

# Building Practitioner Accreditation

PO Box 56, Rosny Park, TAS 7018

Phone (in Tasmania) 1300 366 322; outside Tasmania – 03 6233 7657; Fax 03 6233 8338

Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au) Website: [www.wst.tas.gov.au/building](http://www.wst.tas.gov.au/building)

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## INFORMATION ABOUT FILLING OUT THE ACCREDITATION APPLICATION

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***Please read this information carefully before completing the form.***

### Personal Information Protection

Access to the personal information you provide is only available to the extent required by the *Building Act 2000*. When you become accredited, your name and limited contact details become available to the public on the website maintained by Workplace Standards:

<http://www.wst.tas.gov.au/building>

The *Building Act 2000* may also be accessed through a hyperlink on that website.

The *Personal Information Protection Act 2004* requires us to give you access to the information we have collected about you and to correct that information where it is incorrect, incomplete, out of date, or misleading. We have enclosed the *Personal Information Protection Statement* with this application. You will find the *Personal Information Protection Act 2004* at:

<http://www.thelaw.tas.gov.au>

### Filling in the form

We suggest that you first fill in the duplicate form we provided, using pencil to make correcting errors simpler. When you are satisfied that you have completed the form correctly, fill in the original using black or blue pen and return that original to us, keeping the duplicate for your records.

If you are just recording a *Change of Personal Details*, we only need your Name, Date of Birth, Driver Licence Number and CC Number, together with the details that you want to change. You can leave all other sections of the form blank.

We have tried to anticipate many of your questions in these instructions. If you have questions we failed to anticipate, we urge you to telephone us so we can help you.

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## 1 YOUR PERSONAL DETAILS

Preferred name is the name you are usually called by. For example, many people named William prefer to be called Bill or Will. You must also provide photographic ID, usually a photocopy of your driver licence, or the relevant page from your passport.

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## 2 YOUR BUSINESS DETAILS

You must supply your ABN, or the company's ABN if you are an employee. The Business Name is usually the Registered Company Name. It's not necessary to supply a Trading Name unless this is different from the Company Name. If you are a sole practitioner trading under your personal name, there is no need to fill in the Business Name or Trading Name. You must supply a phone number, street and postal address for your business. Fax, mobile and email are optional, but can be handy when we need to get back to you quickly.

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### 3 ABOUT THE APPLICATION

#### What you are applying for:

This may be a Primary application, an Additional Category or a Change of Personal Details.

A **Primary** application for accreditation is your first, or main application and it deals with your primary occupation. For example, you may be a Builder Low Rise who occasionally designs buildings. In this case, Builder Low Rise would be your Primary application and if you later decided to apply for accreditation as a Building Designer, that would be an **Additional Category** application.

#### BUILDING PRACTITIONER CLASSES WITH SPECIAL REQUIREMENTS:

**ARCHITECT** – Registration by the Tasmanian Board of Architects is required.

**BUILDER** – If you are applying for accreditation as a builder you must provide a financial statement from an accountant. You should complete the Net Tangible Assets form which forms part of the application package.

**ENGINEER** – You can be directly accredited as an Engineer when you are a Chartered Professional Engineer, or on the National Professional Engineers Register. For those not accredited by Engineers Australia, you need verification of sufficient years of experience by a Senior Professional Engineer.

#### Level you are applying for:

All current qualifications in Australia have an allotted AQF Level (Australian Qualification Framework). For example, most Bachelor degrees are AQF7, Advanced Diplomas AQF 6, Diplomas AQF5, and Certificate IV AQF 4. You may need to ascertain from the issuing institution what AQF Level has been assigned to your qualification, particularly if it was gained some time ago.

**SPECIAL NOTE:** Many older qualifications have not been assessed within the AQF. The Director of Building Control may be able to deem the combination of your professional experience and qualification as equivalent to a particular AQF Level.

Note that your *years of experience in the industry* refers to the *whole of your career* as a building practitioner. The *years of experience in Category/Class* refers to the number of years as a *responsible* building practitioner in that Category/Class.

We have included a list of all of the available Categories and Classes of Building Practitioners who must be registered under the *Building Act 2000*. Please check the box, or boxes against the categories being applied for. Note that a higher level of accreditation within a Class allows the accredited practitioner to perform at the lower level(s) of that Class.

#### Referee to verify your years of experience:

This should be someone reputable in the building industry who can vouch for you and verify your years of experience, for example the CEO of a well-known building company, a Council General Manager, a Senior Engineer, Architect or a Building Surveyor.

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### 4 INSURANCE DETAILS

Accreditation depends on you or your company having the required insurance. The requirements vary, depending on which category (or categories) you are applying to be accredited in. If your insurance

lapses, so does your accreditation; therefore, it is important to keep your insurance premiums fully paid and renewed when they are due. Please tell us whether your insurance premiums are paid by yourself, or your employer if you are an employee.

Being covered by Public Liability insurance and Contract Works insurance is a requirement for accreditation as a Builder. Being covered by Professional Indemnity insurance is a requirement for Designers and Building Surveyors.

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## 5 QUALIFICATIONS

See the remarks in Section 3 above and the document *Categories and Classes of Building Practitioners* included with this application form. Note that the minimum qualification for accreditation is a Certificate IV. A Trade Certificate, or apprenticeship is usually a Certificate III and holders of such a qualification will need to approach a Registered Training Organisation (RTO) with a view to upgrading their qualifications. In many situations a good deal of an upgraded qualification may be gained through recognition of prior learning (RPL) and/or a skills assessment. Builders who have completed a Carpentry and Joinery Apprenticeship need fewer years of experience in order to qualify for Builder accreditation.

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## 6 RELEVANT PROFESSIONAL REGISTRATIONS/ MEMBERSHIPS

This is particularly important for Architects, Engineers and Building Surveyors, though professional registrations in other categories may help us to assess the appropriate level for your accreditation.

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## 7 RELEVANT INTERSTATE REGISTRATION

Commonwealth law requires us to recognise interstate registration for a building practitioner. This can substitute for a formal qualification. Please note, however, that you can only be granted accreditation under Mutual Recognition in the same or a very similar category for which you are registered in another state of Australia.

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## 8 DECLARATION

If you answered Yes to either of these questions, please place an explanation in a sealed envelope marked: "Private and Confidential" and addressed to:

The Registrar, Building Practitioner Accreditation, PO Box 56, Rosny Park, TAS 7018

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## 9 STATUTORY DECLARATION

It is vital that you fill out this portion of the form correctly and mindfully. When you sign the form before a Justice of the Peace, or a Commissioner for Declarations, you are making an oath that the information on the form is the truth.

**Special note:** A person wilfully making a false statement in a statutory declaration is liable to a penalty of imprisonment for 4 years.

Many people can act as a Commissioner for Declarations under the *Oaths Act 2001*. They include, but are not limited to: pharmacists, full-time teachers, dentists, chiropractors, doctors, lawyers, and nurses. The commissioner or justice of the peace witnesses your signature, so do not sign the form until instructed to do so.

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## STATEMENT OF EXPERIENCE (CV or Résumé)

You must provide a summary of your experience in the building industry. Make sure you include the size of projects you have managed (number of storeys, area in square metres) and your role in them. Also include contact details for verification purposes.

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## RENEWALS

Your accreditation is valid for three years, unless circumstances change that affect your eligibility. However, you must pay an annual subscription. You will be sent an invoice and renewal form prior to the anniversary of your accreditation each year. You must return the form with your payment to the Director of Building Control by the due date. If you don't return the form and payment, your accreditation will lapse.

You must also meet Continuing Professional Development (CPD) requirements under the *Building Act 2000* (the details are contained in a separate publication) and maintain the required insurance cover.

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## CONDUCT

An accredited building practitioner is expected to exhibit satisfactory professional conduct by meeting a reasonable standard of competence, diligence and integrity and fulfilling job requirements while complying with the *Building Act 2000* and other relevant laws.

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## AND FINALLY...

Please keep a copy of your application form for your records, and send the original with the necessary attachments to:

The Registrar, Building Practitioner Accreditation, PO Box 56, Rosny Park, TAS 7018

The following checklist will help to ensure that in most cases we receive all the required documentation. Delays in granting accreditation are usually caused by the need for us to request documents in this list.

### Checklist of supporting documents:

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|---|---|
| <input type="checkbox"/> Driver licence   | <input type="checkbox"/> Passport/Other Photo ID                        |
| <input type="checkbox"/> Insurance Certificate(s) of Currency*                    | <input type="checkbox"/> Qualifications                                 |
| <input type="checkbox"/> Professional Registration(s)                             | <input type="checkbox"/> Professional Membership(s)                     |
| <input type="checkbox"/> Certificates of completion (if requested)                | <input type="checkbox"/> Supporting letters & references (if requested) |
| <input type="checkbox"/> Drawings (if requested)                                  | <input type="checkbox"/> Building Surveyor's certification              |
| <input type="checkbox"/> Commissioning reports (if requested)                     | <input type="checkbox"/> Statement of Experience (required)             |
| <input type="checkbox"/> Statement of Net Tangible Assets (required for Builders) |   |

\*Note that we need evidence of the type of insurance (Public Liability, Contract Works, or Professional Indemnity), the amount of cover, evidence that the premium was paid and when the insurance expires. Usually, the insurer is happy to fax us a copy of the Certificate(s) of Currency.