BENCHMARKS

LEVEL 2

Construction Practices & Principles

- ◆ Assess the construction of buildings up to 3 storeys
- ◆ Assess construction faults in buildings up to 3 storeys
- ◆ Evaluate the use of concrete for residential and commercial buildings up to 3 storeys
- ◆ Produce working drawings for building up to 3 storeys
- ◆ Apply building surveying procedures to buildings up to 3 storeys
- ◆ Assess the construction of domestic scale buildings
- ◆ Assess timber framed designs for one and two storey buildings
- ◆ Evaluate materials for construction of domestic scale buildings
- ◆ Undertake site surveys and set out procedures for building projects
- ◆ Produce working drawings for residential buildings
- ◆ Apply building surveying procedures to residential buildings
- ◆ Assess construction faults in residential buildings
- ◆ Assess timber framed designs for one and two storey buildings

Law and Statutes

- ◆ Apply legal procedures to building surveying
- ◆ Apply legislation to urban development and building controls
- ◆ Apply building control legislation to building surveying

Codes and Standards

- ◆ Apply building codes and standards to buildings up to 3 storeys
- ◆ Apply building codes and standards to residential buildings

- ◆ Apply footings and geo-mechanical design principles to buildings up to 3 storeys
- ◆ Assess structural requirements for buildings up to 3 storeys
- ◆ Apply footing and geo-mechanical design principles to domestic scale buildings
- ◆ Assess structural requirements for domestic scale buildings

Building Related Science

- ◆ Apply ecologically sustainable development principles to the built environment
- ◆ Apply principles of energy efficient design to buildings

Performance-Based Building Regulatory Systems

- ◆ Implement performance based codes and risk management principles for buildings up to 3 storeys

Management Practice

- ◆ Manage human resources
- ◆ Operate a word processing application
- ◆ Operate a database application
- ◆ Operate a personal computer
- ◆ Manage business document design and development

Communication Practices

- ◆ Facilitate community development consultation
- ◆ Interact with clients in a regulated environment
- ◆ Develop, implement and promote effective communication
- ◆ Utilise specialist communication skills

Problem Solving Skills

- ◆ Send and retrieve information over the internet using browsers and email

Building Services

- ◆ Evaluate services layout and connection methods for residential and commercial buildings up to 3 storeys

Fire Safety Engineering Principles

- ◆ Apply fire technology to buildings up to 3 storeys

- ◆ Assess the impact of fire on building materials

Building Management

- ◆ Co-ordinate asset refurbishment

Development Concepts

- ◆ Manage and plan land use

Construction Economics

- ◆ Identify and calculate production costs

Ability to Conduct Independent Research

- ◆ Analyse and present building surveying research information

Experiential Learning

- ◆ Maintain business technology

Level 3 Certificate of Accreditation

The type of experience required

To achieve a Level 3 Certificate of Accreditation applicants need to demonstrate that they are performing most of the key tasks associated with the function and level of a Building Surveying Technician.

The type of experience expected at Level 3 includes; researching, analysing, advising, lecturing, assessing and interpreting laws, regulations, codes and standards relating to building construction and occupant safety in Class 1 and 10 buildings that are not more than 500m² in floor area and not more than 2 storeys in height, including - providing advice on building control legislation and/or building policy matters; and training or instructing other persons in matters of building policy, building compliance, and building control legislation at a tertiary level.

Assessing building plans for proposed building work for the purpose of advising on compliance with relevant building control legislation; assisting in the issuing of building approvals or permits for proposed building work that will comply with relevant building control legislation; undertaking inspections of building work to check compliance with relevant legislation and/or documentation; assisting in issuing approvals or permits to occupy buildings or parts of buildings; assisting in undertaking enforcement action where building work does not comply with a building approval or permit; where illegal building work has been carried out; or where unhealthy or unsafe conditions require urgent remedial action; and assessing the health and safety status of existing buildings and providing advice on appropriate upgrading requirements.

The Benchmarks and Competences required

The ABCB has also defined the benchmarks which applicants must demonstrate if they are to achieve a Certificate of Accreditation at Level 3. Applicants must possess a Diploma in Building Surveying which meets defined 'Units of Competence' or alternatively complete supplementary study as determined by RICS, to meet any gaps in knowledge.

'Units of Competence' at Diploma Level tend to be written as a mixture of knowledge and practical ability. Applicants will have to show that they have worked for at least 6 months in roles where

they have applied a broad spread of the Level 3 'Units of Competence' in addition to gaining the Diploma. The latest list of Australian Diplomas recognised as meeting the ABCB Competences can be obtained from the RICS.

The Level 3 'ABCB Advanced Diploma in Building Surveying - Units of Competence' can be found below.

BUILDING CERTIFIER BENCHMARKS

LEVEL 3

Construction Practices & Principles

- ◆ Assess the construction of domestic scale buildings
- ◆ Assess timber framed designs for one and two storey buildings
- ◆ Evaluate materials for construction of domestic scale buildings
- ◆ Undertake site surveys and set out procedures for building projects
- ◆ Produce working drawings for residential buildings
- ◆ Apply building surveying procedures to residential buildings
- ◆ Assess timber framed designs for one and two storey buildings

Law and Statutes

- ◆ Produce working drawings for residential buildings
- ◆ Assess construction faults in residential buildings
- ◆ Apply building control legislation to building surveying
- ◆ Apply legislation to urban development and building controls

Codes and Standards

- ◆ Apply building codes and standards to residential buildings

Structural Engineering Principles

- ◆ Apply footing and geo-mechanical design principles to domestic scale buildings
- ◆ Assess structural requirements for domestic scale buildings

Building Related Science

- ◆ Apply principles of energy efficient design to buildings

Management Practice

- ◆ Operate a word processing application
- ◆ Operate a database application
- ◆ Operate a personal computer
- ◆ Manage business document design and development
- ◆ Manage business document design and development

Communication Practices

- ◆ Interact with clients in a regulated environment
- ◆ Develop, implement and promote effective communication
- ◆ Utilise specialist communication skills

Problem Solving Skills

- ◆ Send and retrieve information over the internet using browsers and email

Fire Safety Engineering Principles

- ◆ Assess the impact of fire on building materials

Experiential Learning

- ◆ Maintain business technology

Section Five – The Application and Assessment Process

The Assessment process for applicants initially seeking, or renewing, a certificate of accreditation has a number of stages;

1 – Submission of a portfolio of evidence showing you meet the minimum knowledge and competence requirements set out in the National Accreditation Framework for either level 1, level 2 or level 3 certification.

2 – A desk based assessment of this Portfolio of Evidence by assessors

3 – An interview assessment only when the portfolio of evidence does not allow the panel to reach a clear decision.

Step 1

Draft your portfolio of evidence

Step 2

Send a draft of your Portfolio to your Sponsor and arrange a meeting with them, as set out in section Nine of this guide. When you have discussed your knowledge and experience with your Sponsor and they are satisfied that you meet the criteria - ensure your sponsor completes and signs the declaration form. (Template 1A)

On receipt of your Portfolio of Evidence RICS will send your details to an assessment panel. The panel will advise of one of four outcomes:

- 1) that your application has been approved
- 2) that you must submit additional information
- 3) that you require additional education , training or experience in particular areas
- 4) that you are required to attend an interview assessment

Step 4

You will be notified by RICS of your result 30 days after you have submitted your Portfolio of Evidence. It is your responsibility to check RICS has your up-to-date contact details and that you have kept a copy of your submission.

If you are successful you will be sent a Certificate of Competence which you will need in order to apply to QBCC for your Licence as a Building Certifier.

If you are required to undertake further education, training and experience you will be sent a statement advising of which knowledge and competences are required. You may apply again for a certificate when you have achieved the requirements.

Step 5

If you are required to attend an interview this will be arranged within 30 days of your Portfolio being assessed.

Step 6

In certain specific circumstances, if you are not successful you may have a right to appeal – see section Twelve of this guide.

Section Six – The Portfolio of Evidence

Applicants for a level 1, level 2 or level 3 certificate of accreditation must provide the following documentation:

- 1 – Sponsor and Applicant Statutory Declarations – a declaration completed and signed by you and also a Level 1 Licensed Building Certifier (Your Sponsor) confirming that you/they believe you are competent in all the areas required. (See Templates 1A and 1 B.)
- 2 – A completed Marksheet with passport photograph attached. (See Template 2A, 2B or 2C.)
- 3 - A detailed Resume (See Template 3)
- 4 – A 2000 word Summary of Experience which aims to show that you have achieved a broad spread of the competences required. To show this you are required to submit a report of your professional experience. You can either use the RICS Template provided **OR** write your own report. Please describe in detail, referring to evidence where appropriate, how and when you gained experience and competence in each of the National Accreditation Framework competences. Give examples of the types of jobs you worked on; the class of buildings; the size and scale of projects; your level of responsibility and how long you have applied the competence in practice. A detailed description of the National Accreditation Framework competences can be found in Section 4. (See Template 4A, B or C).
- 5 – A Record of Professional Development. For initial applications for a certificate of accreditation - Level 1 and Level 2 applicants must provide details of 60 CPD hours undertaken over the last 24

months. Level 3 applicants must provide details of 30 CPD hours undertaken over the last 12 months. All applications for renewal or upgrade must provide details of 90 CPD hours undertaken over the last 36 months. (See Template 5)

6 – A 2500 word Critical Analysis of a certification project or projects (within the last 2 years) in which you have been directly involved. The Critical Analysis should outline the project; your role in it, 2 or 3 key issues/challenges in each project; the options you faced in dealing with these challenges and why you took the course of action you did; and finally what you learned from the job – what went well and what would you do differently next time.

7 – A Letter of Support from two Level 1 Licensed Building Certifiers, one of whom should be your Sponsor, and one of whom must NOT be from your employer or company.

8 – Evidence (certified copies) of relevant academic and professional qualifications

(Applicants seeking to renew a Certificate of Accreditation or who have an existing Certificate of Accreditation or licence from another State/Territory must submit Items, 2, 3 and 5. They must also complete an Applicants statutory declaration renewal)

Please email this document in one PDF document to Sherrie Tam stam@rics.org

Section Seven – Preparing your Portfolio of Evidence

The Résumé

You should include an updated version of your résumé. This should include details of relevant qualifications and experience, including details of the nature and scope of work undertaken; examples of the size and nature of projects; and details of who you have been responsible to and for. (See Template 3 for the preferred format)

The Summary of Experience

You must provide the assessors with a written narrative evidencing the training and experience that has enabled you to achieve each of the competences. The Assessors will be looking to see that you have appropriate building surveying experience covering the range of competence areas and that this experience has involved a range of relevant building types.

Some of this evidence may be drawn from the earlier part of your career. Where possible you should identify at what point in your career these benchmarks/competences were achieved. Your sponsors meeting will have helped you in this process.

The panel will assess which competences are covered adequately in your written submissions and identify where further information is required. You will need to consider your Portfolio submissions carefully so that you identify which competences can be evidenced by your résumé, by your summary of experience and by your critical analysis.

Applicants for a first (new) Certificate of Accreditation must provide details of any relevant experience.

Critical analysis

The critical analysis is a written report of a recent building certification project or projects with which you have been involved (normally this should be a project undertaken no more than two years before application). Ideally your critical analysis should focus on one project but you may want to use a number of projects to highlight your competence. It must provide a critical appraisal of the project together with an outline of your learning outcomes. This provides important evidence of the knowledge and competences you have achieved. The critical analysis must give detailed

evidence of your ability to work competently and to apply in practice the required knowledge gained. Your role and contribution in the project is important.

Your choice of project is very important. You may be working for a large organisation where you have been involved with a complex instruction or project. You might focus on some matters that cross the whole project. Alternatively, the instruction or project may be more straightforward and not of great financial value. It may simply be typical of the work with which you have been involved.

You are not necessarily expected to be running the project. It is your involvement or role in the team that you must outline, analyse and comment on. If the project has been running for some time, you may not have been involved from the start, so your involvement may not have been continuous, or the project may not be finished when you prepare your critical analysis. In this latter case, you should provide a prognosis of the outcome. If you know the outcome between sending in your critical analysis and your interview, include it in your presentation.

Critical analysis format and content

The critical analysis must be:

- word processed
- a maximum of 2 500 words (excluding the appendices)
- signed and dated by you.

You must explain not only the project itself but the processes you followed and the rationale behind your decision-making. Your focus must be on analysing the project: do not simply provide a summary of what the project was. It is quality not quantity that counts. Appendices should support your report, not add to or expand on it.

You should include the following four aspects.

Key issues: your project may be complex. If you select too many key issues you will skim the surface instead of providing a detailed analysis. Be selective. Think about the depth required so you can provide evidence that you meet a number of the educational benchmarks and competences required. Alternatively, there may be one key issue that can form the basis of your critical analysis.

Options: before proposing a solution to a client, you should consider all the options, demonstrating your ability to think logically, laterally and professionally. You must demonstrate that you have genuinely considered the options and give reasons why some options may not be feasible.

Your proposed solution: you must give a detailed account of the reasons supporting your adopted course of action. Relate your reasons to the benchmarks/competences. Think about all the aspects that support your decision, for example client care, financial, technical or professional issues and the Code of Conduct.

Conclusion and analysis of experience gained: your conclusion must provide a critical appraisal of the outcomes, with a statement of what you learned from the experience. You should look at the project, consider what has gone well and identify areas for improvement.

The assessors will use your critical analysis as a starting point to assess you and it will help them probe your understanding of your project's wider issues. You will need to think about these issues and be well prepared if called for an interview.

Points to watch

Confidentiality: you must ensure you have your employer's and client's consent to disclose any sensitive details in your critical analysis. If you cannot get this consent you should disguise facts or names that might otherwise make the project identifiable.

(**Note:** the information contained in your critical analysis will be treated in the strictest confidence by the panel of assessors.)

References: extracts from statute, case law and other sources should not be quoted at length but essential references must be given.

Total word count: you must include a word count at the end. You can include notes on what you have included in the count.

If using photographs and plans, they should be no larger than A4 size when folded.

Finally: your critical analysis must reflect your abilities in the following areas:

- technical competence
- written and graphic communication
- professional standards of organisation and presentation
- analysis, reflective thought and problem solving
- learning from experience gained

Continuing Professional Development Record

Continuing Professional Development is the systematic updating and enhancement of skills, knowledge and competence that takes place throughout your working life. It should be closely linked to your current work. The Queensland Department of Local Government and Planning require all Licensed Building Certifiers to commit to a process of ongoing competence. The web pages at <https://www.qbcc.qld.gov.au/certifier-licence-information/roles-responsibilities-certifier> set out the Department's ongoing competence requirements.

This Continuing Professional Development can be achieved via various sources including attending conferences, meetings or seminars, completing academic courses, informal reading or job shadowing. It is for you, as a professional, to consider what is appropriate. In reviewing your Portfolio of Evidence and during any interview, the assessors will focus on the continuing professional development that you have undertaken. For initial applications for a certificate of accreditation - Level 1 and Level 2 applicants must provide details of 60 CPD hours undertaken over the last 24 months. Level 3 applicants must provide details of 30 CPD hours undertaken over the last 12 months. All applications for renewal or upgrade must provide details of 90 CPD hours undertaken over the last 36 months. (See Template 5)

Conduct rules, ethics and professional practice

There will be an emphasis on ethics and professional practice in the assessment. You must ensure you download the current Department of Housing and Public Works (Building Codes Queensland.) - Code of Conduct for Building Certifiers and study this thoroughly. You will be expected to show in your portfolio and interview that you comply with the Code of Conduct.

Section Eight – Recognition of Prior Learning

Recognition of Prior Learning (RPL)

Applicants who do not hold the requisite formal educational qualification may apply for recognition of their competence. This is known as 'Recognition of Prior Learning'

The process of Recognition provides a mechanism for people to have their relevant study, work and life experiences assessed to determine whether they are sufficiently knowledgeable and competent in the key tasks of a given job to be 'recognised' as meeting an educational standard or

qualification level. Recognition procedures must be undertaken by a duly qualified education provider. The onus is on applicants to demonstrate a suitable level of competence against the core skills and knowledge that comprise the key functions of a building certifier's role as reflected in the national competency standards and higher education benchmarks for Levels 1, 2 and 3 respectively.

Applicants who wish to apply for recognition are directed in the first instance to either an accredited Australian Registered Training organisation (RTO) eg a TAFE Institute or university that currently provides an industry recognised course in building surveying. RICS has information about education providers that carry out this procedure for building certifiers.

Applicants should submit the results of their RPL assessment to the RICS with their application submission.

Section Nine – Your Sponsor

Your application must be verified by a Sponsor - a level 1 licensed Building Surveyor. He or she must be completely satisfied that you have achieved the required academic benchmarks/standards and practical competence required. Ideally, you should discuss your application in some detail with him/her; this process will help you prepare for any interview assessment.

Your first step will be to draft your portfolio of evidence. Next, arrange to spend some time discussing the benchmarks/competences with your sponsor, referring to these and explaining how and when, in the course of your professional experience, you have achieved them. Your sponsor may not have first hand knowledge of your education and competence in all the required areas; you may have achieved some of them a number of years ago, and possibly in different jobs. In that case, you will explain the work you were doing in those jobs, and the skills you learned while doing them. You will likely provide examples of the work you have done. Your sponsor will ask some probing questions to establish whether that experience led to you achieving the required benchmarks/competences.

Your Summary of Experience will be a key document in this process as it will detail how you believe the required academic benchmarks and work based competences have been met in the context of your career history.

If your sponsor is completely satisfied that you have achieved all the necessary benchmarks and competences s/he should confirm this as required by completing and signing the declaration form.

What is required of you as a sponsor?

The person who has given you this note is applying for Licensing as a Building Certifier in QLD and is asking you to countersign his/her application. In effect you will be acting as his/her sponsor.

As a sponsor you must have knowledge of the applicant's work. You will in effect conduct a preliminary interview with the applicant, and you should only sponsor the application if you are completely satisfied that s/he meets the educational benchmarks and experience requirements for a Level 1, 2 or 3 Certificate of Accreditation.

Section Ten – What RICS will consider

RICS will consider whether you meet the ABCB Benchmarks/Competences for Level 1, 2 or 3 Certificate of Accreditation by ensuring that you;

- have gained the required theoretical knowledge,
- have applied this knowledge through professional experience and have met the defined competence standards

- act in accordance with QBCC Code of Conduct for Building Certifiers and possess the highest level of professional integrity and objectivity and recognise your duties to clients, employers and the community.

In addition, you must demonstrate that you

- are aware of the professional and commercial implications of your work
- understand your clients' and employer's objectives
- have an up-to-date knowledge of legal and technical matters relevant to the work you do

Section Eleven - The Interview

Should you be called for interview you will be invited to make a presentation on the basis of your critical analysis. This is an important opportunity for you to show you meet the requirements. You must not exceed the allotted time, so practise the presentation to ensure that it takes no more than 10 minutes. Prepare any visual materials carefully and make sure you know exactly how you are going to use them. Anticipate the questions that are likely to arise and prepare your answers.

There will be no equipment available to use for your presentation. For instance, if you require a laptop or flipchart pad, you will need to provide your own resources. Laptops must not be plugged in, and can only be run by battery, which is your responsibility.

The interview structure will be as follows:

• Chairman's opening and introductions	3-4 minutes
• Applicant's presentation on critical analysis	10 minutes
• Questions on the presentation	10 minutes
• Discussion on overall experience including knowledge and competences, CPD, Code of Conduct and professional practice	25 minutes
• Chairman's areas of questioning may include professional and technical matters, Code of Conduct, competences, CPD	10 minutes
• Chairman to close.	1-2 minutes
Total	60 minutes

Section Twelve - Notification of result and your right to appeal

The results of your assessment will be sent to you within 21 days.

If you are referred, you may appeal against that decision. You will have 21 working days from the date of the confirmation of results letter from RICS to make an appeal. Appeals will be considered on any grounds including:

- administrative or procedural matters
- any form of discrimination
- the assessment did not consider all relevant information
- qualifications, experience, competence or professional development have been incorrectly assessed

- other matters will also be considered

There is a fee which is returned if your appeal is successful.

Your appeal will be dealt with by an appeals panel comprising two building certifiers (not involved in your original assessment) and one, lay member on the panel.

A more detailed document 'Appeal Process Guidance Notes' describes the appeal process in more detail and is available from RICS.

Section Thirteen – Renewal of the Certificate of Accreditation

The Certificate of Accreditation is valid for three years from the date of issue. **Renewal is the responsibility of the applicant.** To be certain of gaining a renewed Certificate of Accreditation before an existing Certificate expires – applicants must apply for a renewal at least 30 days prior to expiry. To renew a Certificate of Accreditation applicants should submit: Item 1B (Applicants Statutory Declaration declaration), Item 2 A, B or C (The Marksheet), Item 3 (The resume) and Item 5 (Record of Professional Development); together with evidence of their existing state recognition.

Section Fourteen - Templates

On the following pages are templates that you should use when submitting your Portfolio of Evidence **ALL TEMPLATES ARE AVAILABLE FROM RICS IN 'MICROSOFT WORD'**.

Template 1A – SPONSOR'S STATUTORY DECLARATION

The SPONSOR should complete this STATUTORY DECLARATION AND sign and date as required, as should the required APPROVED WITNESS and the declaration should be included with the submission.

SPONSOR'S STATUTORY DECLARATION

Commonwealth of Australia *Statutory Declarations Act 1959*

1 *Insert the name, address and occupation of person making the declaration*

I,¹

Sponsor's QLD Building Certifier Licence Number:

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

The Sponsor

2.1 I declare that the enclosed submissions are a true and accurate record, and have been completed by the applicant. All documentation is present and has been prepared in line with this guide.

2.2 I declare that to the best of my knowledge and having assessed the applicant s/he meets the competence requirements for a Level 1/ Level 2/Level 3 Certificate of Accreditation (delete as appropriate.)

2.3 I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ on ⁵ of ⁶

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailliff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court or Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority

Sheriff, Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Template 1B – APPLICANT'S STATUTORY DECLARATION

The APPLICANT should complete this STATUTORY DECLARATION AND sign and date as required, as should the required APPROVED WITNESS and the declaration should be included with the submission.

Commonwealth of Australia
APPLICANT'S STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

The Applicant

2.1 I declare that the enclosed submissions are a true and accurate record, and have been completed by me. All documentation is present and has been prepared in line with this guide. To the best of my ability, my submission has been checked for grammar and typographical mistakes, and a word count is included.

2.2 I certify that to the best of my knowledge I meet the competence requirements for Level 1/ Level 2/Level 3 Certificate of Accreditation (delete as appropriate.)

2.3 I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before–

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailliff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this list

Judge of a court or Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of: (a) the Commonwealth or a Commonwealth authority; or (b) a State or Territory or a State or Territory authority

Sheriff, Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Template 2A – Mark Sheet: Level 1 Certificate of Accreditation

RICS Assessment for a Level 1 Certificate of Accreditation

Please affix your passport sized photograph here

Applicant’s name:
(Block capitals)

Date of Birth

Firm Name and Job Title:

Is this an application for a new certificate or for the renewal of an existing certificate? (From any accreditation body): Delete as appropriate: - Initial Certificate/Renewal of Certificate

Have you previously applied for a certificate/licence with RICS or any other certifying authority? Delete as appropriate: Yes/No (If yes, please provide details in a covering note)

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings, and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? Yes/No (If yes, please provide details in a covering note)

For office use only:

Benchmarks/Competences	Met	Not Met
Construction Practices and Principles		
Law and Statutes		
Codes and Standards		
Structural Engineering Principles		
Building Related Science		
Performance based Building Regulatory Systems		
Risk Assessment & Risk Management Principles		
Professional Ethics		
Management Practice		
Communication Practices		
Problem Solving Skills		
Building Services		
Fire Safety Engineering Principles		
Building Management		
Development Concepts		
Construction Economics		
Ability to Conduct Research		
Experiential Learning		

Overall result: **Met / Not Met** (delete as necessary)

Chairman signature: Date:

Assessor signature: Assessor Signature:

Template 2B – Mark Sheet: Level 2 Certificate of Accreditation

RICS Assessment for a Level 2 Certificate of Accreditation

Please affix your passport sized photograph here

Applicant’s name:
(Block capitals)

Date of Birth

Firm Name and Job Title:

Is this an application for a new certificate or for the renewal of an existing certificate? (From any accreditation body): Delete as appropriate: - Initial Certificate/Renewal of Certificate

Have you previously applied for a certificate/licence with RICS or any other certifying authority? Delete as appropriate: Yes/No (If yes, please provide details in a covering note)

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings, and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? Yes/No (If yes, please provide details in a covering note)

For office use only:

Benchmarks/Competences	Met	Not Met
Construction Practices and Principles		
Law and Statutes		
Codes and Standards		
Structural Engineering Principles		
Building Related Science		
Performance based Building Regulatory Systems		
Management Practice		
Communication Practices		
Problem Solving Skills		
Building Services		
Fire Safety Engineering Principles		
Building Management		
Development Concepts		
Construction Economics		
Ability to Conduct Research		
Experiential learning		

Overall result: **Met / Not Met** (delete as necessary)

Chairman signature: Date:

Assessor signature: Assessor Signature:

Template 2C – Mark Sheet: Level 3 Certificate of Accreditation

RICS Assessment for a Level 3 Certificate of Accreditation

Please affix your passport sized photograph here

Applicant’s name:
(Block capitals)

Date of Birth

Firm Name and Job Title:

Is this an application for a new certificate or for the renewal of an existing certificate? (From any accreditation body): Delete as appropriate: - Initial Certificate/Renewal of Certificate

Have you previously applied for a certificate/licence with RICS or any other certifying authority? Delete as appropriate: Yes/No (If yes, please provide details in a covering note)

Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings, and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? Yes/No (If yes, please provide details in a covering note)

For office use only:

Benchmarks/Competences	Met	Not Met
Construction Practices and Principles		
Law and Statutes		
Codes and Standards		
Structural Engineering Principles		
Building Related Science		
Management Practice		
Communication Practices		
Problem Solving Skills		
Fire Safety Engineering Principles		
Experiential learning		

Overall result: **Met / Not Met** (delete as necessary)

Chairman signature: Date:

Assessor signature: Assessor Signature:

Template 3 – Résumé Template

(Please use block capitals)

1. Personal details

Full name:

Date of birth:

Current position at work:

Employer name:

Nationality:

Telephone (office):

Telephone (home):

Mobile:

Email:

Correspondence Address:

.....

2. Education (please list all academic qualification(s))

University/institution (please include country)	Degree/diploma name	Type of study (full time, part time, flexible study)	Date started	Date completed

3. Membership of any other professional organisation(s) (if applicable)

Name of organisation	Grade	How membership was achieved (eg examination)	Year gained

4. Professional experience

(Please list all employer details to date, starting with the most recent.)

Period	<u>Job title</u>	Employer	Type and scope of responsibilities (in detail) – AN EXAMPLE IS PROVIDED
Jan 2008 – July 2010	Building Surveying Technician	Sunnyville Council	During this period I was employed as a Building Surveying Technician. I worked under the Supervision of the Certification team leader, John Smith, a Licensed Building Surveyor. I assisted in reviewing plans and undertook inspections of Class 1 and 10 buildings and assisted in issuing approvals.

Template 4A – Summary of Experience – Level 1 Certificate of Accreditation

Please either complete this template electronically and expand the sections to complete a minimum of 2000 words OR write your own narrative report addressing how you have become competent in each area.

Please describe in detail, referring to evidence where appropriate, how and when you gained experience and competence in each of the areas listed. Give examples of the types of jobs you worked on; the class of buildings; the size and scale of projects; your level of responsibility and how long you have applied the competence in practice. An example is given below: (A detailed description of the following National Accreditation Framework competences can be found in Section 4.)

Competence	Experience
Construction Practices and Principles	Since graduating I have worked for three years for Certifiers Ltd where I have applied this competence through inspecting a range of different buildings (Classes x, y, z) and advising on defects. Prior to that I spent one year with Sunnyville Council as a Building Surveying Technician where my focus was class 1 and 10 buildings.
Law and Statutes	
Codes and Standards	
Structural Engineering Principles	
Building Related Science	
Performance based Building Regulatory Systems	
Risk Assessment & Risk Management Principles	
Professional Ethics	
Management Practice	
Communication Practices	
Problem Solving Skills	
Building Services	
Fire Safety Engineering Principles	
Building Management	

Template 4B – Summary of Experience – Level 2 Certificate of Accreditation

Please either complete this template electronically and expand the sections to complete a minimum of 2000 words OR write your own narrative report addressing how you have become competent in each area.

Please describe in detail, referring to evidence where appropriate, how and when you gained experience and competence in each of the areas listed. Give examples of the types of jobs you worked on; the class of buildings; the size and scale of projects; your level of responsibility and how long you have applied the competence in practice. An example is given below: (A detailed description of the following National Accreditation Framework competences can be found in Section 4.)

Competence	Experience
Construction Practices and Principles	Since graduating I have worked for three years for Certifiers Ltd where I have applied this competence through inspecting a range of different buildings (Classes x, y, z) and advising on defects. Prior to that I spent one year with Sunnyville Council as a Building Surveying Technician where my focus was class 1 and 10 buildings.
Law and Statutes	
Codes and Standards	
Structural Engineering Principles	
Building Related Science	
Performance based Building Regulatory Systems	
Management Practice	
Communication Practices	
Problem Solving Skills	
Building Services	
Fire Safety Engineering Principles	
Building Management	
Development Concepts	
Construction Economics	
Ability to Conduct Research	
Experiential learning	

Template 4C – Summary of Experience – Level 3 Certificate of Accreditation

Please either complete this template electronically and expand the sections to complete a minimum of 2000 words OR write your own narrative report addressing how you have become competent in each area.

Please describe in detail, referring to evidence where appropriate, how and when you gained experience and competence in each of the areas listed. Give examples of the types of jobs you worked on; the class of buildings; the size and scale of projects; your level of responsibility and how long you have applied the competence in practice. An example is given below: (A detailed description of the following National Accreditation Framework competences can be found in Section 4.)

Competence	Experience
Construction Practices and Principles	Since gaining my Diploma I have worked for a year for Certifiers Ltd where I have applied this competence through helping to inspect a range of different buildings (Classes x, y) and contributing to writing of reports and advising on defects.
Law and Statutes	
Codes and Standards	
Structural Engineering Principles	
Building Related Science	
Management Practice	
Communication Practices	
Problem Solving Skills	
Building Services	
Fire Safety Engineering Principles	
Experiential learning	

