

## Speciality performance criteria report

**ATTACH this report to your application for accreditation**

### Who needs to complete this form?

- All B1 and D1 applicants.
- C-category applicants who do NOT hold the NPER registration listed in the relevant Accreditation Statement in Schedule 2 of the Accreditation Scheme.
- A1, A2 and A3 applicants who do NOT hold a qualification listed in Schedule 3 Part 2 of the Accreditation Scheme, if you have completed a qualification in Schedule 3 Part 1 for A1-A3 in which you were enrolled on 1 March 2010.

The speciality performance criteria are listed in the 'evidence checklist' for each category at [bpb.nsw.gov.au](http://bpb.nsw.gov.au) – navigate to 'Become a certifier', then '[Apply for accreditation](#)'.

You must provide a report for each of the speciality performance criteria for your category.

- Describe your understanding of the criteria.
- Describe how you meet the criteria.
- Describe the depth and breadth of your knowledge/ skills.
- Provide examples of how you have applied your knowledge/ skills to demonstrate that you meet the criteria.

### Tips

- See the next page as a guide, and the last page for a template (but you can use your own template if you prefer).
- A single report may cover multiple criteria.
- You may be able to skip a particular criterion if you have a qualification or have completed the subject/unit listed in the evidence checklist for that criterion.
- Quote the criteria numbers (in the evidence checklist) at the top of each report, so it's clear which of the criteria are being addressed.
- You'll probably need at least half a page per report, but longer isn't always better.
- Write clearly and concisely. Use dot points if you prefer.
- Don't attach lengthy BCA assessments, fire engineering reports or other reports, and don't simply reference textbooks or other documents.

### More information: Building Professionals Board

- Phone (02) 8522 7800
- Email [bpb-accreditation@bpb.nsw.gov.au](mailto:bpb-accreditation@bpb.nsw.gov.au)

## How to write your report

### List the specialty performance criteria you are demonstrating

<i>Example:</i> specialty knowledge B1.5	General knowledge of technical/ professional skills related to subdivision works.
<i>Example:</i> specialty skill B1.8	Interpret and review relevant reports, certificates and other documents used as evidence to demonstrate compliance.

### Describe your understanding of the criteria

Use your own words and demonstrate that you know what the criteria means. Don't just state that you have a thorough knowledge of the criteria or the relevant legislative requirements.

In our example, you would need to explain your understanding of the legislative requirements as they are relevant to the work of an accredited certifier.

### Describe how you meet the criteria

Don't simply state that you learned a skill by completing a course, or acquired knowledge on the job. Describe what you learned at the course, or through on the job training.

### Describe the depth and breadth of your knowledge/ skills, using specific examples

Provide enough detail to demonstrate your expertise – don't just list the relevant Act, Regulation, Australian Standards and BCA provisions.

In the example above, you'd be expected to describe how the relevant legislation and technical standards are important to carrying out the role of a category B1 certifier.

For instance:

- What are the requirements for subdivision works that you would assess if determining an application for a construction certificate?
- What actions have you taken in the past to resolve non-compliance?

Use *specific examples* to demonstrate how you have applied your knowledge and skills to real-life examples.

# Performance criteria report

**ATTACH** this report to your application for accreditation (use your own template if you prefer)

Surname		Given names	
<b>This report covers the following specialty criteria</b> (a single report may cover multiple criteria)			
Criteria numbers			

Describe your understanding of the criteria

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Describe how you meet the criteria

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Describe the depth and breadth of your knowledge/ skills, *using specific examples*

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