

Building services provider referee statement

Occupational Licensing Act 2005

1. Purpose of referee's statement

When applying for a licence as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

2. Eligibility criteria for referees

The person providing this statement must: have overseen the applicant carrying out the work that is the basis of the reference, and:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established building firm or;
- be licensed at the same, or higher, level as that applied for by the applicant.

3. Required experience and competence

Consumer, Building and Occupational Services must assess the experience and competence of an applicant before issuing a licence. The Occupational Licensing (Building Services Work) Determination outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each licence class are outlined below:

Class	Experience and competence
Builder - Open	Three years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for applicants without a trade qualification.
Fire Protection Services Builder - Open	

Class	Experience and competence
Builder - Medium Rise, Low Rise and Domestic Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for applicants without a trade qualification.

4. Referee details

Surname Given names (full legal name)

Date of birth Licence number (if licensed) Class of work

Address (not PO box) Post code

Contact phone number Mobile phone Email

5. Referee company, partnership or sole trader

Name of employer

Address (not PO box) if different to above Post code

6. Applicant details

Surname Given names (full legal name)

Term of employment

Full time Part time

If part time, provide details of part time arrangement (e.g. 2 days per week over 12 months)

Period for which you have examined the applicant's work

6. Applicant's building experience

Summary of Building Work

It is important that your statements about the applicant's experience and competence directly relate to the class of building* associated with the class of building licence sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this category of licence.

Class	Experience and competence
Builder - Domestic	Building work or demolition work on • Class 1 or Class 10 buildings (of unrestricted size and number of storeys); and • Class 2 buildings up to two storeys of Type C construction only, with a maximum floor area not exceeding 2,000m²
Builder - Low Rise	1 and 10 buildings as well as class 2 to 9 buildings of Type C construction with a gross floor area not exceeding 2,000m ² .
Builder - Medium Rise	1 and 10 buildings as well as building work up to 3 storeys (but not including Type A construction on classes 5 to 9 buildings).
Builder - Open	All classes of building.

* For building class definitions please refer to the National Construction Code of Australia.

I certify that the applicant has demonstrated a level of knowledge and experience in a wide range of building work which would allow the person to competently perform the roles and responsibility of a licensed builder. This includes the majority of the following: (please tick)

Applying building codes and standards to the construction process in accordance with the National Construction Code.

Communicating effectively with Sub-contractors, consumers and other parties.

Reading and interpreting plans and specifications.

Planning building or construction projects and work.

Organising site surveys and set-out procedures to building and construction projects.

Applying structural principals to residential constructions.

Conducting on-site supervision of building and construction projects.

Applying legal requirements to building and construction projects.

Managing occupational health and safety in a building and construction workplace and apply work health and safety legislation principles.

List the roles you know the applicant has worked in, in a building capacity

Identify the classes of buildings the applicant has undertaken work on in a building capacity

Give examples of the type of work or tasks the applicant has engaged in when working in a building capacity

Explain the level of competency of the applicant in particular types of work or tasks undertaken in a building capacity

Explain the level of experience, or approximately how many sites, or for how long the applicant has worked in a building capacity

Provide any other comments to support the application

Signature

Date

Application for licence as a building services provider

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