



To become an accredited certifier, you must meet core and specialty performance criteria which are listed in the Board's [Accreditation Scheme](#) (Schedules 1 and 2).

To meet the core performance criteria, you must do one of the following:

- pass the Board's accreditation exam, OR
- complete the certification short course offered by the [Centre for Local Government, University of Technology Sydney](#), OR
- undertake alternative testing as approved by the Board (see page 10 of the Accreditation Scheme).

The core performance criteria are the same for all certifiers, so **the Board's accreditation exam is the same for all applicants** (e.g. applicants for A4 accreditation won't be asked easier questions). The specialty performance criteria differ for each category of accreditation.

How to book and prepare for the exam

To book an exam at the Board's office (10 Smith Street Parramatta), phone (02) 8522 7800 and pay the exam fee of \$300 (this must be paid in advance).

Before the exam, you should:

- review the core performance criteria
- read the Accreditation Scheme and [guide to applying for accreditation](#) (especially Attachment 2 – explanation of core skills and knowledge)
- understand the [Environmental Planning and Assessment Act 1979](#) and its [Regulation](#), in relation to Part 4A certificates and complying development certificates
- understand the [Building Professionals Act 2005](#) and its [Regulation](#)
- understand the [Strata Schemes Development Act 2015](#) and its [Regulation](#), in relation to issuing strata certificates.

The exam has two parts, with a short break in the middle. Each part has 10 minutes reading time and two hours of exam time. The first part includes multiple choice, true/false and short answer questions, while the second part includes short answer and scenario/example-based questions. Examples are provided below.

To give you the best chance to demonstrate your knowledge, there are several questions about each core performance criterion. You must answer the majority of questions about each criterion correctly, so try to answer every question.

On the day of the exam, you need to:

- bring photo ID and pens/pencils (you will be given a copy of the Accreditation Scheme and all the legislation)
- turn off all electronic devices and leave all notes/ papers outside the room.

I passed! Now what?

Congratulations! You have six months to apply for accreditation, based on the date of the Board's letter to you.

I failed... what can I do?

You are recommended to complete the certification short course offered by the University of Technology Sydney (www.clg.uts.edu.au).

Examples of exam questions

1. Which bodies are authorised to issue Part 4A certificates under the *Environmental Planning and Assessment Act 1979*?
 - a. Council, accredited certifiers and suitably qualified people
 - b. Department of Planning and Infrastructure, council, accredited certifiers and suitably qualified people
 - c. Department of Planning and Infrastructure, council and accredited certifiers
 - d. Council and accredited certifiers
2. True or false? In NSW, you do not, in all circumstances, have to be accredited to issue compliance certificates if you have the requisite experience (and would qualify for accreditation)
3. There are a variety of Environmental Planning Instruments in NSW. Give an example of one with a brief description of its purpose.
4. A colleague has asked you to develop a procedures manual for certifiers on conducting inspections. Choose an inspection type and draft a procedure, including rationales, issues to consider and recording requirements.

More information

Ph: (02) 8522 7800

Email: bpb-accreditation@bpb.nsw.gov.au

Web: www.bpb.nsw.gov.au

The Board's office is a 5 minute walk from Parramatta Station.

Core performance criteria (Schedule 1 in the Accreditation Scheme)

Core knowledge (know and understand ...)

- CK1** sources of compliance requirements relevant to the Category of accreditation (including EP&A Act and the EP&A Regulation, LEPs, DCPs, SEPPs and relevant standards)
- CK2** sources of information on compliance requirements relevant to the Category of accreditation (including the Board, Department of Planning, ABCB, councils, peers)
- CK3** legislation, the Scheme, codes, standards, development standards, development consents and other requirements relevant to the Category of accreditation
- CK4** the role, responsibilities and constraints involved in the work of an accredited certifier relevant to the Category of accreditation
- CK5** the professional procedures and practices and certification processes involved in assessing building works, subdivision works and/or strata plans to issue a certificate relevant to the Category of accreditation
- CK6** constructability and construction methods for building works and/or subdivision works.

Core skills (ability to ...)

- CS1** communicate role, responsibilities and liabilities relevant to the Category of accreditation
- CS2** identify actual and potential sources of conflicts of interest in accordance with legislative requirements and the code of conduct for accredited certifiers and take appropriate action, including the implementation of appropriate practices
- CS3** read, interpret and check plans, drawings and specifications for building works, subdivision works and/or strata subdivisions relevant to the Category of accreditation
- CS4** identify, access, read, interpret and determine compliance of proposed and constructed building work and/or subdivision work, and/or proposed strata subdivisions, with legislative requirements relevant to the Category of accreditation
- CS5** collect, collate, assemble all required certification documentation for building work, subdivision work and/or strata subdivisions relevant to the Category of accreditation
- CS6** accurately carry out appropriate calculations relevant to the Category of accreditation when making certification decisions
- CS7** prepare reports on matters relevant to the Category of accreditation
- CS8** issue the appropriate certificate in accordance with legislative requirements relevant to the Category of accreditation
- CS9** undertake the appropriate steps after a determination, relevant to the Category of accreditation
- CS10** maintain documents and certification records in accordance with legislative requirements relevant to the Category of accreditation
- CS11** identify conflict/disputes, recognise their causes and identify and implement appropriate actions to seek to resolve the conflict/dispute
- CS12** establish and implement effective business practices
- CS13** establish and maintain quality customer relationships
- CS14** manage personal work priorities and professional development.

Tips to pass the exam

Source: Santrock JW & Halonen JS 1999, *Your Guide to College Success: Strategies for Achieving Your Goals*. pp. 184-187. Belmont, CA: Wadsworth Publishing Company.

- Relax: you'll do better. Take deep breaths before you start and keep this up during the exam.
- Use the reading time well. Plan how much time you need for each type of question, looking at the entire exam, its structure and the number of pages. Begin with the type of questions you do best and leave more time for other types of questions. Plan time at the end to review your work.
- If you get stuck, mark the problem and move on. Don't spend too long on a single question. Ask the supervisor for clarification if the question is unclear.
- Look for clues. One question might hold clues to help with another question.
- Review your work. Under pressure, it's possible to make mistakes on things you know well.

Multiple choice

- Read the question carefully and completely. Cover up the answer choices and read the question to see if you can answer it before looking at the choices.
- Cross out wrong answers. When the right answer is hard to identify, eliminate the wrong choices to help you concentrate.
- Mark answers clearly and use the same method for all questions.
- Change your answers cautiously. You should have a good reason before you change an answer, because your gut feeling is often right. You may decide to change your answer if you misread the question the first time.
- Look for cues. When the question is to complete a sentence, look for answers that make sense when read together with the start of the sentence.

True/false

- The order of true/false answers is generally random, not in a pattern.
- If you can think of even one exception to the statement, then the statement is probably false.
- Words that suggest a generalisation, such as 'always', 'never', and 'usually', tend to identify a false statement.

Short answer

Short answer questions show how well you can explain concepts briefly, clearly and logically. Writing a really long answer, or including information that wasn't asked for, may suggest you don't understand the concept.