

# Building Certifiers - Certificate of Accreditation

RICS Building Industry Accreditation Authority – South Australia

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# Building Certifiers- Certificate of Accreditation

# APPLICANT'S GUIDE

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## Section One – Introduction : Building Certification in South Australia

### Building Certification in South Australia

The SA Development Act 1993 Regulations 87 (6) and 91 (2) of the Development Regulations 2008 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 applying for or renewing registration as a Building Certifier in SA must first obtain a 'Certificate of Accreditation' from an approved Building Industry Accreditation Authority before applying to SA Department of Planning, Transport and Infrastructure for registration. 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.**

### South Australia Department of Planning, Transport and Infrastructure

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 Building Industry Accreditation Authority – South Australia

The RICS Building Industry Accreditation Authority is a body approved by the Department of Planning, Transport and Infrastructure. The body's role is the assessment of educational qualifications, experience, competence and continuing professional development of applicants wishing to gain or renew their registration as a building certifier in South Australia.

### 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	Certifier Level 1 (Building Surveyor)	Certifier Level 2 (Asst. Building Surveyor)	Certifier 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 <sup>2</sup>	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, or RPL within 5 years, <u>plus</u> 3 years relevant experience	Advanced Diploma in Building Surveying or RPL within 5 years <u>plus</u> 2 years relevant experience	Diploma in Building Surveying or RPL within 5 years <u>plus</u> 12 months of 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

### 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

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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 2000m<sup>2</sup> 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 2000m<sup>2</sup> 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.

## **BUILDING CERTIFIER BENCHMARKS**

### **LEVEL 2**

#### **Core**

Research and evaluate construction methods and materials for residential buildings to three storeys,

Research and evaluate construction methods and materials for commercial buildings to three storeys,

Apply legal and ethical requirements to building surveying functions,

Assess and advise on compliance of design documentation for residential buildings to three storeys,

Assess and advise on compliance of design documentation for commercial buildings to three storeys,

Process planning applications for residential buildings up to three storeys,

Process building applications for residential buildings up to three storeys,

Process building applications for commercial buildings up to three storeys,

Conduct and report on building surveying audits of residential buildings up to three storeys,

Conduct and report on initial construction inspections of residential buildings up to three storeys,

Conduct and report on initial construction inspections of commercial buildings up to three storeys,

Conduct and report on advanced and final inspections of residential buildings up to three storeys,

Conduct and report on advanced and final inspections of commercial buildings up to three storeys,

Assess and advise on performance-based solutions for buildings up to three storeys,

#### **Elective,**

Process planning applications for commercial buildings up to three storeys,

Conduct and report on building surveying audits of commercial buildings up to three storeys,

Monitor and advise on construction and compliance upgrade work on buildings up to three storeys

### 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 500m<sup>2</sup> 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**

Manage business document design and development

Maintain business technology

Use targeted communication skills to build relationships

Develop, implement and promote effective workplace communication

Assess the construction of domestic scale buildings

Evaluate materials for construction of domestic scale buildings

Produce working drawings for residential buildings

Apply legislation to urban development and building controls

Apply footing and geomechanical design principles to domestic scale buildings

Assess construction faults in residential buildings

Undertake site surveys and set-out procedures for building projects

Apply building control legislation to building surveying

Assess the impact of fire on building materials

Interact with clients in a regulated environment

Apply building codes and standards to residential buildings

Assess timber-framed designs for one and two storey buildings

Apply principles of energy efficient design to buildings

Apply building surveying procedures to residential buildings

Assess structural requirements for domestic scale buildings

Operate word-processing applications

Use, communicate and search securely on the internet

Operate spreadsheet applications

Use computer operating systems and hardware

Operate database applications

## 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

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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 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



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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 CPD undertaken over the last 24 months. Level 3 applicants must provide 12 months of CPD. All applications for renewal must provide the previous 36 months of CPD. (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 Kate Dickson [kdickson@rics.org](mailto:kdickson@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 level 1 and level 2 certificate of accreditation details of CPD undertaken over the last 24 months should be provided. Level 3 applicants should provide the last 12 months of CPD. All applications for renewal of a certificate should provide the previous 36 months of CPD. Applicants renewing their certificate are expected to have undertaken 90 hours of CPD over the last three years.

## 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

RICS Building Industry Accreditation Authority – South Australia Applicants Guide July 2016 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 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 SA DTPI Code of Practice 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 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

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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,<sup>1</sup>

Sponsor’s SA Registered Building Certifier Number:	
--	--

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<sup>4</sup> on<sup>5</sup> of<sup>6</sup>

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 Building Industry Accreditation Authority – South Australia Applicants Guide July 2016

### 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,<sup>1</sup>

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 <sup>4</sup> on <sup>5</sup> of <sup>6</sup>

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 Building Industry Accreditation Authority – South Australia Applicants Guide July 2016

### 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 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:**

<b>Benchmarks/Competences</b>	<b>Met</b>	<b>Not Met</b>
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)**

**For office use only:**

<b>Benchmarks/Competences</b>	<b>Met</b>	<b>Not Met</b>
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)**

**For office use only:**

<b>Benchmarks/Competences</b>	<b>Met</b>	<b>Not Met</b>
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 complete this template electronically and expand the sections to complete a minimum of 2000 words

(A detailed description of the following National Accreditation Framework competences can be obtained from RICS.)

<b>Competence</b>	<b>Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each Competence and when you have applied this in practice over a three year period.</b>
Construction Practices and Principles	
Law, Statutes, Codes and Standards	
Performance based Building Regulatory Systems and Risk Assessment & Risk Management Principles	
Building Related Science	
Structural Engineering Principles	
Building Services and Fire Safety Engineering Principles	
Professional Ethics, Management and Communication Practices	
Problem Solving Skills	
Building Management, Development Concepts & Construction Economics	



Development Concepts	
Construction Economics	
Ability to Conduct Independent Research	
Experiential Learning	

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

Please complete this template electronically and expand the sections to complete a minimum of 2000 words

(A detailed description of the following competences can be found on the National register for training in Australia web site at: [www.training.gov.au/Training](http://www.training.gov.au/Training). The Training Package CPC60115 'Advanced Diploma in Building Surveying' details the units of competence which are required for the award of the Advanced Diploma. Twenty Four of these units are required for the award of the Diploma in Building Surveying (CPC60115) which is a pre-requisite of the Advanced Diploma. For the purpose of the level 2 Certificate of Accreditation RICS requires evidence against the following Advanced Diploma Units only.)

<b>Competence</b>	<b>Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each Competence and when you have applied this knowledge in practice for two years.</b>
<b>Core</b>	
Research and evaluate construction methods and materials for residential buildings to three storeys	
Research and evaluate construction methods and materials for commercial buildings to three storeys	
Apply legal and ethical requirements to building surveying functions	
Assess and advise on compliance of design documentation for residential buildings to three storeys	
Assess and advise on compliance of design documentation for commercial buildings to three storeys	
Process planning applications for residential buildings up to three storeys	
Process building applications for residential buildings up to three storeys	
Process building applications for commercial buildings up to three storeys	

Conduct and report on building surveying audits of residential buildings up to three storeys	
Conduct and report on initial construction inspections of residential buildings up to three storeys	
Conduct and report on initial construction inspections of commercial buildings up to three storeys	
Conduct and report on advanced and final inspections of residential buildings up to three storeys	
Conduct and report on advanced and final inspections of commercial buildings up to three storeys	
Assess and advise on performance-based solutions for buildings up to three storeys	
<b>Elective</b>	
Process planning applications for commercial buildings up to three storeys	
Conduct and report on building surveying audits of commercial buildings up to three storeys	
Monitor and advise on construction and compliance upgrade work on buildings up to three storeys	

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

**Please complete this template electronically and expand the sections to complete a minimum of 2000 words**

(A detailed description of the following competences can be found on the National register for training in Australia web site at: [www.training.gov.au/Training](http://www.training.gov.au/Training). The Training Package CPC50108 'Diploma in Building Surveying' details units of competence which are required for the award of the Diploma. For the purpose of the level 3 Certificate of Accreditation RICS requires evidence against the following Diploma Units only.)

<b>Competence</b>	<b>Please describe in detail, referring to evidence where appropriate, how and when you gained the knowledge in each Competence and when you have applied this knowledge in practice for six months.</b>
Manage business document design and development	
Maintain business technology	
Use targeted communication skills to build relationships	
Develop, implement and promote effective workplace communication	
Assess the construction of domestic scale buildings	
Evaluate materials for construction of domestic scale buildings	
Produce working drawings for residential buildings	
Apply legislation to urban development and building controls	
Apply footing and geomechanical design principles to domestic scale buildings	

Assess construction faults in residential buildings	
Undertake site surveys and set-out procedures for building projects	
Apply building control legislation to building surveying	
Assess the impact of fire on building materials	
Interact with clients in a regulated environment	
Apply building codes and standards to residential buildings	
Assess timber-framed designs for one and two storey buildings	
Apply principles of energy efficient design to buildings	
Apply building surveying procedures to residential buildings	
Assess structural requirements for domestic scale buildings	
Operate word-processing applications	
Use, communicate and search securely on the internet	
Operate spreadsheet applications	
Use computer operating systems and hardware	
Operate database applications	


