



ABCB

Evidence of experience for building surveyor registration- A response to the Building Confidence Report

Discussion paper

May 2021

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Preface

The Building Confidence Report (BCR), published in April 2018, made 24 recommendations to Building Ministers to address systemic issues in the Australian building industry. The BCR raised concerns regarding the number of registered building surveyors¹ required to meet future demand for building approval and certification services. This was attributed to the average age of building surveyors being over 50 years of age, meaning retirement of large numbers of experienced and registered building surveyors is impending.

The report noted there are ill-defined career pathways to becoming a registered building surveyor which may be impacting uptake of the profession. Additionally, supervision of trainees should be pragmatic so their engagement is commercially viable.

To encourage new entries into the profession, BCR recommendation 4 suggested *“that each jurisdiction establishes a supervised training scheme which provides a defined pathway for becoming a registered building surveyor.”*

The Australian Building Codes Board (ABCB) has responsibility for recommending a nationally consistent response to each of the BCR recommendations to Building Ministers. In September 2020, the ABCB Board considered:

- that there are already two formal supervised training schemes in operation (through a building surveyor association and the Victoria Building Authority) , and opportunities for organisations to host their own training scheme (in conjunction with some Australian Universities), and
- preliminary stakeholder feedback indicates:
 - there are insufficient numbers of registered building surveyors in some jurisdictions
 - this is being caused by issues other than an ageing workforce, and
 - because of the above, a supervised training scheme is not likely to address the shortage.

¹ Those who ensure building regulations and other legislation are followed in the design and construction stages of new and altered buildings. Other common names for this role include building certifiers.

In light of the above, the Board agreed to progress a response to BCR recommendation 4 by developing a guide on evidence of experience for registration as a building surveyor as this can explain the career pathways, as well as providing guidance on balancing supervision and independent work and identifying opportunities for experience. While not proceeding with a supervised training scheme at this time, the Board noted the guide could be used as the basis for a future supervised training scheme, if necessary.

In November 2020, Building Ministers noted the Board's proposed response to BCR recommendation 4. The response is consistent with governments' request that model guidance be developed to provide states and territories with flexibility in implementation.

This discussion paper seeks feedback on a draft *Model guide on evidence of experience for building surveyor registration* (the draft guide). If adopted by state and territory governments, the guide will assist to address concerns raised by stakeholders regarding variation in administrative processes related to evidence of experience needed for registration to undertake statutory building surveying work. It will provide prospective building surveyors, and their supervisors, with accessible and understandable information on career pathways and evidence of experience needed for registration.

States and territories may have regard to the content of the model guide when amending or updating their application processes or guidance material on evidence of experience for registration as a building surveyor.

The draft guide complements work on other BCR recommendations. These are aimed at improving and aligning registration laws (recommendations 1 and 2), which can assist with mutual recognition, as well as improving competence and building surveyor integrity (recommendations 3, 9 and 10).

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Providing comment

This discussion paper provides context for, and seeks comment on, a draft guide on evidence of experience for building surveyor registration (the draft guide).

A consolidated list of questions contained in this discussion paper is at **Attachment A**. The draft guide is at **Attachment B**. Links to relevant sections of the draft guide are provided throughout the discussion paper to aid navigation and understanding.

The draft guide has been developed for state and territory governments to adopt or adapt as they see fit, but is written for registration candidates who want to undertake statutory building surveying work, and their supervisors. It may be considered by building surveyor associations who have a co-regulatory role in accrediting building surveyors seeking registration.

It primarily seeks to address issues raised in the BCR and by stakeholders through:

- documenting the career pathways to becoming a registered building surveyor
- building on the response to BCR recommendations 1 and 2 by setting out evidence of experience required for registration as a building surveyor which, if adopted by jurisdictions, will improve consistency across Australia
- providing suggestions for accessing the range of experience necessary for registration, and
- providing guidance on matching supervision to the competence and confidence of candidates.

Comments should be provided through the ABCB Consultation Hub at www.consultation.abcb.gov.au/engagement/evidence-of-experience-for-building-surveyor-rego

Submissions must be made before **11.59pm on Monday, 19 July 2021**.

Introduction in the draft guide

The [Introduction](#) of the draft guide seeks to explain its purpose and operation, including the intended audience, structure and adoption. The draft guide provides general guidance and refers readers to the jurisdictional registration authorities or building surveyor associations for information on registration requirements. The draft guide draws and expands on existing guidance for building surveyor registration, which typically consists of:

- the knowledge and skills that needs to be demonstrated through on-the-job experience
- the evidence of experience to be submitted with an application for registration, and
- any arrangements for recognition of prior experience or alternatives.

The draft guide is based on a framework that provides three levels of registration. This is consistent with the National Registration Framework (NRF) developed in response to BCR recommendations 1 and 2². However, the draft guide can be adapted to work with any existing licensing regime as part of the adoption process. The draft guide includes a section for jurisdictions to complete with any variations made to the model when adopting it.

Consultation Question

1. What further information do you think needs to be provided in the [Introduction](#) of the draft guide to clarify its purpose, audience, structure or adoption?

Career pathways

Following the Introduction, the draft guide provides a summary of the common pathways to becoming a registered building surveyor in [Section 2.1](#).

There are two main ways people become a registered building surveyor. They either first study the relevant tertiary education courses, then seek work in the industry to obtain the necessary experience. Alternatively, they may first work in the industry,

² See the discussion paper on the NRF at: <https://consultation.abcb.gov.au/engagement/dp-national-registration-framework/>

either assisting a building surveyor or in a related profession such as a builder, architect or engineer, before undertaking study to qualify as a building surveyor to change career. An example showing how a defined career path can assist decision making is provided in this section.

The career pathway section includes information on becoming a consulting building surveyor, noting this role is not currently required to be registered in most jurisdictions.

It is anticipated the figure in the Career Pathway section will need to be updated to reflect the educational qualifications and registration levels of the jurisdiction where it is adopted. In the interim, the figure is based on the proposed NRF.

Consultation Question

2. Is the information on the [Career Pathway](#) for building surveyors clear and complete? What do you think needs to change?

Experience needed for registration

[Section 2.2](#) deals with what should be demonstrated on the job in terms of the expected skills and knowledge. This section opens with high level information on the broader requirements for experience needed for registration, noting jurisdictions currently have varying requirements.

It mentions the usual components in registration laws that make up experience requirements including duration and timing of experience, supervision, functions and scope of work (i.e. the buildings each level may work on). An example based on the NRF is provided. This can be updated with registration requirements from jurisdictional laws. Readers are encouraged to contact the relevant jurisdiction, particularly if seeking information on registration laws in another state or territory.

Consultation Question

3. What changes are needed to improve the high-level information in the draft guide on [experience for registration](#) under jurisdictional laws?

Skills and knowledge

Consistent with existing guidance, the skills and knowledge section sets out what needs to be demonstrated to carry out the tasks expected of a building surveyor.

The draft guide defines knowledge as understanding and recalling information about a topic, and a skill as the ability to perform a task or role. Both are needed to satisfactorily perform statutory building surveying work. A list of [skills](#) and [knowledge](#) that the candidate should demonstrate are set out in the draft guide. They have been prepared in consideration of existing guides developed by jurisdictions and building surveyor associations, including the *National Accreditation Framework*³.

Criteria for demonstrating practical application of knowledge are mostly drawn from material produced by building surveyor associations and jurisdictions, but includes elements of responses to other BCR recommendations. For example, criteria on practical application of knowledge includes material from BCR recommendations to mitigate conflicts of interest and improve transparency, from the Code of Conduct for Building Surveyors, and from a role in enforcement of building laws⁴.

The skills and knowledge in the draft guide are those a registered building surveyor, working at any level, would need to demonstrate for the buildings within the scope of work for registration sought. A set for each level was not considered necessary as building surveyor functions are largely the same for all registration levels; it is the scope of work (i.e. the buildings that may be worked on, in terms of the building classification, size etc.) which changes between registration levels.

Additional skills that may be useful for building surveyors, but will not require assessable evidence for registration, are in the section on the [supervisor's role](#).

Consultation Questions

4. Is it appropriate to apply the proposed list of [skills and knowledge](#) to all registration levels? If not, how should they be differentiated?

³ Not publically available.

⁴ See the *National Model Code of Conduct for Building Surveyors* at: <https://www.abcb.gov.au/Resources/Publications/Corporate/National-Model-Code-of-Conduct-for-Building-Surveyors>
See the discussion paper on BCR recommendations 9 and 11 at: <https://consultation.abcb.gov.au/engagement/copy-of-discussion-paper-integrity-of-private-buil/>

5. What changes are needed to make the proposed [skills](#) for building surveyors clear and complete?
6. What changes are needed to make information on the practical application of [knowledge](#) clear and complete?

Evidence of experience

Jurisdictions and industry co-regulators currently request registration candidates use a variety of ways to provide evidence of their experience. The variation between jurisdictions was raised by stakeholders as an issue affecting registration uptake. Some jurisdictions have prescriptive evidence requirements that were seen as onerous, and others have simple requirements which were considered insufficient by some stakeholders to prove relevant experience had been obtained.

Table 1: Evidence of experience for registration – Jurisdictions and building surveyor associations

	Résumé	Experience Reports	References	Other	Supporting tools
NSW	Yes	6 reports	2 from certifiers 1 from allied professional	Quota of inspections etc, or alternatives	Guides and templates
Vic	-	Experience statements	Technical referee report	Evidence portfolio	Templates
WA	-	Yes	1 from supervisor	-	Template
Tas	Yes	-	2 from industry professionals	-	-
NT	Yes	-	3 from reg. building practitioners	-	-
QLD	AIBS / RICS accreditation				
SA	AIBS / RICS accreditation				
ACT	AIBS accreditation				
AIBS	-	Yes	From employer/s	Optional Interview	Guide and template
RICS	Yes	Yes	1 from sponsor 1 from independent building surveyor	Critical analysis report	Guide, template and checklist

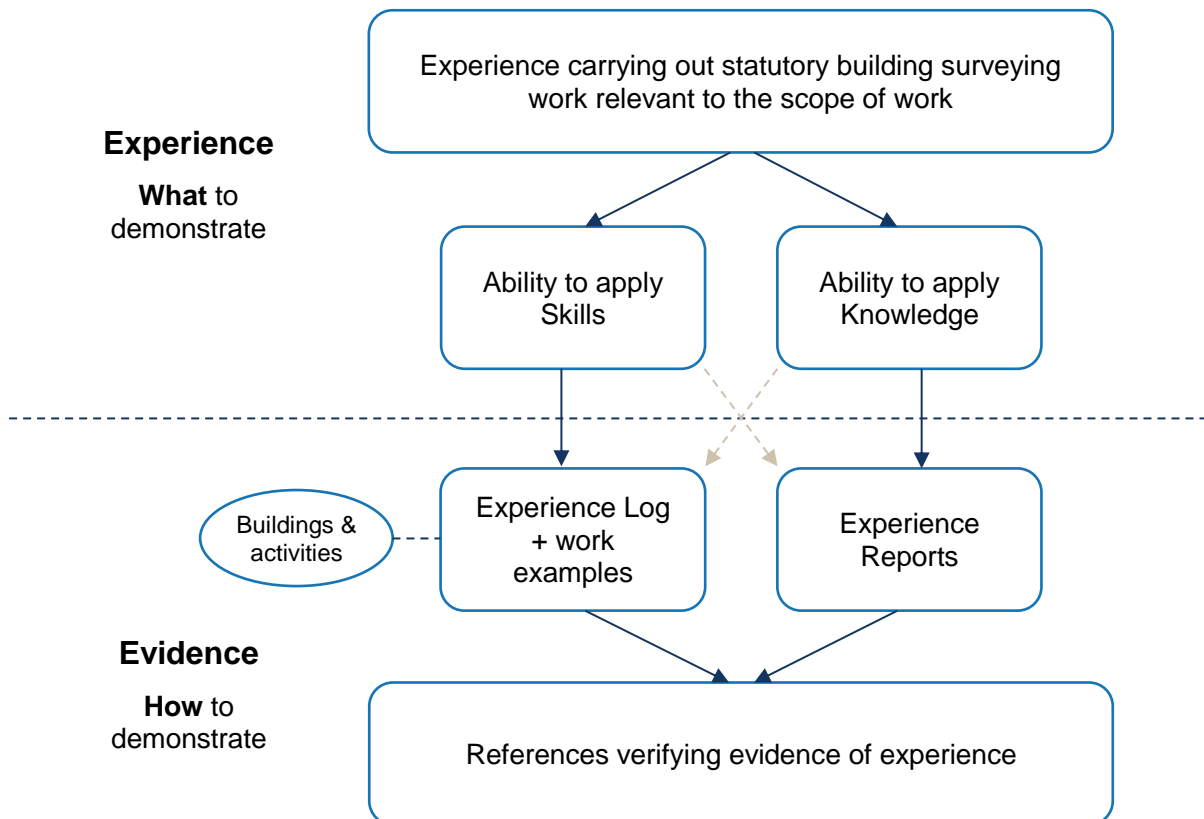
Table 1 summarises the evidence required by jurisdictions and co-regulating building surveyor associations, and tools they provide to assist candidates and their supervisors to understand those requirements.

[Section 2.3](#) of the draft guide proposes the candidate provide evidence of experience in three ways based on common methods. Those methods are:

- an experience log with work examples
- experience reports, and
- references from supervisors and other building professionals.

The relationship of these evidence collecting tools to the proposed skills and knowledge is shown in Figure 1 below.

Figure 1: Relationship between experience (skills and knowledge) and evidence tools



A résumé has not been suggested. This is because most registration bodies appear to seek information on periods of employment and projects in the application forms.

Consultation Question

7. Are the proposed [ways to document experience](#) practical for candidates, supervisors and registration authorities? What alternatives do you suggest?

Experience log

The draft guide states the main purpose of the [experience log](#) is to demonstrate the ability to apply the **skills** listed in [Section 2.2.1.1](#), however, it notes there is a secondary function in demonstrating application of knowledge (demonstrated by the grey dashed arrow in Figure 1 above). The experience log allows candidates to provide large amounts of information in a concise format.

The draft guide proposes the candidate should record all relevant work in their experience log. Contents of the experience log and a [template](#) are proposed, along with [tips](#) for completing the logs.

A list of buildings and activities that should be undertaken has been adapted from the 'Experience Statement' forms used by the Victorian Building Authority with updates to integrate with responses to related recommendations, such as BCR recommendation 18 on Mandatory Inspections⁵. These are included at [Appendix A](#) of the draft guide. The activities are mapped to the relevant skills area. They are not divided by registration level but should be applied where relevant to the scope of work associated with the registration level sought.

The draft guide suggests [work examples](#) (i.e. documents prepared by the candidate) are included with relevant experience log entries. The draft guide does not stipulate how many examples should be provided in total, instead suggesting examples are provided demonstrating the ability of the candidate to perform each activity on buildings within the scope of work in [Appendix A](#). It notes examples may cover more than one activity.

Consultation Questions

8. Should candidates record all relevant work they undertake in the [experience log](#)? If not, what should be recorded?
9. Are the examples of buildings and activities in [Appendix A](#) of the draft guide clear and complete? What changes are needed to improve the examples?
10. Should a quota be set for the number of [work examples](#) to be provided with log entries? How should the information be changed or improved?

⁵ See discussion paper on BCR recommendation 18 at: <https://consultation.abcb.gov.au/engagement/mandatory-inspections/>

11. What changes are needed to improve the experience log template at [Appendix B](#) of the draft guide?

Experience reports

The draft guide explains the main purpose of [experience reports](#) is to demonstrate the ability to apply the **knowledge** listed in [Section 2.2.1.2](#), however, a secondary function in providing evidence of applying skills is acknowledged. The report format allows candidates to provide detailed accounts of experience demonstrating how they applied their knowledge, for example through describing the options considered, pros and cons, and identifying any improvements associated with application of knowledge in a practical work environment.

The draft guide suggests a sliding scale for the [number of experience reports](#) that should be completed for each registration level using the NRF as an example. [Tips](#) for completing the reports so they are focussed and cover required elements have been included, as well as suggested length and content of the reports and a [template](#).

When developing the parameters for experience reports in the draft guide, an alternative arrangement was suggested. This suggestion involves requiring the same number of reports for each registration level and applying a word limit on a sliding scale be applied. For example, six reports of 700 words for Level 3, 1,400 words for Level 2, and 2,100 words for Level 3.

Consultation Questions

12. What number and size of [experience reports](#) will best allow candidates to demonstrate their ability to apply knowledge?
13. What changes are needed to improve the experience report template at [Appendix C](#) of the draft guide?
14. What changes are needed to improve the [tips](#) for completing an experience report?

References

Each jurisdiction requires registration candidates provide references with their application, however, Table 1 shows the number of references and who should provide them varies. Each requires one or more references from a registered building

surveyor⁶, others require a reference a registered practitioner in a related building profession.

[Section 2.3.4](#) of the draft guide provides a suggestion on **how many** and **from whom** candidates should obtain references. The draft guide suggests at least two references are provided. One reference should be provided by each registered building surveyor who supervised the candidate's work. The experience log should be countersigned by the supervising registered building surveyor to verify the contents. This should be sufficient to capture work performed earlier in the experience period which is generally of less complexity.

One further reference should be provided by an independent and registered building practitioner from a related profession with whom the candidate has worked. The draft guide explains what independent means and which building professions can be considered relevant.

[Section 3.1.5](#) of the draft guide provides information on **what should be included** in a reference by supervising registered building surveyors and other building practitioners who may be asked to provide one. Information on when supervisors should [countersign](#) experience logs and experience reports is provided, along with a [reference template](#).

Consultation Questions

15. Is the proposal for references in [Section 2.3.4](#) of the draft guide sufficient to support an application for registration? What changes or alternatives should be considered?
16. Is the proposed content for references in [Section 3.1.5](#) of the draft guide sufficient to support an application for registration? What changes are needed?
17. What changes are needed to improve the proposed [reference template](#) at Appendix D of the draft guide?

⁶ Or Building Inspector, if that registration category is used.

Recognition of previous experience

Consistent with the varied pathways to registration as a building surveyor, [Section 2.4](#) of the draft guide outlines the support in place for people to have experience recognised where the candidates:

- are seeking a higher level of registration
- are already registered and seeking registration at the same level in another jurisdiction, or
- have gained experience working in a related building profession.

The draft guide proposes experience for [registration at a lower level](#) does not need to be repeated on the scope of work for which the person is already registered.

Candidates can apply to regulators for an exemption, so they only need to provide evidence to demonstrate experience on the additional buildings they are not already registered to work on. This is consistent with arrangements that exist in some jurisdictions.

The draft guide notes registered building surveyors may be able to apply for the [same level of registration in another Australian jurisdiction](#) without needing to provide additional evidence of experience. This is consistent with current mutual recognition legislation and the proposed Automatic Mutual Recognition scheme if introduced for building surveyors⁷.

Finally, the draft guide suggests candidates may be able to apply to the relevant registration authority to use [experience applying relevant knowledge in another, related profession](#). For example in NSW, candidate may use equivalent experience in up to one-third of their experience reports.

Consultation Question

18. Is the guidance recognition of previous experience in [Section 2.4](#) of the draft guide clear? What changes or alternatives are needed?

⁷ For further information on occupational mobility initiatives including automatic mutual recognition see: <https://www.pmc.gov.au/domestic-policy/deregulation-taskforce/occupational-mobility>

Information for supervisors

[Section 3](#) of the draft guide includes information for supervisors of candidates on the role of supervisors, ways to assist candidates to obtain the necessary range of experience, and balancing direct supervision and independent work. This is in addition to previously mentioned information on references and verifying experience logs and reports.

No jurisdiction provides publically available information for supervisors on their role when supervising someone who is seeking experience for registration as a building surveyor. Information used in this section has been adapted from various VET publications for supervisors of trainees and apprentices considered applicable to building surveyor candidates and supervisors.

Role

The [role of the supervisor](#) has been included in the draft guide for context, and to provide those considering taking on a candidate with a brief overview of what may be expected. Information on [supervising candidates](#) is included.

Consultation Questions

19. What do you think should be done to improve information in the draft guide on the [supervisor's role](#)?
20. Should the information on [supervising candidates](#) be included in the draft guide? What alternatives or changes could be made to improve the information?

Opportunities for experience

The draft guide suggests ways a supervisor can assist candidates to identify and access [the range and depth of experience](#) and evidence needed for registration, through monitoring and planning ahead. This section includes examples of time working in other areas of the organisation, or for other employers, where work using the skills and knowledge on a classification and type of building is not likely to be available within the team/organisation.

Consultation Questions

21. Are the suggested ways for supervisors to assist with identifying and arranging [opportunities to obtain experience](#) appropriate and clear? What do you think should be added or changed?

Supervision and independent work

The BCR called for the response to recommendation 4 to provide a pragmatic way for supervision of candidates to be commercially viable for business. This must be balanced against the requirement for the registered building surveyor to retain responsibility for statutory functions. The draft guide provides information on what [supervision](#) is required, and how to match [independence](#) of the candidate's work to their [competence](#) and confidence.

Consultation Questions

22. Is information in the draft guide on [balancing supervision and independent work](#) clear and practical? What should be added or changed?

Contacts and glossary

The final two sections of the draft guide provide [contacts](#) for jurisdictional registration authorities and building surveyor associations, to whom candidates are referred throughout; and a [glossary](#) of terms used in the draft guide.

The BCR noted each jurisdiction has developed different ways of describing the same or similar terms and processes. This makes it difficult for governments to compare systems and share results, and for businesses and consumers operating across jurisdictions or at a national level. To address this, the BCR suggested development of preferred language for jurisdictions to adopt over time as they revise and amend their laws (BCR recommendation 22).

If agreed by the Australian Building Codes Board and Building Ministers, the preferred terms will be consolidated and published as a reference resource to assist with understanding and implementation of the BCR responses.

Legislative terminology used across Australia has been considered when developing the proposed terminology. The terminology will not be legal definitions unless adopted by jurisdictions.

No new definitions have been developed for the draft guide. Two have been drawn from the approved National Model Code of Conduct for Building Surveyors⁸ (i.e. 'registered' and 'supervision'); the remaining terms in the Glossary are from the proposed NRF and are subject to change.

Consultation Questions

23. Are there any other organisations that can advise candidates on options for registration which should be listed in the [Assistance](#) section?
24. What changes or additions are need to improve the [Glossary](#) in the draft guide?
25. Do you have any other comments on the draft guide?

⁸ Available at:

ATTACHMENT A CONSULTATION QUESTIONS



Attachment A – Consultation questions

1. What further information should be provided in the [Introduction](#) of the draft guide to clarify its purpose, audience, structure or adoption?
2. Is the information on the [Career Pathway](#) for building surveyor clear and complete? How would you improve the information?
3. What changes are needed to improve the high-level information in the draft guide on [experience for registration](#) under jurisdictional laws?
4. Is it appropriate to apply the proposed list of [skills and knowledge](#) to all registration levels? If not, how should they be differentiated?
5. What changes are needed to make the proposed [skills](#) for building surveyors clear and complete?
6. What changes are needed to make information on the practical application of [knowledge](#) clear and complete?
7. Are the proposed [ways to document experience](#) practical for candidates, supervisors and registration authorities? What alternatives do you suggest?
8. Should candidates record all relevant work they undertake in the [experience log](#)? If not, what do you think should be recorded?
9. Are the examples of buildings and activities in [Appendix A](#) of the draft guide clear and complete? What changes are needed to improve the examples?
10. Should a quota be set for the number of [work examples](#) to be provided with log entries? How should the information be changed or improved?
11. What changes are needed to improve the experience log template at [Appendix B](#) of the draft guide?
12. What number and size of [experience reports](#) will best allow candidates to demonstrate their ability to apply knowledge?
13. What changes are needed to improve the experience report template at [Appendix C](#) of the draft guide?
14. What changes are needed to improve the [tips](#) for completing an experience report?
15. Is the proposal for references in [Section 2.3.4](#) of the draft guide sufficient to support an application for registration? What changes or alternatives should be considered?

16. Is the proposed content for references in [Section 3.1.5](#) of the draft guide sufficient to support an application for registration? What changes are needed?
17. What changes are needed to improve the proposed reference template at [Appendix D](#) of the draft guide?
18. Is the guidance on recognition of previous experience in [Section 2.4](#) of the draft guide clear? What changes or alternatives are needed?
19. What should be done to improve information in the draft guide on the [supervisor's role](#)?
20. Should the information on [supervising candidates](#) be included in the draft guide? What alternatives or changes could be made to improve the information?
21. Are the suggested ways for supervisors to assist with identifying and arranging [opportunities to obtain experience](#) appropriate and clear? What do you think should be added or changed?
22. Is information in the draft guide on [balancing supervision and independent work](#) clear and practical? What should be added or changed?
23. Are there any other organisations that can advise candidates on options for registration which should be listed in the [Assistance](#) section?
24. What changes or additions are needed to improve the [Glossary](#) in the draft guide?
25. Do you have any other comments on the draft guide?

ATTACHMENT B

DRAFT MODEL GUIDE



Attachment B: Draft Model Guide

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Adoption of model documents

As a model, this guide does not have any force until adopted by a jurisdiction. States and territories may have regard to the content of the model. This may include amending or adopting the model for application in their jurisdiction.

The model guide needs to be read in conjunction with the relevant legislation a jurisdiction. It is written in generic terms and is not intended to counteract legislative requirements.

1 Introduction

The *Model Guide: Evidence of Experience for Building Surveyor Registration* (the guide) aims to assist candidates seeking registration as a building surveyor, and their supervisors, with obtaining and proving sufficient experience to meet registration requirements.

It contains information for candidates who are entering the profession at any level, as well as those who choose to move up through the levels. The guide focusses on the skills and knowledge relevant to the functions and scope of work for statutory building surveying work (that is, assessing, approving, inspecting, and certifying), along with ways to collect evidence of applying the skills and knowledge in a work environment.

This guide should be read in conjunction with State and Territory registration schemes noting these vary across jurisdictions, and may involve building surveyor associations in a co-regulatory role. Information on registration requirements, such as levels, qualifications, experience, insurance and community standing, can be obtained from the relevant [registration authority or building surveyor association](#).

1.1 Structure

[Section 1](#) of this guide provides the reader with an understanding of typical career pathways for building surveyors who wish to undertake statutory building surveying work, and how these are supported by a registration framework with three levels¹.

[Section 2](#) outlines the skills and knowledge that should be demonstrated in an application for registration as a building surveyor and proposes methods for documenting the experience.

[Section 3](#) contains information for supervisors to aid with establishing expectations, assisting the candidate to obtain the necessary range and depth of experience, as well as balancing supervision and independent work.

¹ This is consistent with the National Registration Framework (NRF) developed as the basis for a harmonised licensing scheme for building professionals. However, the number of levels and their scope of work may vary between jurisdictions.

Examples of ways the guidance can be applied in the work place are provided throughout and are formatted as follows:

EXAMPLE –

1.2 Adoption of the guide

This guide was developed in response to the [Building Confidence Report](#) which recommended measures to improve information on career pathways for building surveyors, and support them to obtain experience for registration (see BCR recommendation 4).

As the guide is a model, it will not be applicable until adopted by a jurisdiction.

States and territories may have regard to the content of the model guide when amending or updating their application processes, laws or guidance material on evidence of experience for registration as a building surveyor.

Consistent career pathways and registration requirements will aid occupational mobility and contribute to a national construction industry.

2 Information for candidates

2.1 Pathways to becoming a building surveyor

There are a number of pathways to becoming a building surveyor that performs statutory building surveying work. These include obtaining initial registration at any level either as a new entrant to the industry or by way of a career change, for example becoming a building surveyor after working as an engineer, architect, building designer or builder, as well as moving through the levels of registration.

Each pathway is founded on the candidate completing formal education and technical training in building surveying, including the National Construction Code (NCC) and state or territory administrative requirements. Practical experience under the supervision of a registered building surveyor forms the second integral element of learning. Once education and a period of on the job experience is completed, the candidate can apply for initial registration as a building surveyor, either as a new entrant to the industry or by way of a career change.

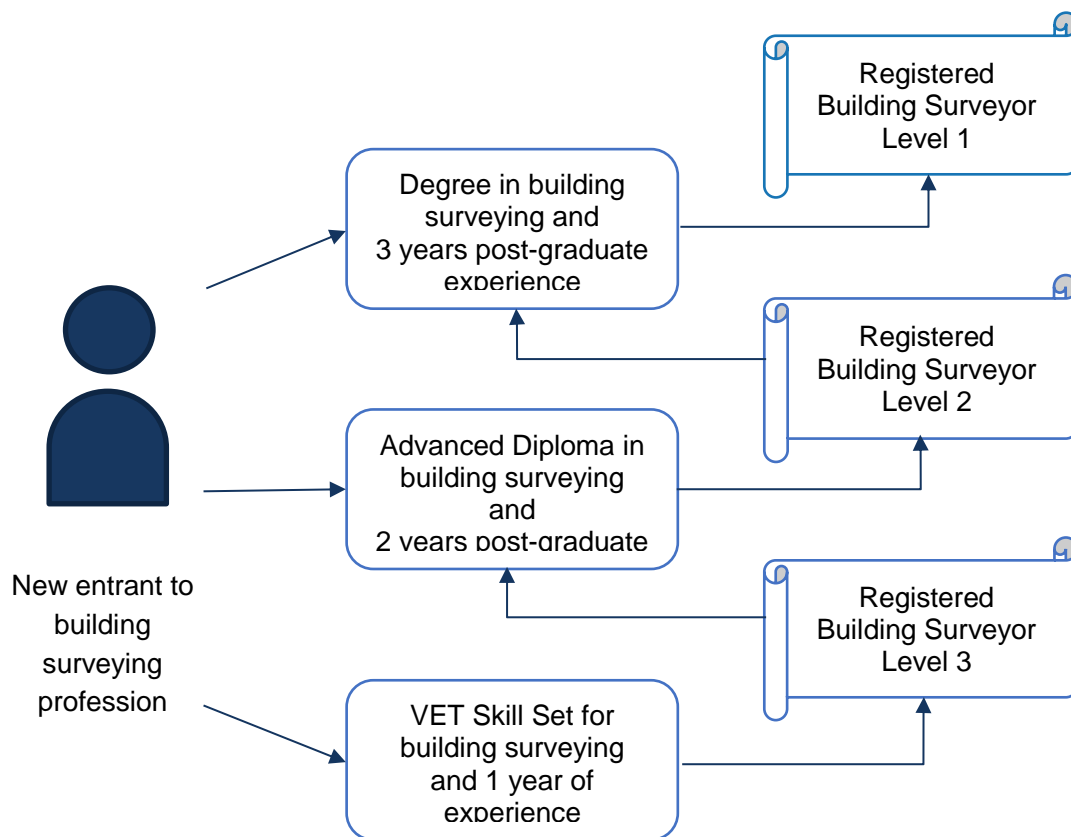
Beyond statutory building surveying work, there is a growing demand for ‘consulting or advisory building surveyors’. These are experienced professionals who are engaged to advise on compliance with the NCC and building laws, but who may not perform *Approval work* or *Certifying*. This role is separate to mandatory independent third party review of designs (BCR recommendation 17) where the reviewer is required to be registered.

Consulting building surveyors are not registered as a separate profession in Australian jurisdictions. This means practitioners exclusively working as consulting building surveyors can do so without registration. As they are not registered separately, consulting building surveyors are not covered by this guide. However, the career option does exist for building surveyors.

Having a pathway allows candidates to make an informed choice about a career in building surveying and provides the certainty needed to plan their education and experience to achieve registration.

Figure 1 shows the common pathways for registration as a statutory building surveyor based on the proposed National Registration Framework (NRF) as an example. Jurisdictions may have fewer, more or different registration levels. Cited qualifications and duration of experience reflect those proposed in the NRF. Jurisdictions may have different arrangements matched to their levels of registration. Prior training, education or experience in a related profession may count towards building surveyor registration.

Figure 1: Statutory building surveying work career pathways – Example based on the NRF



The educational qualification under the NRF for Level 1 registration includes an Honours Degree related to Building Surveying work and a Graduate Diploma if the candidate already holds a related degree.

EXAMPLE – A registered builder with a long term injury which makes his physical work difficult is considering a career change to a building surveyor. Most of their recent work has been on Class 1 and 10 buildings, and Class 2 to 9 buildings under 2000m². They consult the Career Pathway information and decides to make enquiries about the qualifications and further experience applicable to a Registered Building Surveyor Level 2.

2.2 Experience for registration

Building surveyor candidates need to demonstrate they have sufficient knowledge and skills to work at the level of registration sought. This is a requirement of all registration frameworks in Australia.

In addition to educational qualifications, building surveyor registration candidates need to provide evidence of experience gained working under the supervision of a building surveyor who holds registration equivalent to, or greater than, the level of registration the candidate is seeking.

The usual components of experience requirements for building surveyors are:

- **Experience duration and currency** for each level – that is, how long and how recently a candidate needs to work under supervision before they are considered to have sufficient experience for registration. This is sometimes expressed as a minimum.
- **Supervision** requirements – that is, who may supervise the candidate, and in some cases, how supervision should be carried out.
- The **functions** that will be performed once registered – that is, what the building surveyor will be expected and endorsed to carry out.
- The **scope of work** that will be allowed once registered – that is, the classification and size of buildings functions may be exercised on.

Table 1: Registration experience requirements - Example based on the NRF

	Building Surveyor Level 3	Building Surveyor Level 2	Building Surveyor Level 1
Duration	1 year full time or part time equivalent	2 years full time or part time equivalent	3 years full time or part time equivalent
	Within the previous 5 years	Post-graduate and within the previous 5 years	Post-graduate and within the previous 5 years
Supervision	Registered Building Surveyor Level 1, 2 or 3	Registered Building Surveyor Level 1 or 2	Registered Building Surveyor Level 1
Functions	<i>statutory building surveying work</i>		
Scope of work	Class 1 and 10	Class 1 and 10 and Class 2 to 9 of ≤3 storey and 2,000m ²	Unlimited

Table 1 provides an example of experience requirements drawn from the NRF. Candidates should contact the [registration authority](#) in the state or territory where

they want to work for details of the experience requirements that apply in that jurisdiction.

The following sub-sections set out the skills and knowledge a candidate should demonstrate, related to the common building surveyor functions, across jurisdictions.

2.2.1 Skills and knowledge

Experience complements qualifications by asking candidates to prove they can apply the skills and knowledge learned during formal studies. Below are the skills and knowledge candidates are expected to demonstrate to be registered as a building surveyor at any level. This is **what** a candidate should demonstrate experience doing, in the workplace, to be registered for statutory building surveying work.

2.2.1.1 Experience applying skills

‘Skill’ refers to the practical ability to perform a task or role, and usually require practice to become and remain proficient. Building surveyor candidates must demonstrate through their on-the-job experience they have the *skills* to do the following, relevant to their scope of work:

1. assess building design proposals and plans for compliance with building laws
2. issue building approvals
3. inspect building work to assess compliance with the building approval
4. identify, resolve and report non-compliance with building laws and approvals
5. issue certificates for inspected building work that identifies compliance or non-compliance with building laws and approvals, and
6. issue approval to occupy buildings or parts of buildings, with or without conditions.

2.2.1.2 Experience applying knowledge

‘Knowledge’ refers to understanding and recall of information on a topic. Building surveying candidates should demonstrate, through their on-the-job experience they understand and can apply the following knowledge in practical work situations:

1. relevant state or territory legislation for planning, approving and constructing buildings

2. NCC Volume One and Volume Two (if required)², including referenced documents such as Australian and New Zealand Standards including the ability to identify and describe non-compliance
3. roles, practices and responsibilities of a registered building surveyor, such as understanding and avoiding conflict of interest, and complying with any code of conduct for building surveyors applicable in the state or territory
4. material and methods for planning, design and construction of buildings
5. risk management theory as it applies to managing risks associated with performance-based building laws, and
6. methods for communicating with clients and contemporaries, including problem solving involving multiple parties in a dynamic situations.

In some jurisdictions, candidates may be required to provide evidence demonstrating they have the knowledge to initiate enforcement action to address:

1. building work that does not comply with building approvals and has not been rectified after being directed to do so
2. illegal building work in that it does not comply with building laws, or
3. unhealthy or unsafe conditions that require urgent or staged remedial action.

2.3 Evidence of experience

Candidates are required to provide sufficient evidence of experience to demonstrate they can undertake both the range and quality of work necessary to meet registration requirements. This experience should be endorsed by supervisors and peers. This is **how** candidates can demonstrate they have experience applying the skills and knowledge described in [Section 2.2](#).

In addition to an application for registration, each candidate will generally be expected to provide:

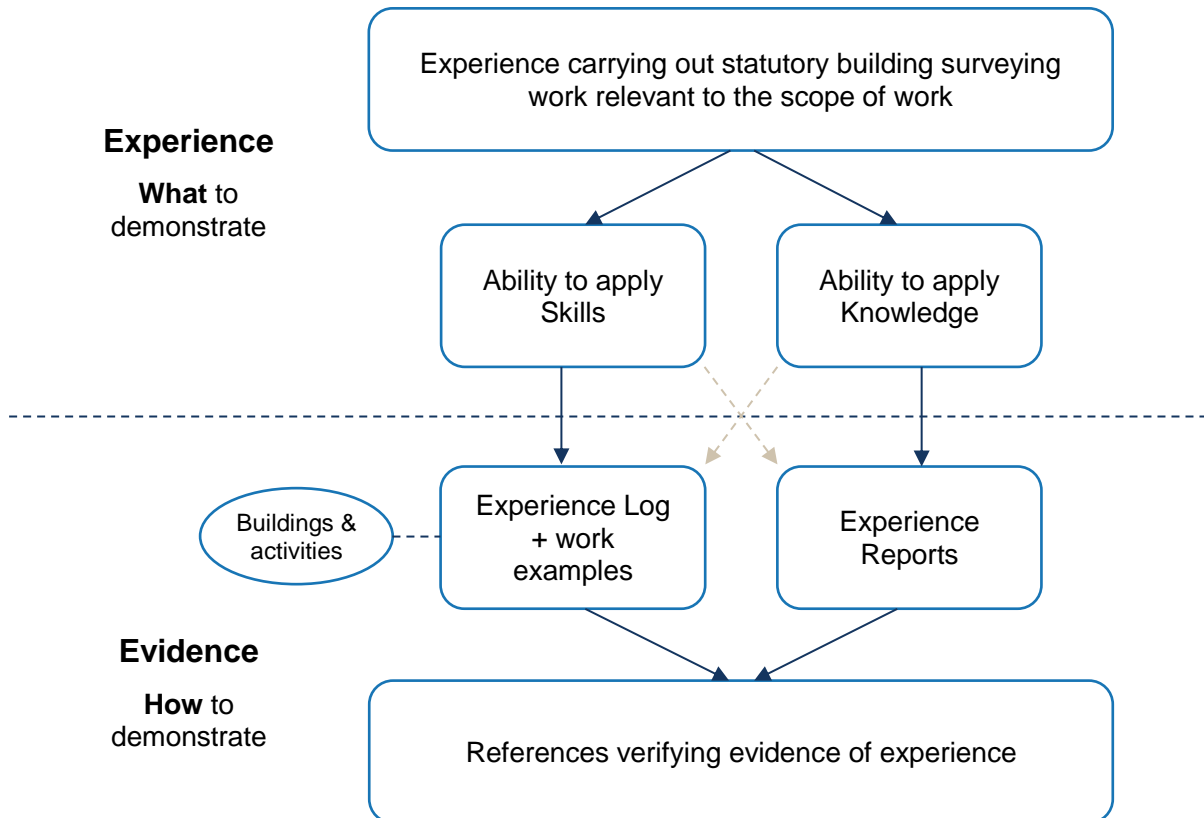
- An experience log with details of the projects the candidate has worked on and skills applied, with examples of work,
- Up to six experience reports which demonstrate practical application of knowledge, and

² For example, under the proposed NRF registered building surveyors at levels 1 and 2 will need to demonstrate knowledge of NCC Volumes One and Two; whereas registered building surveyors at level 3 will need to demonstrate knowledge of only NCC Volume Two.

- References from supervisors and peers attesting to the candidate’s ability to perform *statutory building surveying work* on the scope of work for the level of registration sought.

Figure 2 depicts the relationship between what a candidate needs to demonstrate (i.e. experience and skills within the scope of work), and how these can be documented for a registration application.

Figure 2: Relationship between experience (skills and knowledge) and evidence tools



2.3.1 Confidentiality and accuracy of information

It is important candidates do not provide any confidential information with their evidence. If in doubt, candidates should request permission of those who may be identified in a document they wish to use as evidence, or de-identify evidence by removing any personal information.

Under laws governing registration of building professionals, it is an offense to provide any false or misleading information in an application, including supporting evidence. Candidates must ensure any information provided in, or with, their application is true and correct.

2.3.2 Experience log

The primary purpose of the log is to demonstrate consistent practical application of the building surveyor skills relevant to the scope of work (see [Section 2.2.1.1](#)). In order to demonstrate skills, the candidate may include evidence of applying their knowledge. The log should include all relevant work undertaken by the candidate, to ensure sufficient entries to demonstrate consistent application of skills across the experience period for the level of registration sought. A list of the common building classifications and characteristics, and the activities which should be included in the experience log are at [Appendix A](#).

The experience log entries should detail the following:

- Date of activity (i.e. assessment or inspection, certification or approval, provision of advice)
- Project details (e.g. location, building classification, rise in storeys and floor area etc)
- Building approval reference
- Description of plans or building inspected, including building classification, building type, rise in storeys and floor area
- Description of activity undertaken and skills applied by the candidate, including stage of building work and element of building assessed (see [Appendix A](#))
- Outcome of the activity including any compliance and non-compliance identified, and any approvals or certificates issued, and
- Supervising registered building surveyor details, the supervisor's signature and registration number verifying the log entry contents.

An experience log template is at [Appendix B](#).

2.3.2.1 Supporting evidence

In addition to supervisor verification of experience log entries, work examples will provide proof of experience applying the necessary skills for the registration sought. Copies of documents prepared by the candidate related to the work should be attached to experience log entries, for example, inspection reports, approvals, notices or certificates. The examples should supplement the log, demonstrating the ability to perform the activities under the skills listed in [Appendix A](#) for the relevant groups of buildings from the scope of work.

As a guide, candidates should aim to provide work examples that demonstrate the ability of the candidate to perform each of the activities in [Appendix A](#) for buildings within the scope of work for registration sought. Examples may cover more than one activity.

2.3.2.2 Tips for completing an experience log

Following are some tips to compile an experience log with work examples, demonstrating the skills a candidate has applied in the course of their work.

- It is recommended the log is completed and countersigned regularly throughout the experience period, rather than reconstructed from memory and other records shortly before applying for registration. This will assist if the supervisor and candidate cease working for the same organisation, such as due to changing jobs, business closure or an unplanned longer-term absence.
- Examples of different activities can be from the same project, for example, preparing a building approval and subsequently assisting with inspections on the same project.
- Consider how the assessor might view the entries when completing the experience log:
 - Include sufficient information for a third party to understand what work was carried out and how skills were applied
 - Keep entries short and to the point, and
 - Consider grouping log entries by project to minimise repetition of contextual information where practicable.
- Investigate jurisdictional requirements for file size and format as using this from the start can save time when finalising the experience log to send to the registration authority.

EXAMPLE - A candidate has completed a Degree in building surveying and is working full-time to gain experience for registration. They are progressively completing an experience log to document application of skills across the three year experience period for registration as a Building Surveyor Level 1. As a new entrant to the profession, with no prior registration, they will need to demonstrate skills across the skill areas for all building classes and sizes.

In addition to completing the log, they collect and attach examples of their work demonstrating their ability to undertake each of the activities for building classifications and types related to their registration.

2.3.3 Experience reports

The primary purpose of the experience reports is to demonstrate practical application of the knowledge required for building surveyors relevant to the scope of work for the level of registration sought (see [Section 2.2.1.2](#)). A report format allows candidates to describe how they applied their knowledge of building laws and methods, using risk management and problem solving abilities, to work within the conduct expected of building surveyors.

Candidates for building surveying Level 3 should provide a minimum of three experience reports; Level 2 candidates should provide a minimum of four reports, and Level 1 candidates should provide six reports. The reports should cover projects involving a range of building classifications and sizes relevant to the scope of work for the level of registration (see Table 2).

Table 2: Number of experience reports suggested for each registration level – Example based on NRF

	Building Surveyor Level 3	Building Surveyor Level 2	Building Surveyor Level 1
Class 1 and 10	Min. 3 reports	Min. 4 reports	6 reports
Class 2 to 9 ≤3 storey and 2,000m ²	N/A		
Class 2 to 9 >3 storey and 2,000m ²		N/A	

An experience report template is at [Appendix C](#). Each experience report should be clear and concise. They should each include:

- Project details (e.g. location, building classification, rise in storeys and floor area etc)
- Description of works
- Cost of works
- Dates covering the candidate's involvement in the project
- Summary of candidate's involvement in the project (e.g. assessment, approval or certification related work under direct or more general supervision)
- Issues identified or encountered by the candidate, including non-compliance and any Performance Solutions assessed
- Action taken by the candidate to address issues
- Lessons learned or knowledge and skills advanced through the project

- A declaration the experience report is an accurate and complete account of the candidate's work, and
- Supervising registered building surveyor details, the supervisor's signature and registration number verifying the contents of the experience report.

Each experience report should cover a project or projects the candidate has contributed to or been involved in. The projects covered may be listed in the experience log, noting the primary focus of the experience reports will be practical application of knowledge.

2.3.3.1 Tips for completing an experience report

Following are some tips to provide a clear, concise and accurate experience report demonstrating the knowledge a candidate has applied in the course of their work.

- Generally, each report should be no more than 2,000 words (excluding any attachments).
- Ideally, the experience report should cover just one project, however multiple projects may be included if the link is clear (e.g. similar issues, same building practitioners involved etc).
- The reports should collectively cover all aspects of the knowledge referred to in [Section 2.2.1.2](#). These may be spread across all submitted experience reports, rather than each report covering all knowledge elements.
- The report should accurately reflect the candidate's role and focus on the work they personally performed as part of the project. They do not need to be the lead on the project to include it in a report.
- The experience report should include a brief description of any options considered responding to issues encountered, and provide rationale for any decisions made alone or with their supervisor. This will be one of the best ways to demonstrate practical application of knowledge.
- The candidate's analysis of what worked well, and how outcomes could be improved in the future will further demonstrate knowledge and progress towards working independently.
- Attachments which demonstrate application of knowledge and support claims can be included with the experience report. These could include:
 - Documented options and recommendations to address identified issues.
 - Reports with analysis of proposed designs or Performance Solutions.
 - Email or other correspondence with building practitioners to resolve an issue.
- Experience reports should not contain:
 - extensive quoted provisions from laws, codes or standards, instead use citations

- any views or statements that could be considered discriminatory or defamatory, or
- confidential information unless permission of the parties has been obtained.

2.3.4 References

The purpose of the reference is to provide information that will assist to determine whether the candidate has sufficient experience to be registered at the level sought. The reference is used to verify what work the candidate has done, when it was performed and to what standard.

2.3.4.1 How many references are needed?

Candidates should provide at least two references from registered building professionals who can verify the candidate's length and quality of experience, and the candidate's capacity to work at the level of registration sought.

2.3.4.2 Who can complete a reference?

One reference should be from the candidate's supervisor or supervisors for their experience period. If more than one registered building surveyor supervised the candidate, either for different types of work or for separate periods within their experience period, then each supervisor should provide a reference for the candidate.

Candidates should provide a reference from an appropriate, independent building industry practitioner the candidate has worked with to gain experience on buildings within the relevant scope of work for the registration sought.

Appropriate building practitioners include engineers, architects, builders or project managers who are registered and can verify the candidate's experience. To be independent, the practitioner will need to be from another firm; not employed by the same company as the candidate when the work was observed.

A reference will not be considered independent if it is from an immediate family member of the candidate. This is consistent with the obligation governing the conduct of building surveyors to avoid real or perceived conflicts of interest. A conflict of

interest is a situation where the private interests of a person, or their immediate friends and family, could be considered in conflict with their obligations, or to affect their ability to carry out their work impartially and without bias.

Further information on references is in [Section 3.1.5](#).

2.4 Recognition of previous experience

As demonstrated in [Section 2.1](#), there a number of pathways to registration as a building surveyor. In some cases experience gained in other occupations, or at a lower level of registration, may be relevant and used as evidence of applying some of the required skills and knowledge for registration. This is similar to arrangements for recognition of prior learning, but instead of educational qualifications, the focus is on relevant work experience.

2.4.1 Recognition of experience at a lower registration level

Where a candidate holds a current, valid registration and is seeking a higher level of registration in the same jurisdiction, they should not need to re-demonstrate experience for the work they are already registered to perform.

Candidates should contact their jurisdiction's registration authority to find out if their registration will be recognised as partially fulfilling requirements for registration at a higher level. Jurisdictions may allow reductions to the minimum experience duration as part of their decision. To determine what evidence of experience is required, the registration authority may review records of work undertaken under the lower level registration, and take any disciplinary matters into account.

EXAMPLE - A candidate is registered as a Building Surveyor Level 3. They have continued working while completing the qualification for a Building Surveyor Level 2 registration. The candidate contacts their registration authority and are advised they only need to demonstrate experience with Class 2 to 9 buildings of up to three or more storeys and 2,000m² during the experience period of two years full-time, or part-time equivalent up to 5 years. They should still provide an experience log, experience reports and references to prove this experience. This is confirmed in writing by the registration authority.

2.4.2 Recognition of experience in another jurisdiction

Mutual recognition principles apply to building surveyor registration, and as such, a person registered as a building surveyor in one Australian jurisdiction is eligible to seek registration at an equivalent level in any other Australian jurisdiction. This means, if a candidate already has a current and valid registration in one jurisdiction, they can apply for the same registration in another state or territory and should not need to undertake another experience period.

Jurisdictional registration authorities may request other evidence such as insurance, NCC accreditation or that the candidate meets 'fit and proper person' requirements. Variations in registration levels and the work undertaken at each level means there may not be equivalent registration between some jurisdictions. For this reason, some jurisdictions require experience for registration is obtained in the jurisdiction where the candidate is seeking a new registration. For further information, candidate should contact the [registration authority](#) in the jurisdiction they want to be registered.

2.4.3 Recognition of experience in a related profession

Candidates who are changing career from a related profession may already have experience applying knowledge components required for registration as a building surveyor. For example, a registered engineer, architect or builder may already have demonstrated experience applying knowledge of the NCC, and of building materials and methods of construction across the building sizes and classifications.

Jurisdictional registration authorities may consider equivalent experience of applying knowledge gained in another profession to be used in experience reports.

Candidates should contact the [registration authority](#) in their jurisdiction for further information or to confirm equivalency.

3 Information for supervisors

Jurisdictional registration provisions require candidates work under the supervision of a building surveyor who is already registered. The supervisor should hold a current building surveying registration at or above the level sought by the candidate.

Supervisors and host employers are essential to ensuring candidates can obtain registration. By helping to encourage the right skills and knowledge in new building surveyors, they ensure the industry has a secure future.

This section provides guidance on how to support, supervise and assist candidates to obtain experience for registration as a building surveyor.

3.1 The supervisor's role

A supervisor should be appointed to manage the candidate's activity, including their induction (if new to the organisation) and providing ongoing support. The supervisor's ongoing role may vary between organisations but usually includes instructing and coaching the candidate on how to perform the building surveyor functions, and acting as a role model for expected professional workplace behaviours such as communication with clients, ethical conduct, problem solving and learning from mistakes.

The supervisor should ensure the candidate is exposed to the business systems used in the organisation, and good business practices such as record keeping, invoicing, and accounting for their time on projects. This is especially important as business skills are included in Continuing Professional Development (CPD) for registration renewal in some jurisdictions.

Importantly, supervisors should monitor progress toward gaining the range and depth of experience for registration. This may include arranging necessary experience opportunities. Finally, the supervisor will be asked to confirm the candidate's evidence of experience through references, and signing log entries and experience reports.

3.1.1 Supervising candidates

People learn and work best in a supportive and encouraging environment. The following information may assist with being an effective supervisor. This information is adapted from the NSW Vocational Education and Training publication *Supervising your apprentice or trainee: A guide for workplace supervisors*.

Acknowledge what the candidate already knows — The candidate may have knowledge and experience gained in a variety of ways including through training, hobbies, or previous work as a building surveyor or in a related profession. Find out what the candidate already knows and tailor instructions to build on any relevant previous experience.

Explain the big picture — Give reasons why a task may need to be done a certain way, such as correct procedure and sequencing of tasks to avoid issues later. Use real examples where possible. Include safe work practices.

Provide choice — Everyone learns differently such as through being shown or guided to do the work themselves, or by following written steps or verbal instructions. Some may prefer smaller steps that build to a full task over time; others may need to know how each step contributes to the full task before commencing. Tailoring the method of instruction to the candidate's preferences will assist them to learn more quickly and accurately.

Set realistic expectations — Discuss the day-to-day work that will be undertaken including what the supervisor and the candidate will each do. Expect mistakes, allow time to address these, and use them to learn. Remember mastering practical application of skills and knowledge requires regular opportunity to practice so the candidate can build confidence and competence.

Establish regular two-way communication — The supervisor and the candidate should work together to ensure communication is effective. This can include confirming whether instructions are clear and have been understood. Encourage use of initiative and analysis of work; listen to, and where possible, act on feedback. Engage and involve the candidates instead of lecturing. Use questions to prompt the candidate's input or further explanation from the supervisor. Suggest improvements and give praise where due. Raise concerns early and deal with them promptly and

constructively. It is good practice to meet regularly to seek and provide feedback on work and progress toward obtaining the necessary experience for registration.

3.1.2 Range and depth of experience

Candidates are responsible for ensuring they obtain sufficient experience and evidence to support their application for registration. However, the supervisor can assist by facilitating opportunities for experience.

This includes monitoring the candidate's progress toward obtaining sufficient range and depth of experience. Knowing what the candidate has achieved and identifying any gaps will help the supervisor to plan the next steps for experience. In this way the supervisor assists the candidate obtain sufficient experience and gather the necessary evidence within the experience period.

Monitoring candidate progress can be achieved a number of ways, including through supervision of work, systematic review and confirmation of the candidate's experience log, or regular meetings with the candidate to discuss progress.

EXAMPLE – At a pre-planned quarterly meeting to sign off the candidate's experience log, the candidate and supervisor identify gaps in the experience log. They discuss up-coming work to determine opportunities for the candidate to obtain the necessary experience on the buildings, and activities which have yet to be covered.

In some cases the opportunity to obtain experience for certain classifications or types of buildings may not be available within the team or the timeframe necessary. In these circumstances the supervisor can assist candidates to find relevant experience opportunities in other sections of the organisation if it is large enough, or in a different organisation.

Time in another organisation should be undertaken with the full knowledge and consent of the two organisations. It may involve the candidate working in the other organisation, either on a full-time or part-time basis, for a period so they can obtain the experience needed for registration.

Supporting temporary arrangements such as this has many benefits, including:

- exposing the candidate to varied work practices, systems and other professionals
- the potential for reciprocal arrangements so each organisation host the other's candidate for a time, and
- increased likelihood of retaining candidates who may otherwise need to leave to gain the experience they need for registration.

Where the candidate does work in another team or another organisation, a supervisor should be allocated for that work and sign off on any relevant experience log entries. They will be required to provide a reference and endorse experience reports about the work they supervised.

EXAMPLE – A candidate is nearing the end of their experience period for Level 3 registration. The candidate has yet to work on a Class 10c - private bush fire shelter. Their employer does not have any up-coming contracts to carry out *statutory building surveying work* on Class 10c structures. The supervisor contacts a peer who is a Registered Building Surveyor Level 2, and has a Class 10c structure on the books. The peer agrees to supervise the candidate assisting with the work on the Class 10c structure and countersign any related experience evidence documents.

3.1.3 Balancing supervision and independent work

The candidate may not perform statutory building surveying work without supervision or oversight until they are registered at the appropriate level. The supervising registered building surveyor retains responsibility for work undertaken by the candidate while they gain experience. This means the registered building surveyor must supervise the candidate's work to the extent that allows them to exercise statutory functions with the same confidence as if they'd undertaken the work themselves. This is consistent across jurisdictions.

Achieving this will require **direct** supervision of candidates. For supervision to be considered direct, the supervisor should either be physically present when the candidate is working to gain experience, or as the candidate's competence is established, be contactable, attend to provide assistance as needed and check work regularly.

3.1.3.1 Encouraging independent work

As with most new starters, initially it is expected tasks would involve the supervisor working one-on-one with the candidate to provide instruction and oversee activities, especially where work is not office based. Close supervision allows the supervisor to instruct, monitor and correct candidates' work.

As the candidate gains experience and has proven their competence in an area, supervision may be tailored so the candidate has the opportunity to try tasks with a degree of independence, once the work tasks are allocated and expectations are made clear. The supervisor should still be in the work area, and able to attend to any request from the candidate for assistance.

This is consistent with the aim of preparing candidates for independent work when registration is granted, but requires the supervisor to make a judgement on the candidate's competence and confidence with tasks, and their maturity to know when to contact the supervisor to request assistance. This judgement should be made in relation to each task or work function, and should be reversed if performance falters.

One-on-one supervision will be necessary as new tasks or work methods are introduced or familiar tasks are to be applied to new types, classifications and sizes of buildings. This means candidates may work with greater independence on some tasks but not others at any point in time.

The registered building surveyor remains responsible for the *statutory building surveying work*, so they must check all work before exercising a statutory function where a candidate has assisted and the work is outside the candidate's authority.

EXAMPLE – A candidate has completed half of the 3 years' experience needed for registration as a Level 1 building surveyor. During this time the candidate has participated in around 30 inspections of retail Class 6 buildings under supervision of the Registered Building Surveyor Level 1. The quality and thoroughness of their work on Class 6 buildings means few changes or corrections are made to their inspection process and reports.

During an inspection of a Class 6 building, the supervising building surveyor receives an urgent call that requires immediate attention. They ask the candidate to continue the inspection while they complete the call. The supervisor is absent for 20 minutes.

On return, they ask the candidate where the work is up to and what has been found. The candidate indicates what has been inspected and asks the supervisor to look at a weatherproofing issue associated with the flat roof. They agree the weatherproofing does not comply with the approved system and they document the non-compliance. The supervising building surveyor checks the remaining work inspected in their absence, finds no issues, and continues with the inspection.

3.1.3.2 What competence looks like

Competency to undertake a task with greater independence means the candidate should consistently demonstrate they can do the following over a period of time:

- apply knowledge and skills to accurately carry out a task or a piece of work
- plan ahead, and manage time, including dealing with different tasks at the same time
- be able to deal with any related, everyday issues on the task that may occur or depart from the normal routine
- work satisfactorily with others at all levels on the task, and
- appropriately ask questions or refers matters beyond their knowledge and skills, and
- adhere to professional obligations as per the Building Surveyors Code of Conduct.

3.1.4 Signing off on experience logs and reports

Candidates can complete an experience log to demonstrate consistent effort across the experience period on buildings within the relevant scope of work. Supervisors are asked to countersign log entries and reports; by doing so the supervisors endorse the record as being true and accurate.

Before signing, the supervisor should check the experience log entry or report is accurate, including checking it is a true account of the:

- details of the building, for example, the class, type and size
- candidate's role in the work
- skills and knowledge the supervisor observed the candidate applying, and
- candidate's own analysis and work.

Under laws governing registration of building professionals, it is an offense to provide any false or misleading information.

The experience log entries and report should be countersigned by the registered building surveyor who directly supervised or instructed and managed the candidate's work covered in the document. This may be a number of different people across the entries, depending on the arrangements in place for gaining experience, or if the candidate has changed jobs during the experience period.

It is best to countersign experience log entries as the work and entry are completed, or periodically at pre-arranged intervals (e.g. quarterly). Experience reports may be completed at any time, but are more likely to be finalised towards the end of the experience period as this allows the candidate to draw on the projects that best reflect their practical application of knowledge. In both cases the supervisor should countersign the documents before they are submitted to the registration authority.

3.1.5 Providing references

As stated in [Section 2.3.4](#), the candidate should provide at least two references from registered building practitioners with their application for registration. At least one from their supervising building surveyor, and one from an independent building industry practitioner in a related field, with whom the candidate has worked with to gain experience on buildings within the relevant scope of work for the registration sought.

3.1.5.1 What to put in a reference

The purpose of the reference is to provide information that will assist to determine whether the candidate has sufficient experience to be registered at the level sought. The reference is used to verify what work the candidate has done, when it was performed and to what standard.

A reference template is at [Appendix D](#). References should include the following information:

- The name, date of birth, home address and employer of the candidate
- The name, employer and registration number of the building professional completing the reference

Discussion paper – Evidence of experience for building surveyor registration

- The capacity in which they are providing the reference (i.e. as a supervisor, or independent building practitioner)
- The details of the period or periods and work the registered building professional observed the candidate performing work, including:
 - location of project/s (i.e. site address)
 - project building classification, rise in storeys and floor area
 - description of works
 - skills and knowledge demonstrated by the candidate
- A declaration that, in the professional opinion of the person giving the reference, the candidate's observed skills and application of knowledge are of a standard that will allow them to work autonomously on buildings within the scope of work for a Registered Building Surveyor Level 1, 2 or 3 (depending on the application)
- A second declaration stating that the professional giving the reference is independent from the candidate, and
- The registered building practitioner's signature and the date the reference was signed.

4 Assistance

Below are the contact details of jurisdictional registration authorities for candidates or supervisors.

Table 3: Jurisdictional Registration Authorities – Contact information

Organisation	Contact details
Building Practitioners Board NT	Website: www.bpb.nt.gov.au/home
	Email: bpb@nt.gov.au
	Phone: (08) 8936 4082
Consumer, Building and Occupational Services Tasmania	Website: www.cbos.tas.gov.au/topics/licensing-and-registration/licensed-occupations/building-provider-licences/building-surveyor
	Enquiry: www.cbos.tas.gov.au/contact-us/lodge-an-enquiry
	Phone: 1300 654 499
Department of Mines, Industry Regulation and Safety WA	Website: www.commerce.wa.gov.au/building-and-energy/building-surveying-practitioner-registration
	Email: be.info@dmirs.wa.gov.au
	Phone: 1300 489 099
Fair Trading NSW	Website: www.fairtrading.nsw.gov.au/trades-and-businesses/business-essentials/building-certifiers
	Email: certifierregistration@customerservice.nsw.gov.au
	Phone: 13 32 20 or +61 2 9895 0111
Plan SA	Website: plan.sa.gov.au/our_planning_system/schemes/acc_reditied_professionals_scheme
	Email: PlanSA@sa.gov.au
	Phone: 1800 752 664
Planning ACT	Website: www.planning.act.gov.au/build-buy-renovate/for-industry/construction-licences/apply-for-a-construction-licence/building-surveyor-licence
	Email: cwpl@act.gov.au
	Phone: (02) 6207 8096
Queensland Building and Construction Commission	Website: www.qbcc.qld.gov.au/certifier-licence-information/overview
	Enquiry: my.qbcc.qld.gov.au/s/contactsupport
	Phone: 139 333 or +61 7 3447 2160
Victorian Building Authority	Website: www.vba.vic.gov.au/surveyors/registration
	Enquiry: www.vba.vic.gov.au/contact/online?t=1
	Phone: 1300 815 127

Some building surveyor associations conduct formal supervised training schemes providing training and support to both candidates and supervisors. Fees are usually charged for participating in these schemes. The associations provide general information on training and competencies on their website, or more support to members. To find out more please contact the association.

Table 4: Building Surveyor Associations – Contact information

Organisation	Contact details
Association of Australian Certifiers	Website: www.accreditedcertifiers.com.au/
	Email: info@accreditedcertifiers.com.au
	Phone: 1300 735 935
Australian Institute of Building Surveyors	Website: www.aibs.com.au/
	Email: aibs@aibs.com.au
	Phone: 1300 312 427 or +61 2 9160 4702
Royal Institution of Chartered Surveyors	Website: www.rics.org/abc/
	Email: apac@rics.org
	Phone: 1300 737 657

5 Glossary

Building surveyor means an individual *registered* in the discipline of building surveying.

Registered means authorised by a state or territory government to perform defined functions and exercise powers in that state or territory.

Supervision (or supervising) means overseeing, monitoring and directing the activities of a person or people to make sure they are working effectively, and being accountable for their work.

Statutory building surveying work means *approval work, independent design review, independent construction or installation inspection* and *certifying* which building approval legislation requires to be done by a *registered building surveyor*.

- **Approval work** means acting as the *building approval authority* to authorise construction or occupation of a building under building approval legislation.
 - **Building approval authority** means the legal entity that authorises construction or occupation of a building under building approval legislation of a state or territory.
- **Certifying** means forming an opinion or giving a certificate required under building approval legislation that a building meets the performance requirements of the NCC and other relevant state or territory legislation.
- **Independent construction or installation inspection** means an independent assessment of construction or installation work to verify the construction or installation work has been carried out in accordance with the approved documentation.
- **Independent design review** means an examination and assessment of a component of design work for compliance with the NCC by an individual who is completely separate to the building designer.

Appendix A – Buildings and activities for experience logs

Buildings

Entries in the experience log should span the following buildings, relevant to the scope of work for the registration level sought:

- Class 1a – single dwelling being a detached house; or one of a group of horizontally attached dwellings (e.g. row house, townhouse, duplex or terrace house)
- Class 1b – a boarding house, guest house or hostel that has a floor area less than 300m² and ordinarily has less than 12 people living in it; or four or more single dwellings located on one allotment which are used for short-term holiday accommodation.
- Class 10a – garage or carport
- Class 10b – swimming pool including barriers, fence, retaining wall, free standing wall, mast or antenna
- Class 10c – private bushfire shelter
- Class 2-9 including a range of construction types (A, B and C) and sizes (e.g. up to 2000m² and 3 storeys, and over 2000m² and 3 storeys)
- Alterations to an existing building of any classification³
- Alterations to an existing Class 2-9 building, including where the proposed alterations would adversely affect any exit or path of travel to an exit
- Temporary structures, and
- Remove or demolish an existing building.

³ In some jurisdictions the full building must be brought into compliance where the proposed alterations, together with any other alterations completed or permitted within the previous three years, represent more than half of the original volume of the building.

Activities

Entries in the candidate's experience log should cover the following activities related to the skills needed for statutory building surveying work, on buildings relevant to the scope of work. These have been grouped under the [skills](#) they primarily relate to.

Skill 1 — Assess building design proposals and plans for compliance with building laws

- Confirm if the report and consent of a relevant authority has been obtained in support of an application for a building approval to construct a building over an easement vested in that authority
- Confirm if the report and consent of the relevant fire authority has been obtained in support of an application for a building approval that involved prescribed fire safety matters if those matters did not meet the Deemed-to-Satisfy provisions of the NCC
- Confirm plans meet any requirements related to the area where the building will be constructed (e.g. areas prone to high winds/cyclones, termites, bushfire or snow etc)
- Confirm plans meet any requirements related to the proposed building use (including NCC compliance).
- Consider whether protection work may be required to ensure an adjoining property is not affected by proposed building work
- Carry out an assessment of whether proposed protection works are appropriate
- Make a written recommendation about the appropriateness of proposed protection work
- Prepare a written advice to an applicant for a building approval detailing any non-compliance with building laws
- Make a written recommendation to the building surveyor to grant or refuse an application for a building permit, and the reasons for the recommendation, and
- If refusing an application, prepare a written notice to an applicant advising them of a decision to refuse the application for a building permit, and the reason for the decision.

Skill 2 — Issue building approvals

- Prepare a building approval in the prescribed form
- Provide a copy of the building approval, plans and other documentation prescribed by the regulations to the applicant and the relevant government authority (if applicable) within the prescribed notice period of the approval being issued.

Skill 3 — Inspect building work to assess compliance with the building approval

- Undertake inspections of building work, including:
 - Protection work for adjoining property
 - Foundations
 - In situ reinforcement in footings/slabs and other structural elements
 - Structural frames, including roof construction
 - Pool barriers including in situ reinforcement for pools
 - Waterproofing - internal and external where required
 - Any construction requirements relating to Performance Solutions
 - Façade and cladding installations
 - Fire detection and suppression systems
 - Pre-plastering/wall-lining including (where required by the NCC): thermal and acoustic insulation; sarking, cavities and weatherproofing and condensation mitigating measures; and non-combustible elements
 - Weatherproofing of external façade, including roof
 - Fire-rated compartmentation including external walls, floors, shafts, separation between buildings and protection of openings
 - Witness testing of fire safety systems and emergency evacuation systems in operation
 - Stormwater runoff
 - Final, post-completion of all work
- Prepare a written inspection record of the building work inspected at each stage, and
- Report any building work that fails to comply with building laws or approvals to the building surveyor including:
 - The provisions of the legislation, planning consent, NCC and or Australian Standards that have not been met
 - Why the inspected building work is not considered to comply with the identified provisions,
 - How the building practitioner intends to rectify the non-compliance, and
 - After follow-up inspection, if and how the non-compliance was rectified.

Skill 4 — Resolve and report non-compliance with building laws and approvals

- Prepare a written direction to fix non-compliant building work
- Provide a direction to fix non-compliant building work to the builder or person in charge of the site, the applicant or owner, and the regulator in the case of a significant non compliance

- Prepare a building notice to be served on an owner of a building or land on which building work is being carried out or is proposed to be carried out
- Assess representations made by the person served with the building notice in relation to carrying out building work, protection work or other work
- Make a recommendation to cancel or amend a building notice after considering representations, including reasons, and
- Prepare a referral to the relevant building regulatory authority when a building notice has not been complied with.

Skill 5 — Issue certificates for inspected building work that identifies compliance and non-compliance with building laws and approvals

- Prepare a certificate of inspection, including final inspection, in the prescribed form, and
- Provide a copy of the certificate of final inspection and approval dates for mandatory inspections to the relevant authority (council or territory government) within prescribed period of the certificate being issued.

Skill 6 — Issue approval to occupy buildings or parts of buildings, with and without conditions.

- Assess application for occupation, including temporary occupation (where a occupancy permit has not or cannot be issued and where legislation allows)
- Make a written recommendation to grant or refuse occupation, including any conditions and reasons for the recommendation
- Prepare a written occupation approval, specifying any conditions and the period it applies
- Within the prescribed period of temporary occupancy approval being issued, provide a copy of the approval to:
 - the relevant authority (council or territory government), and
 - the building owner
- Within the prescribed period of the occupancy approval being issued, provide:
 - the occupancy approval to the owner of the land/structure
 - a copy of the occupancy approval to the applicant, and
 - a copy of the occupancy approval, certificate of final inspection and approval dates for mandatory inspections to the relevant authority (council or territory government).

Appendix B – Experience Log Template

Candidate Name	
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Project description			
Building Approval No.			
Project location			
Builder's name			
Building classification			
Building type			
Rise in storeys		Effective height	
Building floor area		Building volume	
Description of works	<i>(e.g. describe the nature and extent of building work, such as new build, alteration, renovation, and whether substantive or minor)</i>		
Cost of building works			

Candidate activity description	
Date/s of work	
Project stage	
Candidate activity	<i>(e.g. describe the task undertaken and skills applied, including stage of building work and building elements the candidate assisted to assess, inspect, certify etc, Performance Solutions assessed.)</i>
Outcome	<i>(e.g. describe the outcome of candidate activities such as identified compliance or non-compliance, how non-compliance was resolved, including any documents drafted, recommendations or advice provided.)</i>
List attached work examples	

Declaration			
1. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document. 2. I declare the information in this document is complete and accurate to the best of my knowledge. 3. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided.			
Candidate's Signature		Date signed	
Supervisor's Signature		Supervisor's Registration No.	
Supervisor's Name		Date signed	

Appendix C – Experience Report Template

Candidate name	
Project description	
<i>(e.g. Number of project/s (if more than one), location of project/s (i.e. site address), project/s building classification, rise in storeys and floor area etc, description of works, cost of works.)</i>	
Candidate’s role and involvement in the project	
<i>(e.g. Dates covering the candidate’s involvement in the project, and summary of candidate’s involvement in the project (e.g. assessment, approval or certification related work under direct or more general supervision))</i>	
Issues identified	
<i>(e.g. Issues identified or encountered by the candidate including non-compliance; any Performance Solutions assessed, and resources used to assist with identifying or confirming issues such as plans, approval documentation, legislation, codes, or expert opinion.)</i>	
Action taken	
<i>(e.g. Action taken by the candidate to address issues, and resources used to assist with responding to identified issues.)</i>	
Outcomes	
<i>(e.g. Results of action taken to address issues, including their effectiveness)</i>	
Critical analysis	
<i>(e.g. Lessons learned, knowledge and skills advanced through the candidate’s activities)</i>	
Attachments (if any)	

Declaration			
<ol style="list-style-type: none"> 1. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document. 2. I declare the information in this document is complete and accurate to the best of my knowledge. 3. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided. 			
Candidate’s Signature		Date signed	
Supervisor’s Signature		Supervisor’s Registration #	
Supervisor’s Name		Date signed	

Appendix D – Reference Template

Candidate details			
First Names		Surname	
Date of birth		Address	
Registration level	<i>(if any)</i>	Registration No.	<i>(if any)</i>
Employer		Employer's address	

Supervisor / Building Professional details			
First Name		Surname	
Registration level		Registration No.	
Employer		Employer's address	
Reference provided as	<i>(e.g. supervisor or independent building professional)</i>		

Work experience observed	
Period/s supervised / observed	
Project/s summary	<i>(e.g. Number of projects (if more than one), location of project/s (i.e. site address), project/s building classification, rise in storeys and floor area etc, description of works, cost of works etc)</i>
Candidate's role	<i>(e.g. Summary of candidate's involvement in the project, such as assessment, approval or certification related work under direct or more general supervision)</i>
Skills and knowledge observed	<i>(e.g. Summary of skills and knowledge demonstrated by the candidate)</i>

Declaration			
<ol style="list-style-type: none"> Based on my observations of the candidate's work experience, it is my professional opinion the candidate's skills and knowledge are of a standard that will allow them to work autonomously as a Registered Building Surveyor Level ____. I understand it is an offence to give false or misleading information, and the registration authority may make enquiries to verify any information provided in this document. I declare the information in this document is complete and accurate to the best of my knowledge. I consent to this document being shared, in full or in part, with a third party for the purpose of verifying the information provided. I declare that I am independent from the candidate. 			
Supervisor's Signature		Date signed	