

Building Certifiers - Certificate of Accreditation

RICS Accreditation Standards Body – South Australia

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RICS Accreditation Standards Body – South Australia

APPLICANT'S GUIDE

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Section One – Introduction : Building Certification in South Australia

Building Certification in South Australia

The SA [Planning, Development and Infrastructure Act 2016](#) defines the role of building certifiers and the regulation of building certifying functions in South Australia.

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

Applicants can apply for Accreditation under the Planning, Development and Infrastructure (Accredited Professionals) Regulations 2019, where the person is a member of a professional association or body recognised by the Accreditation Authority for the purposes of Regulation 16(2)(a) and the person is applying as a member of that association or body for a corresponding level of accreditation under Regulation 16(2)(a)(ii).

RICS is recognised as a professional association by the Accreditation Authority for the purposes of Regulation 16(2)(a). RICS has an equivalent level of accreditation under Regulation 16(2)(a)(ii).

The RICS 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.***

South Australia Department of Planning, Transport and Infrastructure (DPTI)

The South Australian Department of Planning, Transport and Infrastructure is the Government agency responsible for;

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

The RICS Accreditation Standards Body is recognised by the Department of Planning, Transport and Infrastructure (DPTI). The body's role is the assessment of educational qualifications, experience, competence and continuing professional development of applicants

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 Accreditation Framework

The Framework for Building Certifiers

The following Framework sets out the minimum level of academic qualifications, experience, skills and competence required to achieve each level of Licensing as a Building Certifier in South Australia. The Framework also defines the functions each level of Licensed Building Certifier can undertake.

The Accreditation Framework

Category	Accredited Professional – Building Level 1 (Building Surveyor)	Accredited Professional – Building Level 2 (Asst. Building Surveyor)	Accredited Professional – Building Level 3 (Building Surveying Technician)
Employer	Building Certifier & Local Government	Building Certifier & Local Government	Building 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 not more than 500m ² in floor area and not more than 2 storeys in height.
Functions	<ul style="list-style-type: none"> - Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation 	<ul style="list-style-type: none"> - Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation 	<ul style="list-style-type: none"> - Assess & Approve plans - Undertake inspections - Issue final certificates for building occupation
Qualifications & Experience	Degree in Building Surveying, <u>plus</u> 5 years full time or equivalent relevant experience	Advanced Diploma in Building Surveying, <u>plus</u> 2 years full time or equivalent relevant experience	Diploma in Building Surveying, <u>plus</u> 6 months full time or equivalent relevant experience

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 SA Certificate of Accreditation

Applicants seeking to renew their existing SA Certificate of Accreditation will need to submit the following items detailed in Section Six: Item 1A (The Sponsor's Declaration), Item 1B (The Applicant's statutory 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/registered 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 1A (The Sponsor's Declaration), Item 1B (The Applicant's statutory 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

Accreditation Professional – BUILDING LEVEL 1

The type of experience required

Experience a minimum 3 years directly relevant full time or equivalent experience that includes, but is not limited to the following areas:

The practice of researching, analysing, advising, lecturing, assessing, and interpreting laws, regulations, codes and standards relating to building construction and occupant safety in buildings of all classes and of unlimited size, 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 of unrestricted size for the purpose of-
- Certifying compliance with relevant building control legislation; and
- Issuing building consents 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 consents to occupy buildings or parts of buildings
- Initiating enforcement action where building work does not comply with a building consents; 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.

ACCREDITED PROFESSIONAL BENCHMARKS

BUILDING LEVEL 1

Construction Practises and Principles

- An in-depth knowledge of construction procedures & practices for residential, commercial & industrial building varying from simple structures through to large & complex structures
- An in-depth knowledge of how building components, system & services interact with each other
- Proficiency in assessment of construction documentation & details for compliance with codes, standards, acceptable construction practices, etc.
- Proficiency in carrying out of on-site inspections on residential, commercial & industrial buildings varying from simple structures through to large & complex structures at various stages of construction
- Good understanding of principles & procedures for providing protection to the public during construction, temporary support & demolition of structures
- Ability to identify common building faults & failures and options available for rectification

Law and Statutes

- Demonstrate basic understanding of the law and courts including the operation of statutory law
- Understanding and proficiency in the interpretation of building and building related law and how it is applied to building issues, including;
 - The difference between, and operation of statutory & 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

Structural Engineering Principles

- Demonstrate a capability to analyse site investigation reports
- Proficiently evaluate foundation & footing design & construction for all types of building & a basic understanding of the engineering principles associated with their design
- Show an understanding of the principles of retention, shoring systems & retaining walls & be able to evaluate their design & construction
- Show a good understanding of structural design principles & characteristics for various construction forms & materials
- Proficiently analyse structural design documentation & understand concepts for assessment of calculations

Building Related Science

- Demonstrate good understanding of human movement, ergonomics, issues associated with disability access & principles of universal design
- Basic understanding of issues involved in sustainable urban development & design, reuse & durability of building & building materials & minimisation & disposal of construction waste
- Basic understanding of thermal performance of building in terms of energy efficiency & human comfort

- Identify fire tests used to determine building material combustibility & early fire hazard indices
- Identify types of soil & rock & their behaviour & have a basic understanding of testing procedures
- Identify characteristics of timber such as strength, durability, pests, fungi, etc.

Performance-Based Building Regulatory Systems

- In depth knowledge of principles used in performance based designs
- Proficiency in the application of performance-based building code, including
 - An in-depth understanding of the various assessment methods contained in the Building Code of Australian & 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 ability to assess documentation for a performance-based solution
 - Thorough knowledge on how to document decision & 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

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

Professional Ethics

- Demonstrate a thorough understanding and practical application of the professional and ethical responsibilities and practices of a building surveyor/certifier.

Level 2 Certificate of Accreditation

The type of experience required

Experience - a minimum 2 years directly relevant full time or equivalent experience that includes, but is not limited to the following areas:

- The practice of researching, analysing, advising, lecturing, assessing and interpreting laws, regulations, codes and standards relating to building construction and occupant safety in buildings of all 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
- Assessing 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 consents 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 consents to occupy buildings or parts of buildings
- Initiating enforcement action where building work does not comply with a building consent; 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.

Accredited Professional BENCHMARKS

BUILDING LEVEL 2

Construction Practises and Principles

- Assess the construction of, and faults in buildings not more than 3 storeys in height and not more than 2000 square metres in floor area
- Apply building surveying procedures to buildings not more than 3 storeys in height and not more than 2000 square metres in floor area

Law and Statutes

- As per Level 1

Structural Engineering Principles

- As per level 1 but only for buildings not more than 3 storeys in height and not more than 2000 square metres in floor area

Performance-Based Building Regulatory Systems

- As per level 1 but only for buildings not more than 3 storeys in height and not more than 2000 square metres in floor area

Fire Safety Engineering Principles

- As per level 1 but only for buildings not more than 3 storeys in height and not more than 2000 square metres in floor area

Professional Ethics

- Demonstrate a thorough understanding and practical application of the professional and ethical responsibilities and practices of a building surveyor/certifier.

Level 3 Certificate of Accreditation

The type of experience required

Experience – a minimum 6 months directly relevant full time or equivalent experience that includes, but is not limited to the following areas:

- The practice of 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 consent for proposed building work that will comply with relevant building control legislation
- Undertaking inspections of building work to check compliance with relevant legislation or documentation
- Assisting in issuing consent to occupy buildings or parts of buildings
- Assisting in undertaking enforcement action where building work does not comply with a building consent; where illegal building work has been carried out; or where unhealthy or unsafe conditions require urgent remedial action
- Assessing the health and safety status of existing buildings and providing advice on appropriate upgrading requirements.

Accredited Professional BENCHMARKS

BUILDING LEVEL 3

Construction Practises and Principles

- Inspecting buildings and structures to ensure construction is in accordance with approved plans

Law and Statutes

- Assess construction faults
- Apply building control legislation

Codes and Standards

- Apply building codes and standards

Structural Engineering Principles

- Apply footing and geo-mechanical design principles
- Assess structural requirements

Fire Safety Engineering Principles

- Assess the impact of fire on building materials

Professional Ethics

- Demonstrate a thorough understanding and practical application of the professional and ethical responsibilities and practices of a building surveyor/certifier.

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 above for either level 1, level 2 or level 3 accreditation.

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)

Step 3

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 the SA DTPI for registration 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 benchmarks. 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 benchmarks 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 1, 2, 3 and 5.)

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

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 DPTI Building Certifier Code of Practice and study this thoroughly. You will be expected to show in your portfolio and interview that you comply with the Code of Practice.

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 Registration as a Building Certifier in SA 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 Benchmarks 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 SA DPTI Code of Practice for Private 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 Practice and professional practice	25 minutes
• Chairman's areas of questioning may include professional and technical matters, Code of Practice, 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

RICS Accreditation Standards Body – South Australia Applicants Guide July 2021
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 1 (The Sponsor 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 SA Registered Building Certifier Number:	
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mak

e 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 applicants/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*.

RICS Accreditation Standards Body – South Australia Applicants Guide July 2021

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*)

Bailiff

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 Portfolio 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*.

RICS Accreditation Standards Body – South Australia Applicants Guide July 2021

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:

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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*)

Bailiff

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)

For office use only:

Benchmarks	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		

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)

For office use only:

Benchmarks	Met	Not Met
Construction Practices and Principles		
Law and Statutes		
Structural Engineering Principles		
Performance based Building Regulatory Systems		
Fire Safety Engineering Principles		
Professional Ethics		

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)

For office use only:

Benchmarks	Met	Not Met
Construction Practices and Principles		
Law and Statutes		
Codes and Standards		
Structural Engineering Principles		
Fire Safety Engineering Principles		
Professional Ethics		

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.

(A detailed description of the following benchmarks can be obtained from the Applicants Guide)

Benchmark	Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each benchmark and when you have applied this in practice over a five-year period.
Construction Practices and Principles	
Law and Statues	
Structural Engineering Principles	
Building Related Science	
Performance-Based Building Regulatory Systems	
Risk Assessment and Risk Management Principles	
Professional Ethics	

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.

(A detailed description of the following benchmarks can be obtained from the Applicants Guide)

Benchmark	Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each benchmark and when you have applied this in practice over a two-year period.
Construction Practices and Principles	
Law and Statues	
Structural Engineering Principles	
Performance-Based Building Regulatory Systems	
Fire Safety Engineering Principles	
Professional Ethics	

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.

(A detailed description of the following benchmarks can be obtained from the Applicants Guide)

Benchmark	Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each benchmark and when you have applied this knowledge in practice for six months.
Construction Practices and Principles	
Law and Statues	
Codes and Standards	
Structural Engineering Principles	
Fire Safety Engineering Principles	
Professional Ethics	

