



The Australian Institute of Building

Information Publication Number 16

**Competency Standards for
Associate Membership**

(N.B.P.R. Level 2 and N.B.T.R. Level 1 Registration)

and their application



THE AUSTRALIAN INSTITUTE OF BUILDING

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Abbreviations

A.C.A.	-	Australian Constructors Association
A.E.I.	-	Australian Education International
A.I.B.	-	Australian Institute of Building
A.I.B.S.	-	Australian Institute of Building Surveyors
A.I.Q.S.	-	Australian Institute of Quantity Surveyors
A.Q.F.	-	Australian Qualification Framework
A.Q.T.F.	-	Australian Quality Training Framework
C.B.S.	-	Competency Based Standards
C.P.S.I.S.C.	-	Construction and Property Services Industry Skills Council
C.T.A.	-	Construction Training Australia
I.E.Aust.	-	Institution of Engineers Australia (Engineers Australia)
H.I.A.	-	Housing Industry Association
M.B.A.	-	Master Builders Association
M.S.C.	-	Membership Services Committee (a national committee of the A.I.B.)
N.B.P.R.	-	National Building Professionals Register
N.B.T.R.	-	National Building Technologists Register
N.O.O.S.R.	-	National Office of Overseas Skills Recognition
P.C.A.	-	Private Certifiers Association
R.A.I.A.	-	Royal Australian Institute of Architects
R.P.L.	-	Recognition of Prior Learning
U.D.I.A.	-	Urban Development Institute of Australia

Chapter 1 Introduction

- 16.01.10 This publication contains competency based standards (C.B.S.) for A.I.B. Associate Membership. Whilst a Corporate Member of the A.I.B. is considered to be a building professional (the definition of which is 'an ethical person whose work contributes to development of the built environment and which entails the exercise of judgment and relevant expertise') an Associate Member is a paraprofessional.
- 16.01.20 The primary difference is not with regards to an applicant's qualifications (though that is often the case) but rather the judgment an individual exercises – **those with high level paraprofessional qualifications can readily progress to professional status as a Corporate (Chartered) Member of the A.I.B. as his/her career progresses** (refer A.I.B. Information Publication 14) – but it is a statement of fact that those with higher qualifications will generally be thrust into positions of higher authority quicker than those who do not.
- 16.01.30 The differences between Associate and Licentiate Member are more obvious in that someone in possession of only an A.Q.F. Level 4 qualification will simply not have the relevant expertise – that said **the A.I.B. allows for and indeed encourages progression between the grades of membership be it via formal study or R.P.L.** - but both must involve career advancement.
- 16.01.40 As a professional association, learned society and qualifying organisation, the A.I.B. has a primary interest in:
- a. the competence and conduct of its members,
 - b. promoting the science and practice of building;
 - c. raising building standards;
 - d. advancing education for building;
 - e. recognising professional, paraprofessional and technician qualifications;
and
 - f. promoting career opportunities in the broadest sense.
- 16.01.50 The Institute has adopted the following policy statement:
- 'The A.I.B. acknowledges the importance of C.B.S. to Australia as a whole and to building in particular. Because of its involvement with building education and practice, the Institute shall endeavour to take a leading role in the development and application of standards for building at professional and paraprofessional levels, cooperating as necessary with other interested parties.'*
- 16.01.60 The Construction and Property Services Industry Skills Council (C.P.S.I.S.C. - and its predecessor Construction Training Australia [C.T.A.]), as the appointed competency standards body for Building, is responsible for developing C.B.S. for national qualifications at A.Q.F. Levels 4, 5 and 6 for the building industry.
- 16.01.70 As a consequence whilst those standards are a pre-requisite to Level 2 N.B.P.R. (and Level 1 N.B.T.R.) registration as well as Associate and Licentiate Membership – they are not directly applicable because even the licensing authorities in the various States require experience in addition to any qualification (similarly this is the case with A.I.B. Corporate Membership as well which by definition is at A.Q.F. Level 8 and above).

- 16.01.80 A.I.B. Corporate Membership covers the grades of Fellow and Member, the qualifying requirements for which are laid down in the Membership Regulations. These cover academic qualifications, experience in the Building industry and standing within the Building profession. All applicants for the grade of Associate member are required to demonstrate their competence as described in this publication, regardless of their academic qualifications and work experience, are required to undergo a Paraprofessional Interview to ensure 'good standing'.
- 14.01.90 C.B.S. defines the level of performance required at the workplace for a person to be recognised as competent. The C.B.S. in Chapter 3 of this publication are at Australian Qualifications Framework (AQF) Level 6, and are appropriate for A.I.B. Associate membership and National Building Professionals Register (N.B.P.R.) Level 2 (and N.B.T.R. Level 1).
- 16.01.100 The format of those standards has been designed to be as simple as possible for use by both applicants and assessors for competency assessments. They may also be used in recognition of prior learning (R.P.L.) assessments for non academically qualified people.
- 16.01.110 R.P.L. is an acknowledgement of a person's competencies, irrespective of whether these have been acquired as a result of formal training, work experience and/or life experience. Assessments for R.P.L. are available only to applicants who have specialised in building construction.
- 16.01.120 **Code of Ethics for A.I.B. members** – All grades of members must:
- a. Act in accordance with the following guiding principles:
 - Respect the inherent integrity of the individual,
 - Place the welfare, health and safety of the community before sectional or private interests, **and**
 - Act in accordance with the spirit as well as the letter of the law.
 - b. Act fairly and honestly in all dealings;
 - c. Undertake professional practice in a responsible, careful and diligent manner at all times;
 - d. Always uphold the integrity and status of the Institute, its members and the profession of Building;
 - e. Not disclose any confidential information required in the course of professional practice unless required to do so by law;
 - f. Act faithfully as an agent of their client or employer and disclose any potential conflict of interest that may arise;
 - g. Respect the privileges, rights and reputation of other members;
 - h. Only make statements, express opinions or give evidence based on adequate knowledge; **and**
 - i. Continue to develop relevant knowledge, skill and expertise throughout their careers.

Chapter 2 **How to use this Publication**

- 16.02.10 **The Assessment of Competence**
- 16.02.20 An A.I.B. Associate Member is considered to be a Building Paraprofessional. 'A competent professional has the attributes necessary for job performance to the appropriate standards' (N.O.O.S.R.). In the context of this publication, 'appropriate standards' are those required of an ethical person whose work contributes to development of the built environment and which entails the exercise of relevant expertise.
- 16.02.30 The competence of professionals derives from their possessing relevant attributes, such as knowledge, skills and attitudes, i.e. competencies. Assessment of professional level and Paraprofessional level competencies must be inferred from performance and is not something which is directly observed. Sufficient evidence must be gathered to enable a judgment about competence to be made.
- 16.02.40 **Flow charts showing all routes, pathways and procedures for the various grades of membership can be found in A.I.B. Information Publication 22.**
- 16.02.50 **C.B.S. for A.I.B. Associate Membership**
- 16.02.60 The competencies listed in Chapter 3 of this publication are those for the building paraprofessional as defined in paragraph 16.02.10 (and in Chapter 1 of this document) They comprise four (4) core and twenty-four (24) specialist competencies, which reflect the 'broad church' nature of A.I.B. membership. To become eligible for Associate Membership, applicants must demonstrate competence in all five (4) core competencies and all of the competencies listed in this document for his/her specialist discipline.
- 16.02.70 The Institute's membership application form contains a section for applicants to explain their competence in writing. Supporting documents may be attached to the form.
- 16.02.80 To be eligible for Associate Membership via Paraprofessional Interview possession of an A.I.B. Accredited qualification at either A.Q.F. Level 5 or A.Q.F. Level 6 is required, as listed in *A.I.B. Information Publication 17*.
- 16.02.90 **A.I.B. R.P.L. Procedures**
- 16.02.100 To be eligible for an R.P.L assessment without examination an applicant must possess one of the qualifications (both past and present) and/or accreditation by other professions listed in *A.I.B. Information Publication 21* – along with ten (10) years full time professional experience (or 120 months over any period of time) – in any one (1) more of the specific disciplines of the building profession in the capacities listed in Chapter 3 of this document.

- 16.02.110 The first stage of an R.P.L. assessment is the consideration of documentary evidence provided by the applicant in the various manners described by Chapter 4 of this document. This consideration will be done by a qualified assessor (in accordance with A.Q.T.F. requirements) who is appointed by the Membership Services Committee (M.S.C.). If the assessor decides that the evidence provided is not sufficient to demonstrate competence, the applicant will be asked to undergo a formal assessment interview by a panel of at least two (2) A.I.B. Corporate Members (preferably three [3]), one (1) of whom must be a qualified assessor (in accordance with A.Q.T.F. requirements). The M.S.C. will either appoint the panel or delegate that responsibility to the relevant Chapter President.

Chapter 3 Requisite industry roles for those seeking A.I.B. Associate Membership

16.03.10 The following is a list of roles for the various disciplines of the profession – to be eligible for A.I.B. Corporate Membership an applicant is expected to have served in at least one (1) of these or more.

16.03.20 Those applicants who have not served in at least one of the capacities listed (irrespective of the discipline) are to be referred to the Chair of the National Membership Committee before any Professional Interview is granted or any Recognition of Prior Learning (R.P.L.) process (including Examination) is commence:

16.03.30 The Construction of Buildings

- **Site Manager** with a firm which is a member of the M.B.A. or the A.C.A.
- **Principal, Senior Manager, Manager of Foreman** with a large housing and development firm which is licensed for such work (as may be required by State legislation); or a member of the H.I.A., M.B.A. or U.D.I.A.
- **Principal, Senior Manager, Manager of Foreman** of a building practice licensed for such work (as may be required by State legislation); or of high repute as endorsed or certified by the H.I.A., M.B.A., or U.D.I.A.

In all cases above being involved with:

- Co-ordination of the Service (i.e.: electrical; plumbing drainage and gas fitting; air conditioning; fire service; vertical and horizontal transport) Trades applicable to the project.
- Co-ordination of the Architectural (i.e. non Service) Trades
- Setting out of the Building Works
- Construction Detailing
- Consultant Liaison

16.03.40 The Maintenance and/or Refurbishment of Buildings

- **Site Manager** with a firm which is a member of the M.B.A. or the A.C.A.
- **Principal, Senior Manager, Manager of Foreman** with a large housing and development firm which is licensed for such work (as may be required by State legislation); or a member of the H.I.A., M.B.A. or U.D.I.A.
- **Principal, Senior Manager, Manager of Foreman** of a building practice licensed for such work (as may be required by State legislation); or of high repute as endorsed or certified by the H.I.A., M.B.A. or U.D.I.A.
- **Works Manager or Foreman** with a statutory authority or private organising responsible for the of maintenance including major refurbishments

In all cases above being involved with:

- Co-ordination of the Service (i.e.: electrical; plumbing drainage and gas fitting; air conditioning; fire service; vertical and horizontal transport) Trades applicable to the project.
- Co-ordination of the Architectural (i.e. non Service) Trades
- Setting out of the Building Works
- Construction Detailing
- Consultant Liaison

- 16.03.50 **The Design of Buildings**
- **Design Engineer**, who is a Fellow (but does not have Chartered status of I.E.Aust.) who is also N.E.T.R. (or an individual who has Chartered Status of I.E.Aust. but is not a Fellow)
 - **Building Designer**, a member of the B.D.A whether or not a particular State requires licensing
 - **Lighting Specialist**, who is an affiliate member of the Chartered Institute of Building Service Engineers or the Lighting and Illumination Society of Australia
 - **Acoustics Designer**, who is an affiliate member of the Chartered Institute of Building Service Engineers
 - **Fire Services Designer**, who is an affiliate member of the Chartered Institute of Building Service Engineers
 - **A Building Services Specialist**
 - **A Planner working under the guidance of a Town Planner**, who is a corporate Member of the Planning Institute of Australia or employed by Council
- 16.03.60 **The Development and Management of Property**
- **Works Manager or Foreman** with a statutory authority or private organisation responsible for the maintenance including major refurbishments
 - **Strata Property Manager**
 - **Real Estate Agent** etc.
- 16.03.70 **The Development and Application of Building Systems and Products**
- Always to be referred to the Chair of the National Membership Committee or National Council for a decision with regards to eligibility to have a Professional Interview granted or any Recognition of Prior Learning (R.P.L.) process (including Examination) commenced.
- 16.03.80 **Building Research**
- Not applicable for Associate Membership; **nor** N.B.P.R. Level 2 (or N.B.T.R.) registration.
- 16.03.90 **Building Economics**
- Affiliate and Technician Level Members of the Australian Institute of Quantity Surveyors (A.I.Q.S.)
 - **Principal, Senior Manager, Manager of Foreman** with a large housing and development firm which is licensed for such work (as may be required by State legislation); or a member of the H.I.A., M.B.A. or U.D.I.A.
 - **Principal, Senior Manager, Manager of Foreman** of a building practice licensed for such work (as may be required by State legislation); or of high repute as endorsed or certified by the H.I.A. or M.B.A.
 - **Estimator** with a firm of high repute as endorsed or certified by the H.I.A. or M.B.A.
-
- In all cases above being responsible for:
- Compiling the for project's cost; and/or
 - Calculation and submission for approval of one (1) by the contractor; and/or
 - Determination of Sub-Contract Sum Adjustments; the contractual reason for such a claim and the compilation of costs.

16.03.100

Building Control

- Accredited Certifier (Type C) registered with the N.S.W. Building Professionals Board
- Building Inspector with Council or a private certifier
- Licensed Building Consultant (Pre-Purchase Inspections)

In all cases above being responsible for:

- The Certification of part of the works whether be it for any of the C Level types of certification as described by the N.S.W. Building Professionals Board or the equivalent in the other States.

16.03.110

The Education of Building Practitioners

- Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 4 which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course.
- Engagement as a Head Teacher in/at a T.A.F.E. College or R.T.O. conducting A.I.B. A.Q.F. Level 4 (or above) accredited and/or endorsed programmes.

16.03.120

Project Management

Not applicable for Associate Membership; **nor** N.B.P.R. Level 2 (or N.B.T.R.) registration.

16.03.130

Building Consultancy

- Licensed Building Consultant (Pre-Purchase Inspections)
- An individual who is in self employ, who touts for business on the basis of expertise in any one (1) or more of the above disciplines of the building profession.

Chapter 4 **Competencies for A.I.B. Associate Membership and N.B.P.R. Level 2 (N.B.T.R. Level 1)**

- 16.04.10 **Range Statement** - An applicant must demonstrate the necessary attributes for job performance to the standard expected of an ethical person whose work contributes to development of the built environment in positions which entail the exercise of judgement and relevant to a specific discipline of the building profession listed in Chapter 3 of this document.
- 16.04.20 **Core Competencies** – Regardless of the particular discipline of the building profession in which an applicant is engaged (see Chapter 3 of this document) **all applicants** must demonstrate:
- AC1. That their actions comply with requirements of the A.I.B. Code of Ethics,
AC2. An ability to communicate effectively,
AC3. An ability to use their expertise in recognising problems,
AC4. An overview knowledge of the building industry and its place in the community.
- 16.04.30 **Associate Specialist Competencies- The Construction of Buildings** an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:
- ASC1. Applied environmental protection principles
ASC2. Applied business management principles
ASC3. Applied building principles and methods
ASC4. Prepared documentation for a building project
ASC5. Interpreted building documentation
ASC6. Applied the properties of materials and systems in the building process
ASC7. Liaised with relevant specialists on the installation and operation of building services
ASC8. Applied relevant legislation, regulations, standards and codes
ASC9. Applied contract law and principles for building work
ASC10. Managed human relations and resources
ASC11. Managed finances for a project
ASC12. Managed time for a project
ASC13. Managed the building construction process
ASC14. Implemented project management strategies
ASC17. Monitored cost management procedures
ASC19. Understood the building certification process
ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

16.04.50

The Maintenance and/or Refurbishment of Buildings an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:

- ASC1. Applied environmental protection principles
- ASC2. Applied business management principles
- ASC3. Applied building principles and methods
- ASC4. Prepared documentation for a building project
- ASC5. Interpreted building documentation
- ASC6. Applied the properties of materials and systems in the building process
- ASC7. Liaised with relevant specialists on the installation and operation of building services
- ASC8. Applied relevant legislation, regulations, standards and codes
- ASC9. Applied contract law and principles for building work
- ASC10. Managed human relations and resources
- ASC11. Managed finances for a project
- ASC12. Managed time for a project
- ASC13. Managed the building construction process
- ASC14. Implemented project management strategies
- ASC17. Monitored cost management procedures
- ASC19. Understood the building certification process
- ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

16.04.60

The Design of Buildings an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:

- ASC1. Applied environmental protection principles
- ASC3. Applied building principles and methods
- ASC4. Prepared documentation for a building project
- ASC5. Interpreted building documentation
- ASC6. Applied the properties of materials and systems in the building process
- ASC7. Liaised with relevant specialists on the installation and operation of building services
- ASC8. Applied relevant legislation, regulations, standards and codes
- ASC9. Applied contract law and principles for building work
- ASC18. Understood the principles of designing a building
- ASC19. Understood the building certification process
- ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

16.04.70 **Development and Management of Property** an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:

- ASC1. Applied environmental protection principles
- ASC2. Applied business management principles
- ASC3. Applied building principles and methods
- ASC5. Interpreted building documentation
- ASC6. Applied the properties of materials and systems in the building process
- ASC7. Liaised with relevant specialists on the installation and operation of building services
- ASC8. Applied relevant legislation, regulations, standards and codes
- ASC9. Applied contract law and principles for building work
- ASC11. Managed finances for a project
- ASC16. Carried out feasibility studies
- ASC17. Monitored cost management procedures
- ASC18. Understood the principles of designing a building
- ASC19. Understood the building certification process
- ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

16.04.80 **Building Economics** an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:

- ASC3. Applied building principles and methods
- ASC4. Prepared documentation for a building project
- ASC5. Interpreted building documentation
- ASC6. Applied the properties of materials and systems in the building process
- ASC7. Liaised with relevant specialists on the installation and operation of building services
- ASC8. Applied relevant legislation, regulations, standards and codes
- ASC9. Applied contract law and principles for building work
- ASC11. Managed finances for a project
- ASC16. Carried out feasibility studies
- ASC17. Monitored cost management procedures
- ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

- 16.04.90 **Building Control** an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:
- ASC1. Applied environmental protection principles
 - ASC3. Applied building principles and methods
 - ASC4. Prepared documentation for a building project
 - ASC5. Interpreted building documentation
 - ASC6. Applied the properties of materials and systems in the building process
 - ASC7. Liaised with relevant specialists on the installation and operation of building services
 - ASC8. Applied relevant legislation, regulations, standards and codes
 - ASC9. Applied contract law and principles for building work
 - ASC17. Monitored cost management procedures
 - ASC18. Understood the principles of designing a building
 - ASC19. Understood the building certification process
 - ASC24. Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

- 16.04.100 **Building Education** an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:
- i. The Construction of Buildings; **or**
 - ii. The Maintenance and/or Refurbishment of Buildings; **or**
 - iii. The Design of Buildings; **or**
 - iv. Development and Management of Property; **or**
 - v. Building Economics; **or**
 - vi. Building Control.

IN SHORT AN INDIVIDUAL CANNOT USE TEACHING EXPERIENCE IN LIEU OF PROFESSIONAL INDUSTRY EXPERIENCE (regardless of whether Associate Membership is sought via R.P.L or Paraprofessional Interview), **NOR CAN AN INDIVIDUAL USE EXPERIENCE OF ANOTHER PROFESSION, TO ACQUIRE ASSOCIATE MEMBERSHIP OF THE A.I.B.**

An applicant must in addition be able to demonstrate both of the following competencies:

- ASC21. Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 4 which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course.
- ASC22. Possession of a *Certificate IV in Work Place Training and Assessment*; a *Bachelor of Education*; or a *Graduate Diploma of Education*.

16.04.110

Building Consultancy an applicant must be able to demonstrate that *in the context of acceptable occupations listed in Chapter 3 of this document* that he or she has:

- i. The Construction of Buildings; **or**
- ii. The Maintenance and/or Refurbishment of Buildings; **or**
- iii. The Design of Buildings; **or**
- iv. Development and Management of Property; **or**
- v. Building Economics; **or**
- vi. Building Control.

Plus evidence the following competency:

- ASC23. Provided advice or a determination which was recognised in an Australian Court - as being acceptable advice to clients on the building process (both development and construction), building defects and/or disputes in relation to building works.

Chapter 5 Guide for Providing Evidence

16.05.10 Experience in any or all of the disciplines of the building profession may be evidenced by:

1. **Where an individual possesses a qualification accredited or endorsed for A.I.B. Associate Membership** (as listed by A.I.B. Information Publication 17):
 - a. Signed and witnessed Statutory Declaration(s) attesting that **an individual has for a total of at least three (3) years or thirty-six (36) months professional managerial experience in one (1) or more of the capacities described by Chapter 3 of this document - for any single (or more) discipline of the building profession also described Chapter 3 of this document:**
 - i. Been employed or engaged (including who by) in one (1) or more of the capacities listed for particular disciplines as described below; **and**
 - ii. Contains the name of the project or projects on which the applicant was so engaged; **and**
 - iii. A Statement that this experience was contained either as a post-graduate of an A.I.B. programme accredited for the purpose of A.I.B. Graduate and/or Corporate Membership, or whilst undertaking formal part time study of the same – specifying the name of the university; **and**
 - iv. The duration of the applicant's involvement upon the projects listed above; **and**
 - v. The name and contact details of at least one (1) referee or witness per project and/or engagement who may verify the claims made above; **and**
 - vi. The professional accreditation of such a referee (including licence and/or membership number), which may only be one (1) of the following:
 - A Corporate Member of the Australian Institute of Building; **or**
 - The holder of a full Building (as opposed to trade) Contractor's Licence; **or**
 - Registration with the Victorian Building Practitioners Board as either a Commercial Builder (unrestricted), Domestic Builder (unrestricted), or Builder (Manager); **or**
 - A Fellow of I.E.Aust. (Engineers Australia) with Chartered status; **or**
 - A Fellow of the Royal Australian Institute of Architects; **or**
 - A Corporate Member of the Australian Institute of Quantity Surveyors; **or**
 - A Building Certifier/Surveyor registered with the appropriate regulatory authority in that particular State.

OR

- b. By use of the A.I.B.'s 'Applicant Logbook' for any State.

OR

- c. By providing sufficient evidence in a series of documents each addressing particular competency of the particular discipline of the building profession in which he/she practices.

- i. That evidence should, initially, be submitted either in the appropriate section of Form M1 (*Membership Application and Grade Transfer Form*) or the Form EX1 (*Submission of Evidence of Professional Competencies*) – see Annex A to this publication. The core and specialist competencies should be addressed separately.

- Evidence may comprise:
- a written description of how the applicant has achieved competence; **or**
 - duty statements; **or**
 - references from colleagues or clients; **or**
 - reports on work performed; **or**
 - records of courses/training successfully completed; **or**
 - any material which shows that the applicant has performed at the required standard.

N.B.: A suitable method of presenting documentary evidence is by way of 'career episodes', i.e. descriptions of positions held, with their responsibilities and accomplishments.

- ii. When undergoing a formal assessment, an applicant should bring to the interview documentation that would support any statements the applicant might make to the panel.

- All evidence provided must be shown to be:
- **Valid**, i.e. it relates to the competency being assessed;
 - **Authentic**, it reflects achievements by the applicant;
 - **Current**, i.e. the applicant is up to date with knowledge and skills;
 - **Reliable**, i.e. it has originated from an appropriate and verifiable source; and
 - **Adequate**, i.e. it provides enough proof.

These guidelines provide applicants with an idea of what assessors will be expecting from evidence provided.

OR

2. **Recognition of Prior Learning – where an individual possess a qualification listed by A.I.B. Information Publication 21:**
- a. Signed and witnessed Statutory Declaration(s) attesting that **an individual has for a total of at least ten (10) years** (or one hundred and twenty [120] months over any period) **full time professional managerial experience in a combination of any one (1) or more of the capacities described by Chapter 3 of this document - for any single (or more) discipline of the building profession also described Chapter 3 of this document:**
- i. Been employed or engaged (including who by) in one or more of the capacities listed for particular disciplines as described below; **and**
 - ii. Contains the name of the project or projects on which the applicant was so engaged; **and**
 - iii. A Statement that this experience was contained either as a post-graduate of an A.I.B. programme accredited for the purpose of A.I.B. Associate Membership or another qualification (or another profession's accreditation) listed in *A.I.B. Information Publications 17 and 20*, or whilst undertaking formal part time study of the same – specifying the name of the institution;; **and**
 - iv. The duration of the applicant's involvement upon the projects listed above; **and**
 - v. The name and contact details of at least one (1) referee or witness per project and/or engagement who may verify the claims made above; **and**
 - vi. The professional accreditation of such a referee (including licence and/or membership number), which may only be one (1) of the following:
 - A Corporate Member of the Australian Institute of Building; **or**
 - The holder of a full Building (as opposed to trade) Contractor's Licence; **or**
 - Registration with the Victorian Building Practitioners Board as either a Commercial Builder (unrestricted), Domestic Builder (unrestricted), or Builder (Manager); **or**
 - A Fellow of I.E.Aust. (Engineers Australia) with Chartered status; **or**
 - A Fellow of the Royal Australian Institute of Architects; **or**
 - A Corporate Member of the Australian Institute of Quantity Surveyors; **or**
 - A Building Certifier/Surveyor registered with the appropriate regulatory authority in that particular State.

OR

b. By providing sufficient evidence in a series of documents each addressing particular competency of the particular discipline of the building profession in which he/she practices.

i. That evidence should, initially, be submitted either in the appropriate section of Form M1 (*Membership Application and Grade Transfer Form*) or the Form AMEX1 (*Submission of Evidence of Professional Competencies*) – see Annex A to this publication. The core and specialist competencies should be addressed separately.

- Evidence may comprise:
- a written description of how the applicant has achieved competence; **or**
 - duty statements; **or**
 - references from colleagues or clients; **or**
 - reports on work performed; **or**
 - records of courses/training successfully completed; **or**
 - any material which shows that the applicant has performed at the required standard.

N.B.: A suitable method of presenting documentary evidence is by way of 'career episodes', i.e. descriptions of positions held, with their responsibilities and accomplishments.

ii. When undergoing a formal assessment, an applicant should bring to the interview documentation that would support any statements the applicant might make to the panel.

- All evidence provided must be shown to be:
- **Valid**, i.e. it relates to the competency being assessed;
 - **Authentic**, it reflects achievements by the applicant;
 - **Current**, i.e. the applicant is up to date with knowledge and skills;
 - **Reliable**, i.e. it has originated from an appropriate and verifiable source; and
 - **Adequate**, i.e. it provides enough proof.

These guidelines provide applicants with an idea of what assessors will be expecting from evidence provided.

16.05.20

Individuals who do not possess the either the qualifications described by A.I.B. Information Bulletins 17 or 21 but have worked in one professional capacities described by Chapter 1 of this document, may:

1. **Be offered Licentiate Membership;** or
2. **Granted leave to attempt the A.I.B. Examinations referred to by the A.I.B. Handbook,** where:

He/she possess at least an A.Q.F. Level 4 qualification in Building and Construction accredited by the A.I.B. for the purposes of Licentiate Membership when – they present signed and witnessed Statutory Declaration(s) attesting that an individual has for a total of at least four (4) years or forty-eight (48) months professional managerial experience in one (1) or more of the capacities described by Chapter 1 of this document - for any single (or more) discipline of the building profession also described Chapter 1 of this document:

- i. Been employed or engaged (including who by) in one (1) or more of the capacities listed for particular disciplines as described below; **and**
 - Contains the name of the project or projects on which the applicant was so engaged; **and**
 - The duration of the applicant's involvement upon the projects listed above; **and**
 - The name and contact details of at least one (1) referee or witness per project and/or engagement who may verify the claims made above; **and**
 - The professional accreditation of such a referee (including licence and/or membership number), which may only be one (1) of the following:
 - A Corporate Member of the Australian Institute of Building; **or**
 - The holder of a full Building (as opposed to trade) Contractor's Licence; **or**
 - Registration with the Victorian Building Practitioners Board as either a Commercial Builder (unrestricted), Domestic Builder (unrestricted), or Builder (Manager); **or**
 - A Fellow of I.E.Aust. (Engineers Australia) with Chartered status; **or**
 - A Fellow of the Royal Australian Institute of Architects; **or**
 - A Corporate Member of the Australian Institute of Quantity Surveyors; **or**
 - A Building Certifier/Surveyor registered with the appropriate regulatory authority in that particular State.

Chapter 6 **Assessment Guide**

16.06.10 The aim is **NOT** to find reasons to fail an applicant! Assessors must bear in mind that an applicant may not be familiar or comfortable in describing competence (although, as `professionals', they should be able to do communicate effectively). Therefore, assessors need to probe for sufficient evidence of an applicant's competence or non-competence. The results of an assessment must be reported on Form AMEX1 – see Annex B to this publication.

16.06.20 The following are guidelines for assessing the A.I.B. Core Competencies, assessments need not be restricted to or bound by these guidelines.

- AC.1 **Actions comply with the A.I.B. Code of Ethics**
Can the applicant provide evidence of:
- a. having read the A.I.B. Handbook Chapters 1.3 and 2.1;
 and
 - b. the applicant's ethical performance, from clients,
 employers etc?
- AC2. **Able to communicate effectively**
Can the applicant demonstrate satisfactory performance in:
- a. preparing, interpreting and presenting written and oral
 information for others to comprehend at all levels;
 - b. preparing and presenting written reports; and
 - c. participating in formal meetings and contributing to
 effective outcomes of those meetings?
- AC3. **Use expertise to recognise problems**
Can the applicant demonstrate satisfactory performance in:
- a. exercising original thought;
 - b. exercising professional judgement in making decisions;
 - c. identifying potential and actual problem areas; and
 - d. exercising creativity in solving problems?
- AC4. **Have an overview knowledge of the building industry and its
 place in the community**
Can the applicant discuss:
- a. the Building industry's place in the Australian economy;
 - b. effects of economic conditions on the industry; and
 - c. effects of government policy decisions on the industry?

16.06.30

The following are guidelines for assessing A.I.B. Specialist Paraprofessional Competencies, assessments need not be restricted to, or are bound by, these guidelines.

ASC1.

Applied environmental protection principles

Can the applicant discuss the principles of _____ ;

- a. conserving the environment as affected by the construction of buildings;
- b. improving, sustaining and restoring the environment;
- c. cultural and heritage factors; and
- d. recycling, minimising waste and using alternatives to non-renewable resources?

ASC2.

Applied business protection principles

Can the applicant:

- a. explain the economic, financial, legal, marketing and management principles of a business organisation;
- b. demonstrate satisfactory performance in organising, directing and controlling tasks, people and resources in a business organisation;
- c. discuss the management of human resources;
- d. discuss the identification and satisfaction of training needs for a workforce; and
- e. discuss the importance of research and development in business?

ASC3.

Applied environmental building principles and methods

Can the applicant demonstrate:

- a. an ability to apply building technology, including building structures and the influence of heat, light and sound;
- b. a working knowledge of the various erection and construction techniques, together with the selection and use of equipment;
- c. an understanding of survey tasks on a building site and formwork design;
- d. some experience of demolition;
- e. an ability to establish a building site and to obtain the necessary resources; and
- f. experience in supervising workers on a building site?

ASC4.

Prepared documentation for a building project

Can the applicant demonstrate an ability to prepare relevant documents for the effective completion of construction works, including project schedules?

ASC5.

Interpreted building documentation

Can the applicant demonstrate an ability to interpret building plans, specifications, contracts, codes and regulations?

- ASC6. **Applied the properties of materials and systems in the building process**
Can the applicant demonstrate:
- an ability to select appropriate building materials, having evaluated associated hazards; and
 - a working knowledge of standards for testing, storage, transport and fixing of materials, including minimisation of effects on the environment?
- ASC7. **Liaised with relevant specialist on the installation and operation of building services**
Can the applicant demonstrate an ability to:
- identify the appropriate specialists for particular services; and
 - coordinate and supervise the installation and commissioning of services?
- ASC8. **Applied relevant legislation, regulation, standards and codes**
Can the applicant demonstrate:
- a working knowledge of the BCA;
 - an understanding of the local requirements for builders' licensing/registration;
 - an understanding of occupational health and safety considerations in constructing a building; and
 - an ability to apply appropriate Australian standards and local statutory requirements?
- ASC9. **Applied contract law and principles for building work**
Can the applicant demonstrate:
- a working knowledge of the different types of building contract;
 - an understanding of contract law as it applies to a building project, including security of payment principles; and
 - an ability to administer a building contract?
- ASC10. **Managed human relations and resources**
Can the applicant demonstrate:
- an ability to organise work groups for specific tasks and to follow up those tasks, taking corrective action as required;
 - an understanding of leadership principles and human resource management, including industrial relations matters; and
 - evidence of having contributed towards training of a workforce?
- ASC11. **Managed finances for a project**
Can the applicant demonstrate an ability to:
- contribute in the development and implementation of a cost plan, including the management of cash flow and processing of progress payments during construction;` and
 - settle financial claims for a building project?

- ASC12. **Managed time for a project**
Can the applicant demonstrate an ability to prepare and monitor a schedule for construction, including means of overcoming delays?
- ASC13. **Managed the building construction process**
Can the applicant demonstrate:
- a. an ability to establish the management team;
 - b. an ability to establish a building site and to manage on-site construction, including monitoring progress;
 - c. an understanding of quality assurance measures for a building project; and
 - d. an understanding of the factors affecting the commissioning of a finished building project?
- ASC14. **Implemented project manage strategies**
Can the applicant demonstrate an ability to:
- a. determine, obtain and effectively use personnel, material and equipment resources required for a building project;
 - b. administer a project brief;
 - c. assign and minimise risk, including insurance requirements, to a building project; and
 - d. effectively communicate with parties to a building project?
- ASC16. **Carried out feasibility studies**
Can the applicant demonstrate:
- a. an ability to produce a cost benefit analysis for a project; and
 - b. an understanding of economic impacts on the building industry?
- ASC17. **Monitored cost management procedures**
Can the applicant demonstrate an ability to:
- a. implement a costing system;
 - b. manage the cash flow and recommend progress payments during a project;
 - c. contribute to the preparation of variations to a contract;
 - d. contribute to dispute resolution during a project; and
 - e. contribute to the settlement of accounts for a project?
- ASC18. **Understood the principles of designing a building**
Can the applicant demonstrate an understanding of the principles in designing a building?

- ASC19. ***Understand the building certification process***
 Can the applicant demonstrate an understanding of
- a. local planning law and statutory controls, including environmental considerations;
 - b. local requirements for builders' licensing/registration;
 - c. applying the BCA, Australian Standards and local regulations; and
 - d. the building surveyor's role?
- ASC20. ***Managed property effectively***
 Can the applicant:
- a. give examples;
 - b. detail how she/he went about the task.
 - c. list the names of other individuals who were involved and can be contacted?
- ASC21. ***Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 4 which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course - see 16.04.100***
 Has the applicant provided an original academic testamur of an appropriate qualification or a copy witnessed by a Justice of the Peace?
- Has the applicant provided a statutory declaration from a suitable qualified individual to teach such courses in the full time employ of an R.T.O.?
- ASC22. ***Possession of a Certificate IV in Work Place Training and Assessment, a Bachelor of Education, or a Graduate Certificate of Education***
 Has the applicant provided an original testamur or a copy witnessed by a Justice of the Peace?
- ASC23. ***Provided advice or a determination which was recognised in an Australian Court - as being acceptable advice to clients on the building process (both development and construction), building defects and/or disputes in relation to building works.***
 Can the applicant:
- a. give examples;
 - b. detail how she/he went about the task;
 - c. list the names of other individuals who were involved and can be contacted?
- ASC24. ***Acquired full time employment in one of the prescribed roles***
 Has the applicant provided a statutory declaration in the manner prescribed by this document?

Annex A

Form AMEX 1 - Submission of Evidence of Professional Competencies for A.I.B. Associate Membership

1. As a professional association, the A.I.B. requires that its members have the appropriate competencies. The Council has established a membership examination system which is based on the assessment of competency standards.

2. By submitting this form when completed you are applying to be assessed as being competent for admission or transfer to the grade of Member. Your submission will be considered by a qualified assessor, who will either, accept the evidence you have provided as being sufficient (which can only be the case with regards to assessing whether the Statutory Declarations address the issues of experience and employment prescribed by this document) or recommend that you undergo a formal assessment by way of an interview with a panel.

3. You should forward this completed form to:

**Membership and Education Manager
The Australian Institute of Building
G.P.O. Box 1467,
CANBERRA, A.C.T., 2601.**

PART 1: PERSONAL DETAILS

Family nameGiven names

Postal address

Contacts during business hours:

Phone Fax Email

If you are already an A.I.B. member:

Present gradeMembership number

If you are licensed or registered by the Industry Regulator in any particular State, please indicate:

State:

Licence or Registration Type:

Licence or Registration Number:

Indicate in which discipline of the building profession you believe that you warrant professional recognition

- i. The Construction of Buildings
- ii. The Maintenance and/or Refurbishment of Buildings
- iii. The Design of Buildings
- iv. The Development and Application of Building Systems and Products
- v. Development and Management of Property
- vi. Building Economics
- vii. Building Control

PART 2: EVIDENCE OF COMPETENCE FOR ASSESSMENT

In order to qualify academically, you must satisfy the five core competencies and specialist competencies prescribed to at least one discipline of the building profession in Chapter 4 of this document for Associate Membership.

You need to describe in your own words how you have achieved and now retain competence in each of the competencies, adding supporting documents as appropriate.

Remember that you are being asked to demonstrate competence of a building professional, i.e. an ethical person whose work contributes to development of the built environment and which entails the exercise of judgement and relevant expertise under occasional direction or supervision.

Competency AC1 - Actions comply with requirements of the A.I.B. Code of Ethics

My competence has been achieved by:

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The following supporting documents are attached:

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Competency AC2 - Able to communicate effectively

My competence has been achieved by:

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The following supporting documents are attached:

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Competency AC3 -Use expertise to recognise problems

My competence has been achieved by:

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The following supporting documents are attached:

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Competency AC4 - Have an overview knowledge of the Building industry and its place in the community

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC1-Applied environmental protection principles

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC2 -Applied business management principles

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC3 - Applied building principles and methods

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC4 -Prepared documentation for a building project

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC5 - Interpreted building documentation

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC6 - Applied the properties of materials and systems to the building process

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC7 - Liaised with relevant specialists on the installation and operation of building services

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC8 - Applied relevant legislation, regulations, standards and codes

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC9 - Applied contract law and principles for building work

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC10 - Managed human relations and resources

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC11 - Managed finances for a project

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC12 - Managed time for a project

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC13 - Managed the building construction process

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC14 - Implemented project management strategies

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC16 - Carried feasibility studies

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC17 - Monitored cost management procedures

My competence has been achieved by:

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The following supporting documents are attached:

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Competency AS18 - Understood the principles of designing a building

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC19 - Understood the building certification process.

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC20 - Managed property effectively

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC21 - Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 4 programmes unsupervised – having the prescribed qualifications to teach and assess at least 75% of the subjects/modules/competencies of such programmes – see 16.04.100

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC22 - Possession of a Certificate IV in Work Place Training and Assessment; a Bachelor of Education; or a Graduate Diploma of Education

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC23 - Provided advice or a determination which was recognised in an Australian Court - as being acceptable advice to clients on the building process (both development and construction), building defects and/or disputes in relation to building works.

My competence has been achieved by:

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The following supporting documents are attached:

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Competency ASC24 - Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication

My competence has been achieved by:

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The following supporting documents are attached:

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Annex B

AMEX 2 - Report on Paraprofessional Competency Assessment

Part 1 To be completed by a holder of a *Certificate IV –Workplace Training and Assessment*

Applicant's name:

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Initial assessment of evidence submitted:

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Specific Discipline(s) of the Building Profession for which professional accreditation is sought:

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Name of Assessor:

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R.T.O. from which Assessor's Certificate IV – Workplace Training and Assessment was obtained from, including date and testamur number:

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Signed(at least one [1] assessor)

Date

P.T.O.

Annex B

Form AMEX 2 Report of Paraprofessional Competency Assessment (continued)

Part 2 To be completed by the Interview Panel

Date of Paraprofessional Interview:

The Panel is entitled to ask broad questions of the Applicant with regards to how he/she evidenced the competencies (of the specific discipline in which the Applicant is seeking Associate Membership) in order to verify the Applicant's good character, where an applicant has not evidenced his/her experience in the manner set out in 16.06.10 (Paragraphs 1a, 1b and 2a) then an EX1 form must be completed.

Panel's findings of the Applicant not having fulfilled a competency relative to the specific discipline of the building profession on which basis the applicant sought Associate Membership – and why:

Core:

Specialist:

Panel's recommendation: The application has been SUCCESSFUL / UNSUCCESSFUL (delete one)

Initials of Interview Panel Members:

P.T.O.



Annex B

Form AMEX 2

Report of Paraprofessional Competency Assessment




(continued)

Panel Member	1	2	3
Panel Member's Name			
Signatures			
AIB Membership Grade			
Certificate IV in Workplace Training and Assessment	Yes/No (delete one)	Yes/No (delete one)	Yes/No (delete one)
Year of Qualification			
Name of RTO			
Member or Employee of any Statutory Regulator or Trainer	Yes/No (delete one)	Yes/No (delete one)	Yes/No (delete one)
Name of Regulator/Trainer			
Position			
NBPR and/or NBTR Registration	N.B.P.R./N.B.T.R./NIL (delete two)	N.B.P.R./N.B.T.R./NIL (delete two)	N.B.P.R./N.B.T.R./NIL (delete two)
Categories			
Level			



Annex C

Mapping of the A.I.B. Competencies to the various disciplines of the Building Profession

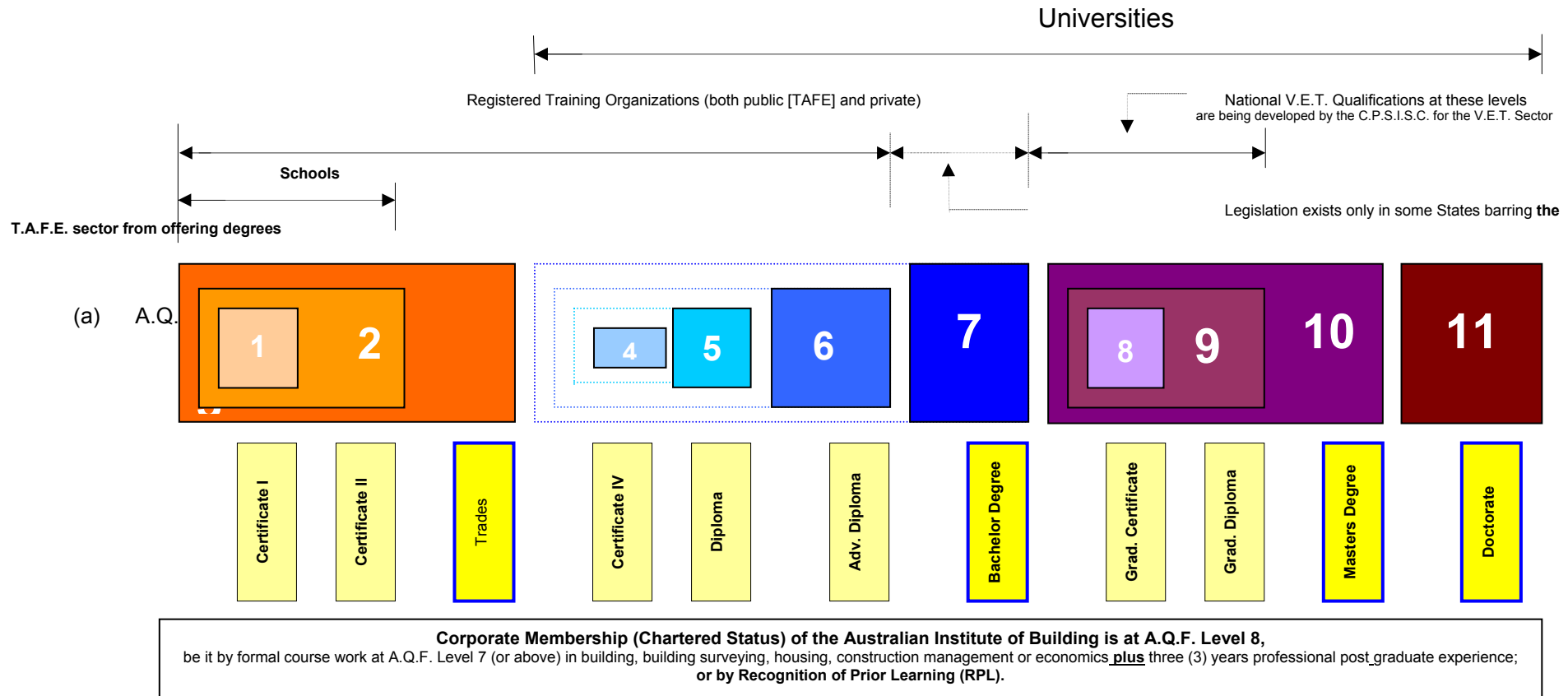
Discipline of the Building Profession		Construction of Buildings	Maint./Refurb. of Buildings	Design of Buildings	Dev. /Man. of Property	Building Economics	Building Control:	Building Education	Building Consultancy
Competency Description									
AC1	That their actions comply with requirements of the A.I.B. Code of Ethics	X	X	X	X	X	X	X	X
AC2	An ability to communicate effectively	X	X	X	X	X	X	X	X
AC3	An ability to use their expertise in recognising problems	X	X	X	X	X	X	X	X
AC4	An overview knowledge of the building industry and its place in the community	X	X	X	X	X	X	X	X
ASC1	Applied environmental protection principles	X	X	X	X		X		
ASC2	Applied business management principles	X	X		X				
ASC3	Applied building principles and methods	X	X	X	X	X	X		
ASC4	Prepared documentation for a building project	X	X	X	X	X	X		
ASC5	Interpreted building documentation	X	X	X	X	X	X		
ASC6	Applied the properties of materials and systems to the building process	X	X	X	X	X	X		
ASC7	Liaised with relevant specialists on the installation and operation of building services	X	X	X	X	X	X		
ASC8	Applied relevant legislation, regulations, standards and codes	X	X	X	X	X	X		
ASC9	Applied contract law and principles for building work	X	X	X	X	X	X		
ASC10	Managed human relations and resources	X	X						
ASC11	Managed finances for a project	X	X		X	X			
ASC12	Managed time for a project	X	X						
ASC13	Managed the building construction process	X	X						
ASC14	Implemented project management strategies	X	X						
ASC16	Carried out feasibility studies					X			
ASC16	Carried out cost planning for a project				X	X			
ASC17	Monitored cost management procedures	X	X		X	X	X		
ASC18	Understood the principles of designing a building			X	X		X		
ASC19	Understood the building certification process	X	X	X	X	X	X		
ASC20	Managed property effectively				X	X			
ASC21	Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 4 which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course.								
ASC22	Possession of a Certificate IV in Work Place training and Assessment								

Discipline of the Building Profession		Construction of Buildings	Maint./Refurb. of Buildings	Design of Buildings	Dev. /Man. of Property	Building Economics	Building Control;	Building Education	Building Consultancy
		Competency Description							
ASC23	Provided advice or a determination which was recognised in an Australian Court - as being acceptable advice to clients on the building process (both development and construction), building defects and/or disputes in relation to building works.								
ASC24	Acquired the requisite amount of full time employment in one (1) of the roles described by Chapter 3 of this publication	X	X	X			X		

Symbol Key:

- X Competencies which must be evidenced
-  Refer Paragraph 16.04.100
-  Refer Paragraph 16.04.110

Appendix D A Graphical Description of the Australian Qualification Framework (A.Q.F.) Levels



Note: The boxes within a box indicate how different levels of qualifications are embedded within a higher qualification (as at August 2nd, 2006 – no National Training Package Qualifications will not be embedded [or nested] but will instead [at least for A.Q.F. Levels 4 5 and 6] will be the sequence in which these qualifications must be completed).

For A.Q.F. Levels 4-7 inclusive this is not necessarily true for every discipline and hence the dotted boxes shown.

Comparative durations are not to be inferred.

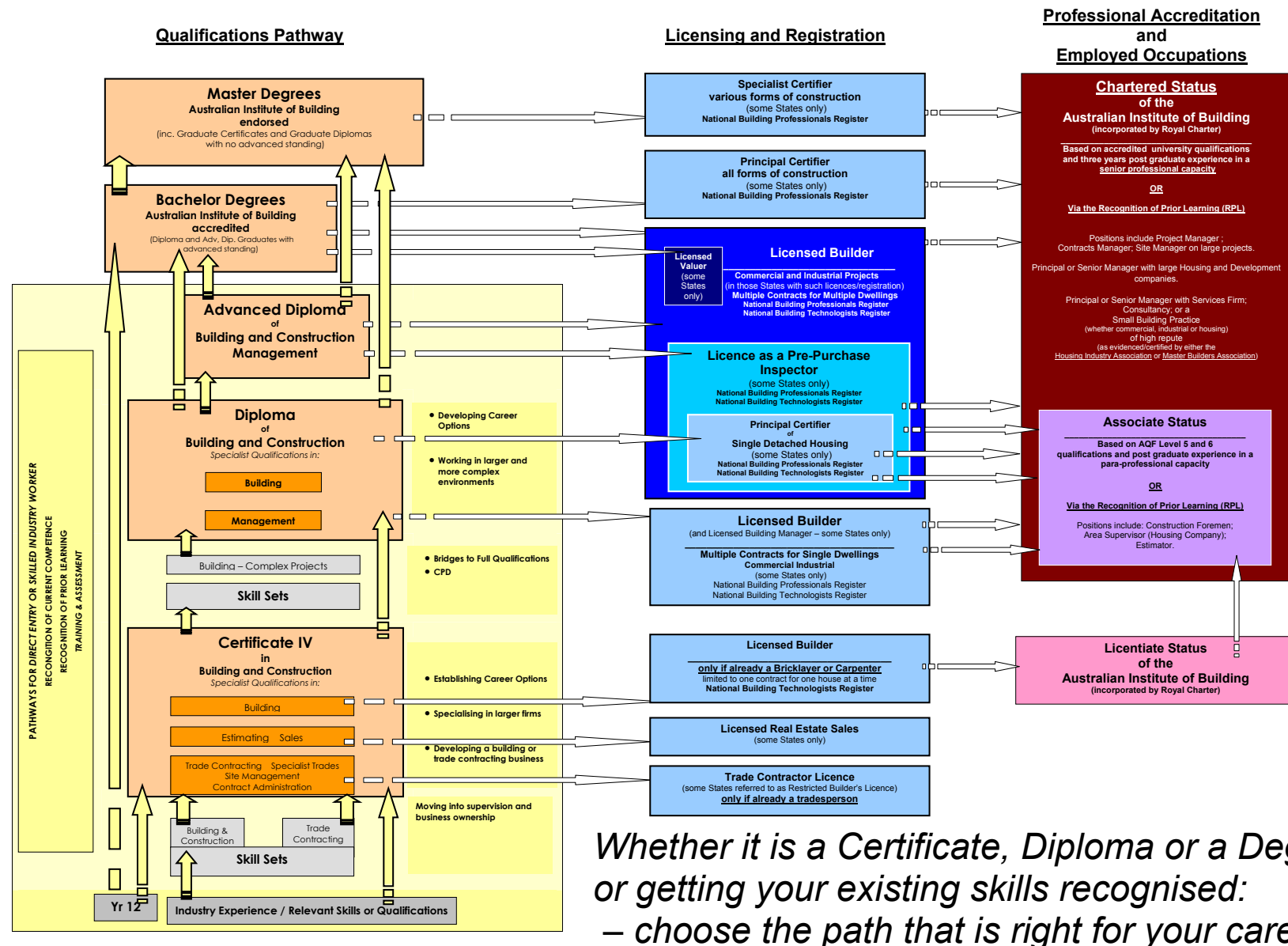
Prepared by: Robert Whittaker August 1st 2001,
Latest Revision August 2nd, 2006.



THE AUSTRALIAN INSTITUTE OF BUILDING
INCORPORATED BY ROYAL CHARTER

Your path to a professional building career

COMMENTS



Whether it is a Certificate, Diploma or a Degree; or getting your existing skills recognised: – choose the path that is right for your career.