



# Experience Guide Category A3

This experience guide describes the experience building surveyors must demonstrate to be accredited as a Category A3 – Accredited certifier – building surveying grade 3.

The Board will reference the guide when assessing your application for accreditation. All applications will be assessed on the individual merits of the application.

Applicants can satisfy the experience requirement by alternative means to those specified in this guide.

## Experience requirement – 1 year minimum

The experience requirement for category A3 is a minimum of one year recent practical experience relevant to this category of accreditation, to the satisfaction of the Board.

This can include assessing plans and specifications of an appropriate range of proposed buildings and inspecting an appropriate range of buildings during construction and upon completion to determine compliance with the relevant provisions of the EP&A Act and the EP&A Regulation, relevant development standards, development consent conditions and the BCA.

## ‘Recent’ experience means obtained no earlier than 5 years before applying

Your one year of practical experience must have been obtained within the five years prior to applying for accreditation. If your experience is outside the five-year timeframe you may be able to demonstrate the relevance of your experience.

You are required to submit a resume that demonstrates your experience and provides a complete history of your building surveying or related employment. The resume template is available on the Board’s website.

## Experience relevant to category A3

Your practical experience is expected to exceed the authorities conferred on a category A4 certifier. In general, this means your experience relates to class 1 to 10 buildings.

### Practical experience

Your demonstrated practical experience is expected to include:

- a. assessing construction certificate (CC) applications for building work
- b. assessing complying development certificate (CDC) applications for building work
- c. carrying out critical stage inspections of building work
- d. assessing occupation certificate (OC) applications
- e. carrying out the role of the principal certifying authority (PCA).
- f. inspect swimming pools for compliance with the *Swimming Pools Act 1992*

## Practical experience: equivalent alternative

If you don't have the practical experience specified in this criteria, you will need to demonstrate alternative experience that must be considered equivalent to the experience in criteria a to f.

**It is your responsibility to demonstrate that your alternative experience is equivalent.** For example, you may have carried out fewer assessments but may be able to show, due to the complexity of the buildings, that you have sufficient CC assessment experience.

**Alternative equivalent experience example:** Experience as a building consultant, assessing existing buildings for compliance with the BCA, terms and conditions of development consent, EP&A Act and Regulation, may be equivalent to the experience gained by assessing CC applications.

## CC experience

Category A3 applicants must be able to assess CCs for class 1 and 10 buildings. Sufficient experience may include evidence that you have assessed the following numbers of CCs for a range of class 1 and 10 buildings.

Sufficient practical experience in assessing CC applications relevant to category A3 can be demonstrated by evidence of:

- a. twenty CC applications for class 1 and 10 buildings of any size
- b. ten CC applications for class 1 buildings (excluding minor alterations, extensions and additions to existing buildings) under the supervision of a category A1 or category A2 or category A3 certifier (these can come from the 20 applications used to demonstrate criterion a)
- c. one CC application for each of the following building classification (excluding minor alterations, extensions and additions to existing buildings) for buildings that exceed the authorities conferred on a category A4 for:
  - i. class 1b buildings including involvement in preparing fire safety schedules and assessment of access for people with disabilities.
  - ii. swimming pools

(The applications used to comply with this requirement can come from the same buildings used to demonstrate criterion b.)

### CCs: Alternative equivalent experience example:

- Assessing existing buildings for compliance with the current provisions of the BCA and preparing fire safety upgrade reports as a consultant building surveyor combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.
- Preparing a BCA compliance report in relation to plans and specifications as a consultant building surveyor combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.
- Assessing and certifying Crown building work as complying with the technical provisions of the State's building laws prior to commencement of Crown building work under section 109R of the EP&A Act combined with sufficient experience assessing CC applications for compliance with the requirements of the EP&A Act and Regulation.

## CDC experience

Applicants for category A3 are expected to demonstrate their experience assessing CDC applications for class 1 and 10 buildings. They are expected to have assessed:

- a. ten CDC applications

- b. one CDC application for each of the following building classification for buildings that exceed the authorities conferred on a category A4 for:
  - i. class 1b buildings
  - ii. swimming pools

**CDCs: Alternative equivalent experience example:** Preparing a report on whether a constructed building satisfies the requirements for complying development in the State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 as a consultant building surveyor.

## Inspections experience

You must demonstrate your experience carrying out critical stage inspections for applications for class 1 and 10 buildings. This requires you to show you have worked on:

- a. twenty critical stage inspections of class 1 and 10 buildings involving at least five different buildings
- b. two of each of the different types of critical stage inspections for class 1 and 10 buildings.

### Inspections: Alternative equivalent experience example:

- Inspection of buildings during various stages of construction to assess compliance with the BCA, the CC plans and specifications, the development consent and the requirements of the EP&A Act and Regulation as a consultant building surveyor.
- Inspecting Crown building work during construction to determine compliance with the development consent and the BCA on behalf of the Crown, as a consultant building surveyor.

## OC experience

To be a category A3 certifier, you need to demonstrate your experience assessing applications for OCs for class 1 and 10 buildings. You are expected to have assessed in the order of:

- a. twenty OC applications for class 1 and 10 buildings
- c. one OC application for each of the following building classification for buildings that exceed the authorities conferred on a category A4 for:
  - iii. class 1b buildings
  - iv. swimming pools

### OCs: Alternative equivalent experience example:

- Preparing reports in relation to recently constructed buildings to assess whether the existing building complies with the development consent and the BCA and is suitable for occupation, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.
- Preparing fire safety assessment reports in relation to existing buildings to assess whether the existing building requires any upgrading to make it safe to occupy and or comply with the BCA, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.
- Assessing whether completed Crown building work is suitable for occupation in accordance with its development consent and the BCA on behalf of the Crown, as a consultant building surveyor and experience with the planning and development consent component of assessing applications for occupation certificates.

## Demonstrating experience

Applicants must provide a comprehensive list of work projects that contains sufficient information to satisfy the abovementioned criteria.

Provide separate lists of:

1. construction certificate applications assessed
2. complying development certificate applications assessed
3. critical stage inspections
4. occupation certificate applications assessed.

The list of projects is to include the information in the templates at **Attachments 1a-1d**.

The application for accreditation form requires you to provide statements from at least three referees to verify your experience. These statements should verify projects included in your list of work projects. The required templates are available on the Board's website.

In addition to the referee's statement from an A1 or A2 or A3 certifier you should include a statement from an independent professional external to your company who you have worked for or with on building projects. For example you may provide a referee's statement from an architect, project manager, consulting engineer, builder or fire safety engineer employed by another company who can verify your experience.

Applicants are encouraged to keep a logbook of their work and have your experience verified by a supervisor who is accredited in category A3 unconditional or accredited in category A1 or category A2.

## Six experience reports

In addition to assessing experience based on the number applications assessed and inspections carried out, an assessment will be made about your competence and the quality of the experience obtained.

You are required to provide six experience reports that highlight the breadth and depth of this experience. **Attachment 2** provides more details.

## Attachment 1a: List of Construction Certificate (CC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates when you carried out your assessment of the CC application and the date the CC was issued.	
Applicant's Name (name of person applying for accreditation)	
Applicant's Signature and Date	
Supervisor's Name	
Supervisor's Signature and Date	

## Attachment 1b: List of Complying Development Certificate (CDC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates of your assessment of the CDC application and the date of issue of the CDC	
Applicant's Name	
Applicant's Signature and Date	
Supervisor's Name	
Supervisor's Signature and Date	

## Attachment 1c: List of Occupation Certificate (OC) Applications

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification	
Rise in Storeys	
Description of role and responsibilities	
<p>Non-compliance Identified and how it was resolved.</p> <p><i>At least one third of applications included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Relevant dates the application for the OC was assessed by you and the date the OC was issued	
Applicant's Name	
Applicant's Signature and Date	
Supervisor's Name	
Supervisor's Signature and Date	

## Attachment 1d: Critical Stage Inspections

Address	
Builder's Name	
Architect/Designer	
Estimated Cost of Work	
Description of Building Work	
BCA Classification/s	
Rise in Storeys of the Building	
Type of Critical Stage Inspection	
<p>Non-compliance identified and how it was resolved.</p> <p><i>At least one third of inspections included in the list should include non-compliances.</i></p>	<p>Specify the relevant provision not complied with</p> <p>Reason for non-compliance</p> <p>How compliance was achieved</p>
Dates of inspections	
Applicant's Name (name of person applying for accreditation)	
Applicant's Signature and Date	
Supervisor's Name	
Supervisor's Signature and Date	

## Attachment 2: Experience reports

You should choose at least six examples from your list of projects that demonstrate the most significant and/or large and complex building projects you have worked on, and your personal experience in relation to the construction, certification and inspection of those buildings.

These reports should be one to two pages long and be verified by the referee statements. The reports should provide a narrative of your roles and responsibilities and information about the lessons learnt and how the experience demonstrates your competence to certify and inspect class 1 and 10 buildings.

Each experience report should include the information in the following template, including:

- a detailed description of the building and the building work
- the extent of your involvement in the assessment of the CC application or CDC application, the issue of the CC or CDC, the inspection of the relevant building work, the assessment of the OC and the issue of the OC
- when assessments and inspections were carried out and/or when certificates were issued
- information on how plans and specifications were assessed, relevant reports were reviewed and inspections were carried out
- issues identified as part of assessments of CC and CDC applications and inspections of building works and how these were resolved.

The reports should also clearly demonstrate the extent of your involvement and experience in:

- assessment of the CC or CDC application and the issue of the CC or CDC or whether it was under the supervision of an accredited certifier who issued the CC or the CDC
- carrying out critical stage inspections or carrying out critical stage inspections under the supervision of an accredited certifier or accompanied by an accredited certifier on critical stage inspections
- carrying out other non-critical stage inspections of building work under construction
- assessment of the OC application and the issue of the OC or whether the assessment of the application was under the supervision of an accredited certifier who issued the OC.

# A3 experience report template (six reports required)

**Address:**

**Description of Work:**

**Type of Application (CC, CDC, OC):**

**Builder:**

**Architect:**

**BCA Classification/s:**

**Rise in Storeys of the Building:**

**Cost of Works:**

**Dates:** Make sure you provide the date/s when you assessed applications for CCs, CDCs and OCs, when you inspected or accompanied the PCA or other certifier on inspections, and when relevant certificates were issued.

**Roles/Responsibilities:**

Involvement in assessment of the CC or CDC application:

Involvement in carrying out the critical stage inspections:

Involvement in assessment of the OC application:

Assessment and review of plans, specifications, documentation and relevant reports:

<p>Detecting areas of non-compliance and action taken to resolve these matters:</p> <p>Each of the projects is expected to include areas of non-compliance and action taken to resolve the non-compliances.</p> <p>Specify the relevant provisions of the:</p> <ul style="list-style-type: none"> <li>• <i>Environmental Planning &amp; Assessment Act 1979</i></li> <li>• Environmental Planning &amp; Assessment Regulation 2000</li> <li>• State Environmental Planning Policy (Exempt and Complying Development Codes) 2008 or other relevant SEPP</li> <li>• terms and conditions of the development consent</li> <li>• Building Code of Australia.</li> </ul> <p>Explain why the application didn't comply with the referenced provision, and how the non-compliance was resolved.</p>
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<b>Applicant's Name (name of the person applying for accreditation)</b>	
<b>Applicant's Signature and Date</b>	
<b>Supervisor's Name</b>	
<b>Supervisor's Signature and Date</b>	