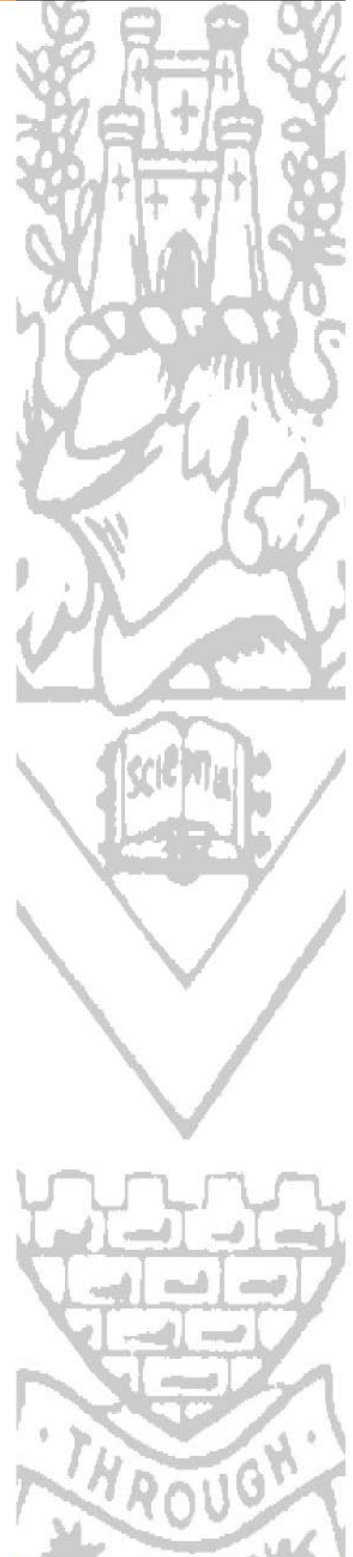


The Australian Institute of Building

Information Publication Number 14

Competency Standards for Corporate Membership (i.e. Chartered Status and N.P.B.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
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

- 14.01.10 This publication contains competency based standards (C.B.S.) for A.I.B. Corporate Membership. 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 judgement and relevant expertise'*.
- 14.01.20 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.
- 14.01.30 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.'*
- 14.01.40 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. at A.Q.F. Levels 4, 5 and 6 for the building industry – as a consequence whilst those standards are applicable 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 applicable to A.I.B. Corporate Membership which by definition is at A.Q.F. Level 8 (requiring formal qualifications at A.Q.F. Level 7 and above **plus** three [3] years professional postgraduate experience; **or** R.P.L).
- 14.01.50 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 Member are required to demonstrate their competence as described in this publication, regardless of their academic qualifications and work experience, are required undergo a professional interview to ensure *'good standing'*.
- 14.01.60 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 (A.Q.F.) Level 8, and are appropriate for A.I.B. Corporate membership and National Building Professionals Register (N.B.P.R.) Level 1. 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.

- 14.01.70 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.
- 14.01.80 R.P.L. applicants for A.I.B. Associate (and Licentiate) Membership and N.B.P.R. Level 2 (and N.B.T.R. Level 1) will be assessed on the A.Q.F. Level 5 C.B.S. which have been developed by the A.I.B. in conjunction with the C.P.S.I.S.C.
- 14.01.90 A separate set of general Building A.Q.F. Level 7 Competency Based Standards (C.B.S.) have been developed for use in assessing undergraduate courses for accreditation purposes – see Chapter 5 of this document.
- 14.01.100 **Code of Ethics for A.I.B. Members** – Corporate 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**

- 14.02.10 **The Assessment of Competence**
- 14.02.20 An A.I.B. Corporate Member is considered to be a Building Professional. '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 judgement and relevant expertise.
- 14.02.30 The competence of professionals derives from their possessing relevant attributes, such as knowledge, skills and attitudes, i.e. competencies. Assessment of professional level competencies must be inferred from performance and is not something which is directly observed. Sufficient evidence must be gathered to enable a judgement about competence to be made.
- 14.02.40 **Flow charts showing all routes, pathways and procedures for the various grades of membership can be found in A.I.B. Information Publication 22.**
- 14.02.50 **C.B.S. for A.I.B. Corporate Membership**
- 14.02.60 The competencies listed in Chapter 3 of this publication are those for the building professional as defined in paragraph 2.1. They comprise five (5) core and forty-three (43) specialist competencies, which reflect the 'broad church' nature of A.I.B. Corporate Membership. To become eligible for Corporate Membership, applicants must demonstrate competence in all five (5) core competencies and all of the competencies listed in this document for his/her specialist discipline.
- 14.02.70 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.
- 14.02.80 **A.I.B. R.P.L. Procedures**
- 14.02.90 To be eligible for an R.P.L assessment without examination an applicant must possess one (1) of the qualifications (both past and present) and/or accreditation by other professions listed in *A.I.B. Information Publication 20* – along with ten (10) years full time professional experience (or 120 months over any period of time) – in any one more of the specific disciplines of the building profession in the capacities listed in Chapter 3 of this document.
- 14.02.100 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. Corporate Membership

14.03.10 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.

14.03.20 Those applicants who have not served in at least one (1) of the capacities listed (irrespective of the discipline) are to be referred to the Chair of the National Membership Services Committee before any Professional Interview is granted or any Recognition of Prior Learning (R.P.L.) process (including Examination) is commenced.

14.03.30

The Construction of Buildings

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

In all cases above being responsible for:

- The successful delivery of the project within the specified time and quality
- Co-ordination of 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 Programming
- Construction Detailing
- Consultant and Certifier Liaison and Approval

14.03.40

The Maintenance and/or Refurbishment of Buildings

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

- **Principal or Senior Manager** 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.
- **A Works Manager** of a statutory authority.

In all cases above being responsible for:

- The successful delivery of the project within the specified time and quality
- Co-ordination of 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 Programming
- Construction Detailing
- Consultant and Certifier Liaison and Approval

14.03.50

The Design of Buildings

- **Senior Design Engineer**, who is a Fellow (with Chartered status of of I.E.Aust.) who is also N.P.E.R.-3.
- **Registered Architect**, who is a Fellow of the R.A.I.A.
- **Lighting Specialist**, who is a member of the Chartered Institute of Building Service Engineers; **or** the Lighting and Illumination Society of Australia **or** has a qualification listed in Chapter 3 of *A.I.B. Information Publication 18* and is employed as such with a firm of high repute such as a business which is a member of the A.C.A., H.I.A., M.B.A. or the U.D.I.A.
- **Acoustics Designer**, who is a member of the Chartered Institute of Building Service Engineers **or** has a qualification listed in Chapter 3 of *A.I.B. Information Publication 18* and is employed as such with a firm of high repute such as a business which is a member of the A.C.A., H.I.A., M.B.A. or the U.D.I.A.
- **Fire Services Designer**, who is a member of the Chartered Institute of Building Service Engineers **or** has a qualification listed in Chapter 3 of *A.I.B. Information Publication 18* and is employed as such with a firm of high repute such as a business which is a member of the A.C.A., H.I.A., M.B.A. or the U.D.I.A.
- **A Building Services Specialist**, who is a member of the Chartered Institute of Building Service Engineers **or** has a qualification listed in Chapter 3 of *A.I.B. Information Publication 18* and is employed as such with a firm of high repute such as a business which is a member of the A.C.A., H.I.A., M.B.A. or the U.D.I.A.
- **Town Planner**, who is a corporate Member of the Planning Institute of Australia or employed by Council **or** has a qualification listed in Chapter 3 of *A.I.B. Information Publication 18* and is employed as such with a firm of high repute such as a business which is a member of the A.C.A., H.I.A., M.B.A. or the U.D.I.A.

In all cases above being responsible for:

- The performance of the whole or completed project – relative to their field of expertise.

- 14.03.60 **The Development and Management of Property**
- Corporate Members of the Facilities Managers Association of Australia.
 - **Property Manager** with a statutory authority or private organisation responsible for the planning of maintenance including major refurbishments.
 - **Works Manager** with a statutory authority or private organisation responsible for the planning of maintenance including major refurbishments.
- 14.03.70 **The Development and Application of Building Systems and Products**
- Always to be referred to the Chair of the National Membership Services 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.
- 14.03.80 **Building Research**
- Management of research projects sponsored by the A.I.B., A.C.A., Construction C.R.C., H.I.A., M.B.A., H.I.A., U.D.I.A. or State/Territory or Federal Government agency.
 - Management of research projects conducted under the auspices of any University Faculty or School conducting A.I.B. accredited or endorsed programmes.
 - As a researcher undertaking research that has successfully led to an award of a doctorate by a university school or faculty conducting A.I.B. accredited programmes.
- 14.03.90 **Building Economics**
- Corporate Members of the Australian Institute of Quantity Surveyors (A.I.Q.S.).
 - **Principal, C.E.O., or Senior Manager** of a large housing and development firm which is a member of the A.C.A., H.I.A., M.B.A. or U.D.I.A. involved in the preparation of Estimates and Tenders.
 - **Principal or Senior Manager** of a small building practice of high repute as endorsed or certified by the A.C.A., H.I.A., M.B.A. or U.D.I.A.
 - **Senior Estimator** with a firm of high repute as endorsed or certified by the A.C.A., H.I.A., M.B.A. or U.D.I.A.
-
- In all cases above being responsible for:
- Preparation and responsibility for project's the final Contract Sum; and/or
 - Calculation and submission of one (1) or more progress claims on behalf of the licensed building (as opposed to trade) contractor to the Proprietor (Client) or Proprietor's Agent.
 - Determination of Contract Sum Adjustments; the contractual reason for such a claim; calculation, preparation and submission of the Contract Sum adjustment.
- 14.03.100 **Building Control**
- Corporate Members of the Private Certifiers Association of Australia
 - Accredited Certifier registered with the N.S.W. Building Professionals Board
 - Building Surveyors registered with the Building Practitioners Register of Victoria
 - Building Surveyors registered the Building Services Authority of Queensland
-
- In all cases above being responsible for:
- The Certification of the entire works whether be it at Level A1, A2, A3, B1, B2 or B3 (or one [1] of the 'C' categories) as described by the N.S.W. Building Professionals Board or the equivalent in the other States.

14.03.110

The Education of Building Practitioners

- Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 5 and/or 6 programmes – who have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of such programmes of any State based course – **see 14.04.110.**
- Engagement as a lecturer of A.I.B. accredited A.Q.F. Level 7 programmes or above.
- Engagement as a Professor (or Head of School) in/of a University school conducting A.I.B. accredited and/or endorsed programmes.

14.03.120

Project Management

- Individuals specifically employed as such, be it in the residential or construction sectors of the building industry – in all cases where an individual is responsible for the deliver of all facets of the project – ideally with a firm or practice which is a member of the M.B.A., H.I.A., A.C.A., or the U.D.I.A.

In all cases above being responsible for, or responsible of the management of, the following:

- The successful delivery of the project within the specified time, cost and quality
- Co-ordination of 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
- Letting of Sub-Contracts/Contracts
- Selection of Staff
- Setting out of the Building Works
- Construction Programming
- Construction Detailing
- Consultant and Certifier Liaison and Approval
- Client Liaison
- Cash Flow Forecasting: including determination of working capital (and procurement as may be the case) relative to the contract conditions; actual progress; construction programme; progress claims; and the cost of finance.

14.03.130

Building Consultancy

- An individual who is in self employ, who touts for business on the basis of expertise in any one or more of the above disciplines of the building profession.
- An individual who is in the employ of a business, which touts for business on the basis of expertise in any one or more of the above disciplines of the building profession.

Chapter 4 **Competencies for A.I.B. Corporate Membership (Chartered Status) and N.B.P.R. Level 1**

14.04.10 **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.

14.04.20 **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:

- C1. That their actions comply with requirements of the A.I.B. Code of Ethics.
- C2. An ability to communicate effectively.
- C3. An ability to use their expertise in recognising and solving problems.
- C4. That they adhere to quality management principles.

These are comprehensive and fundamental rules or beliefs, for leading and operating an organisation, aimed at continually improving performance over the long term by focusing on customers while addressing the needs of all other stakeholders.
 - Customer-Focused Organisation
 - Leadership
 - Involvement of People
 - Process Approach
 - System Approach to Management.
 - Continual Improvement
 - Factual approach to decision making
 - Mutually beneficial supplier relationships
- C5. An overview knowledge of the building industry and its place in the community.

14.04.40

Specialist Competencies – the Construction of Buildings - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S2. Applied business management principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S10. Managed human relations and resources
- S12. Managed time for a project
- S13. Managed the building construction process
- S17. Established and monitored cost management procedures
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S23. Settled disputes in relation to building works
- S34. Prepared and submitted contract sum adjustments
- S35. Prepared and submitted progress claims
- S36. Managed the submission of contract sum adjustments
- S37. Managed the submission of progress claims

14.04.50

Specialist Competencies – the Maintenance and/or Refurbishment of Buildings - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S2. Applied business management principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S10. Managed human relations and resources
- S12. Managed time for a project
- S13. Managed the building construction process
- S17. Established and monitored cost management procedures
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S23. Settled disputes in relation to building works
- S34. Prepared and submitted contract sum adjustments
- S35. Prepared and submitted progress claims
- S36. Managed the submission of contract sum adjustments
- S37. Managed the submission of progress claims

14.04.50

Specialist Competencies – the Design of Buildings - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S10. Managed human relations and resources
- S18. A thorough knowledge of the scientific and legal principals, as well as the administration of designing a building
- S19. Designed a whole building – relative to their particular are of expertise
- S22. Provided advice to clients on the building construction process, building defects and disputes in relation to building works
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S30. Undertook value engineering
- S31. Prepared and submitted plans and other documentation for the purposes of building approval, a building permit or construction certification (as may be the case in each State)
- S32. Prepared and/or approved workshop (or scheduling) details (be they drawings or other documentation) for the purposes of on site construction and/or installation

14.04.60

Specialist Competencies for both Building Research and The Development and Application of Building Systems and Products

No specific competencies (at least in addition to the Core Competencies) – **however in all cases such applications to be referred to the Chair of the National Membership Services 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.**

14.04.70

Specialist Competencies – the Development and Management of Property - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S2. Applied business management principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process.
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S10. Managed human relations and resources
- S11. Managed the finances for project
- S12. Managed time for a project
- S14. Established and monitored cost management procedures
- S15. Carried out feasibility studies
- S18. A thorough knowledge of the scientific and legal principals, as well as the administration of designing a building
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S24. Managed property effectively
- S25. Managed the on-going lifecycle of building stock
- S26. Developed and enhanced building stock.

14.04.80

Specialist Competencies – Building Economics - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process.
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S11. Managed the finances for project
- S12. Managed time for a project
- S15. Carried out feasibility studies
- S16. Carried out cost planning for a project
- S17. Established and monitored cost management procedures
- S18. A thorough knowledge of the scientific and legal principals, as well as the administration of designing a building
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S30. Undertook value engineering
- S33. Prepared and submitted tenders
- S34. Prepared and submitted contract sum adjustments
- S35. Prepared and submitted progress claims

14.04.90

Specialist Competencies – Building Control - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process.
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S18. A thorough knowledge of the scientific and legal principals, as well as the administration of designing a building
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S21. Certified that a portion of the works for a particular project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States).
- S39. Certified that all of the works for a particular project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States)
- S40. Certified that all of the proposed works were in accordance with the development consent

14.04.100

Specialist Competencies – Project Management - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

- S1. Applied environmental protection principles
- S2. Applied business management principles
- S3. Applied building principles and methods
- S4. Prepared documentation for a building project
- S5. Interpreted building documentation
- S6. Applied the properties of materials and systems in the building process
- S7. Liaised with relevant specialists on the installation and operation of building services
- S8. Applied relevant legislation, regulations, standards and codes
- S9. Applied contract law and principles for building work
- S10. Managed human relations and resources
- S11. Managed the finances for a project.
- S12. Managed time for a project
- S13. Managed the building construction process
- S14. Established and monitored cost management procedures
- S15. Carried out feasibility studies
- S16. Carried out cost planning for a project
- S17. Established and monitored cost management procedures
- S20. A thorough knowledge of the law, legal principals, and administration of the building certification process
- S22. Provided advice to clients on the building construction process, building defects and disputes in relation to building works
- S23. Settled disputes in relation to building works
- S30. Undertook value engineering
- S32. Prepared and/or approved workshop (or scheduling) details (be they drawings or other documentation) for the purposes of on site construction and/or installation
- S33. Prepared and submitted tenders
- S34. Prepared and submitted contract sum adjustments
- S35. Prepared and submitted progress claims
- S36. Managed the submission of contract sum adjustments
- S37. Managed the submission of progress claims
- S38. Delivered the project to the client
- S39. Certified that all of the works for a particular project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States)
- S40. Certified that all of the proposed works were in accordance with the development consent

14.04.110

Specialist Competencies – Building Education - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has all the competencies prescribed by this document for at least one (1) of the following disciplines of the building profession:

- 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; **or**
- vii. Project Management.

An applicant must in addition be able to demonstrate at least one of the following competencies:

- S27. Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 5 and/or 6 programmes – which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course.
- S28. Designed formal courses at a tertiary level.
- S41. Engagement as a lecturer of A.I.B. accredited A.Q.F. Level 7 programmes or above.

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

Or alternatively to all of the above, possess the following competence:

- S42. Engagement as a Professor or Head of School in/of a University school conducting A.I.B. accredited and/or endorsed programmes.

14.04.120

Specialist Competencies – Building Consultancy - An applicant must be able demonstrate that *in the context of the acceptable occupations listed in Chapter 3 of this document* that he or she has:

After having demonstrated all of the competencies listed above for any one of the following disciplines:

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

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

- S22. Provided advice to clients on the building construction process, building defects and disputes in relation to building works.
- S43. 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 Competencies required for the accreditation of any undergraduate degree and for Graduate Membership

14.05.10 Please refer to *A.I.B. Information Publication 1* for a list of the procedures, assessment criteria (length of course, facilities, teaching staff and so on) etc., for the accreditation of undergraduate programmes.

14.05.20 **Range Statement**, an applicant must demonstrate the necessary attributes for graduate performance to the standard expected of an ethical person whose study will lead to work which will contribute to the development of the built environment in positions which entail the exercise of judgement and relevant expertise.

Any graduate of such accredited programmes is expected to possess the following competencies:

1. **Attributes of a Professional** (as per Annex D of *A.I.B. Information Publication 1*) a graduate must be able to demonstrate the following attributes for progressing in due course to duties that involve the control of difficult and responsible assignments, with tasks requiring the application of mature knowledge and sound judgement:

- GA1. Communicate effectively both orally and in writing, using all forms of communication
- GA2. Understand the need for continuing professional development
- GA3. Recognise and solve problems
- GA4. Acknowledge the place of the professional in society
- GA5. Participate effectively in a team, including the role of leadership
- GA6. Exhibit the relevant professional knowledge and skills, including complying with the requirements of the A.I.B. Code of Ethics
- GA7. Innovate and challenge conventional thinking
- GA8. Perform research in relation to the building industry
- GA9. Understand the building industry and its place in the community
- GA10. Have an international awareness and appreciation of cultural diversity.

2. **Graduate Skills** (as per Annex D of *A.I.B. Information Publication 1*) a graduate must be able to demonstrate the following skills in order to carry out a variety of tasks, which are pre-determined, clearly defined in terms of scope and complexity and are carried out under supervision:

- GC1. Apply building principles and methods
- GC2. Prepare documentation for a building project
- GC3. Interpret building documentation
- GC4. Apply the properties of materials and systems in the building process
- GC5. Discuss with appropriate specialists, design considerations associated with the installation and operation of building services
- GC6. Describe the principles in designing a building
- GC7. Describe the building certification process

- GC8. Apply relevant legislation, regulations, standards and codes relevant to building works
- GC9. Apply contract principles and law principles for building work
- GC10. Apply the principles of managing finances for a building project
- GC11. Apply the principles for managing human relations and resources for a building project.
- GC12. Apply the principles for managing time for a building project.
- GC13. Apply the principles of managing the building construction process
- GC14. Apply quality management principles to a building project.
- GC15. Apply environmental protection principles to a building project.
- GC16. Apply principles of O.H.S. on building sites
- GC17. Apply business management principles

14.05.30

Unlike Corporate Members, Graduate Members, by virtue of their studies are expected to have a latent abilities which are yet to be tested in professional practice – as such they provide a useful tool for evaluating courses for which accreditation is being sought.

Chapter 6 Guide for Providing Evidence

14.06.10

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. Corporate (or Graduate) Membership** (as listed by A.I.B. Information Publication 18):
 - 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 in any State; **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); **or**
 - A Fellow of the R.A.I.A. (Royal Australian Institute of Architects); **or**
 - A Corporate Member of the A.I.Q.S. (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 Publications 17 or 20:**
- 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 in any State; **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); **or**
 - A Fellow of the R.A.I.A. (Royal Australian Institute of Architects); **or**
 - A Corporate Member of the A.I.Q.S. (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 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.

14.06.20

Individuals who do not possess the either the qualifications described by A.I.B. Information Publications 18 or 20 but have worked in one (1) of the professional capacities described by Chapter 3 of this document, may:

1. **Be offered Affiliate Membership** where they possess an A.Q.F. Level 7 Qualification;
- OR**
2. **Be 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:
 - a. The Applicant presents 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 3 of 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 by Chapter 3 of of this document ; **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 on Item (ii) 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 in any State; **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); **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*) on 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.

Chapter 7 **Assessment Guide**

- 14.07.10 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 EX2 – see Annex B to this publication.
- 14.07.20 The following are guidelines for assessing the A.I.B. Core Competencies, assessments need not be restricted to or bound by these guidelines.
- C1. **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 etc?
- C2. **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?
- C3. **Use expertise to recognise and solve 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?
- C4. **Adhere to quality management principles**
Can the applicant
- a. demonstrate an understanding of quality management principles; and
 - b. provide documentary evidence of having performed work to relevant quality standards?
- C5. **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?

14.07.30

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

- S1. **Applied environmental protection principles**
Can the applicant discuss the principles of the following in respect to a specific example(s) he/she was responsible for:
- 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?
- S2. **Applied business management principles**
Can the applicant discuss in respect to a specific example(s) he/she was responsible for:
- a. 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. the management of human resources;
 - d. the identification and satisfaction of training needs for a workforce; and
 - e. the importance of research and development in business?
- S3. **Applied building principles and methods**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- a. an ability to Applied 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?
- S4. **Prepared documentation for a building project**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to prepare relevant documents for the effective completion of construction works, including project schedules?
- S5. **Interpreted building documentation**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to interpret building plans, specifications, contracts, codes and regulations?

- S6. **Applied the properties of materials and systems to the building process**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- 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?
- S7. **Liaised with relevant specialists on the installation and operation of building services**
Can the applicant demonstrate an ability in respect to a specific example(s) he/she was responsible for, to:
- identify the appropriate specialists for particular services; and
 - coordinate and supervise the installation and commissioning of services?
- S8. **Applied relevant legislation, regulations, standards and codes**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- a working knowledge of the B.C.A.;
 - 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 Applied appropriate Australian standards and local statutory requirements?
- S9. **Applied contract law and legal principles for building work**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- 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?
- S10. **Managed human relations and resources**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- 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?

- S11. **Managed finances for a project**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to
- a. contribute in the development and implementation of a cost plan, including the management of cash flow and processing of progress payments during construction; and
 - b. settle financial claims for a building project?
- S12. **Managed time for a project**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to prepare and monitor a schedule for construction, including means of overcoming delays?
- S13. **Managed the building construction process**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- 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?
- S14. **Established and monitored cost management procedures**
Can the applicant demonstrate an ability in respect to a specific example(s) he/she was responsible for, to:
- a. develop then implement operational requirements for a building project;
 - b. determine, obtain and effectively use personnel, material and equipment resources required for a building project;
 - c. prepare and administer a project brief;
 - d. assign and minimise risk, including insurance requirements, to a building project; and
 - e. effectively communicate with parties to a building project?
- S15. **Carried out feasibility studies**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- a. an understanding of the principles for life cycle costing;
 - b. an ability to produce a cost benefit analysis for a project; and
 - c. an understanding of economic impacts on the building industry?

- S16. **Carried out cost planning for a project**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- advise on various design solutions;
 - produce estimates and a bill of quantities for a project;
 - produce a costing system for a project;
 - contribute to preparation of a tender and a project implementation plan; and
 - provide advice to a client on costings for a project?
- S17. **Established and managed cost management procedures**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- implement a costing system;
 - manage the cash flow and recommend progress payments during a project;
 - contribute to the preparation of variations to a contract;
 - contribute to dispute resolution during a project; and
 - contribute to the settlement of accounts for a project?
- S18. **A thorough knowledge of both the scientific and legal principles – and/or the management of – the design of a building**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an understanding of the principles in designing a building?
- S19. **Designed a 'whole' project – relative to a particular area of expertise**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to design a building satisfactorily?
- S20. **A thorough knowledge of both the law and legal principles, as well as the administration, of the building certification process**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an understanding of
- local planning law and statutory controls, including environmental considerations;
 - local requirements for building surveyor/certifier registration;
 - applying the B.C.A., Australian Standards and local regulations; and
 - the building surveyor/building certifier role?

- S21. ***Certified that a portion of the works for a particular building project was in accordance with Construction Certificates, Building permits or Building Approvals (as may be the case in the various States and Territories)***
 Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- a. carry out inspections at building sites and take appropriate action as required;
 - b. assess a completed project and issue the appropriate certificate; and
 - c. participate in dispute processes relating to the issue of compliance certificates?
- S22. ***Provided advice to clients on the building construction process, building defects and disputes in relation to building works***
 Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- a. provide a report or advice to a client on pre/post construction and building defects;
 - b. act as an expert witness; and
 - c. value construction work and related goods and services?
- S23. ***Settled disputes in relation to building works***
 Can the applicant demonstrate an ability to hear both sides of a dispute, make a decision and communicate that decision to parties in the dispute?
- S24. ***Managed property effectively***
 Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- a. evaluate property in terms of current versus optimum utilisation;
 - b. conduct feasibility analyses on development and change in use of property;
 - c. commission and manage design activities related to property; and
 - d. research property information and statistics?
- S25. ***Managed the on-going life cycle of building stock***
 Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- a. develop a systematic maintenance strategy;
 - b. develop and implement appropriate property inspection and testing regimes;
 - c. program and manage maintenance and refurbishment activities;
 - d. determine work packages and assess work crew requirements for building maintenance and refurbishment; and
 - e. manage and coordinate work of specialists and other professionals for work related to maintenance or refurbishment of property?

- S26. **Developed and enhanced building stock**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- advise on property acquisition;
 - recommend action relating to rehabilitation of property;
 - manage the briefing process in complex property development situations;
 - advise on buildability and cost of enhancement proposals; and
 - advise on property disposal?
- S27. **Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 5 and/or 6 programmes – which have the prescribed qualifications to teach at least 75% of the subjects/modules/competencies of any State Based (pre National Qualification) course - see 14.04.110**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- an understanding of principles for competencies and their assessment; and
 - an ability to teach and assess students at A.Q.F. Level 5 or above? as well as:
 - possess the current A.Q.F. Level 4 qualification in work place training and assessment as prescribed by A.Q.T.F. requirements
- S28. **Designed formal course at a tertiary level**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- contribute to the determination of education needs for the Building industry;
 - develop education plans at A.Q.F. Level 5 or above; and
 - develop and review Building education curricula?
- S29. **Performed research in relation to the building industry**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for, an ability to:
- identify areas needing research and/or development;
 - perform research, including literature research;
 - communicate results of research;
 - assess technical and commercial viability;
 - recommend mechanisms for implementing design, production and operation of research outcomes; and
 - prepare proposals seeking resources for development?
- S30. **Undertook value engineering**
Can the applicant demonstrate in respect to a specific example(s) he/she was responsible for:
- participated in a value engineering workshop; and
 - applied the principles of value engineering to the analysis of a building project?

- S31. **Prepared and submitted documentation (such as plans) for the purposes of building approval, a building permit or construction certification (as may be the case in each State)**
Can the applicant:
- give examples;
 - detail how he/she went about the task; and
 - list the names of other individuals who were involved who can be contacted.
- S32. **Prepared and/or approved workshop (or scheduling) details (be they drawings or other documentation) for the purposes of on site construction and/or installation**
Can the applicant:
- Give examples;
 - Detail how he/she went about the task; and
 - List the names of other individuals who were involved who can be contacted.
- S33. **Prepared and submitted tenders**
Can the applicant:
- give examples;
 - detail how he/she went about the task;
 - list the names of other individuals who were involved who can be contacted; and
 - Detail how he/she costed the preliminaries, prepared the preliminary construction plan.
- S34. **Prepared and submitted contract sum adjustments**
Can the applicant:
- give examples;
 - detail how he/she went about the task; and
 - list the names of other individuals who were involved who can be contacted.
- S35. **Prepared and submitted progress claims**
Can the applicant:
- give examples;
 - detail how he/she went about the task; and
 - list the names of other individuals who were involved who can be contacted.
- S36. **Managed the submission of contract sum adjustments**
Can the applicant:
- give examples;
 - detail how he/she went about the task; and
 - list the names of other individuals who were involved who can be contacted.

- S37. **Managed the submission of progress claims**
Can the applicant:
a. give examples;
b. detail how he/she went about the task; and
c. list the names of other individuals who were involved who can be contacted.
- S38. **Delivered the project to the client**
Can the applicant:
a. give examples;
b. detail how he/she went about the task; and
c. list the names of other individuals who were involved who can be contacted.
- S39. **Certified that all of the works for a particular building project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States and Territories).**
Can the applicant:
a. give examples;
b. **detail how he/she went about the task and ensure that the works complied with the B.C.A.;** and
c. list the names of other individuals who were involved who can be contacted.
- S40. **Certified that all of the proposed works are in accordance with the development consent or approval (as applicable in a particular State)**
Can the applicant:
a. give examples;
b. detail how he/she went about the task; and
c. list the names of other individuals who were involved who can be contacted.
- S41. **Engagement as a lecturer of A.I.B. accredited A.Q.F. Level 7 programmes or above**
Can the applicant:
a. give examples;
b. detail how he/she went about the task; and
c. list the names of other individuals who were involved who can be contacted.
- S42. **Engagement as a Professor or Head of School in/of a university school conducting A.I.B. accredited and/or endorsed programmes**
Purely subject to verification.

S43

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 he/she went about the task; and
- c. list the names of other individuals who were involved who can be contacted.

Annex A Form EX 1 - Submission of Evidence of Professional Competencies for A.I.B. Corporate Membership and Chartered Status

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 name Given names

Postal address

Contacts during business hours:

Phone Fax Email

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

Present grade Membership 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
- viii. Project Management

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 Corporate 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 C1 - 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 C2 - 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 C3 - Use expertise to recognise and solve problems

My competence has been achieved by:

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The following supporting documents are attached:

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Competency C4 - Adhere to quality management principles

My competence has been achieved by:

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The following supporting documents are attached:

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Competency C5 - 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 S1- 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 S2 - 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 S3 - 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 S4 - 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 S5 - Interpreted building documentation

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S6 - 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 S7 - 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 S8 - 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 S9 - 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 S10 - *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 S11 - *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 S12 - *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 S13 - *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 S14 - Established and 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 S15 - Carried out feasibility studies

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S16 - Carried out cost planning for a project

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S17 - Established and managed cost management procedures

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S18 - A thorough knowledge of the scientific and legal principals, as well as the administration 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 S19 - Designed a 'whole' project – relative to their particular area of expertise.

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S20 - A thorough knowledge of the law, legal principles and administration of 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 S21 - Certified that a portion of the works for a particular building project were in accordance with Construction Certificates, Building permits or Building Approvals (as may be the case in the various States and Territories)

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S22 - *Provided advice to clients on the building construction process, building defects and 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 S23 - *Settled 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 S24 - *Managed property effectively*

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S25 - *Managed the on-going life cycle of building stock*

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S26 - Developed and enhanced building stock

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S27 - Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 5 and/or 6 programmes – having the prescribed qualifications to teach and assess at least 75% of the subjects/modules/competencies State based (pre- National Qualification) programmes

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S28 - Designed formal courses at a tertiary level

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S29 - Performed research in relation to the building industry

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S30 - Undertook value engineering

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S31 - Prepared and submitted plans and other documentation for the purposes of building approval, a building permit or construction certification (as may be the case in each State)

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S32 - Prepared and/or approved workshop (or scheduling) details (be they drawings or other documentation) for the purposes of on site construction and/or installation

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S33 - Prepared and submitted tenders

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S34 - Prepared and submitted contract sum adjustments

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S35 - Prepared and submitted progress claims

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S36 - Managed the submission of contract sum adjustments

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S37 - Managed the submission of progress claims

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S38 - Delivered the project to the client

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S39 - Certified that all of the works for a particular building project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States and Territories).

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S40 - Certified that all of the proposed works are in accordance with the development consent or approval (as applicable in a particular State)

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S41 - Engagement as a lecturer of A.I.B. accredited A.Q.F. Level 7 programmes or above

My competence has been achieved by:

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The following supporting documents are attached:

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Competency S42 - Engagement as a Professor or Head of School in/of a university school conducting A.I.B. accredited and/or endorsed programmes

The following supporting documents are attached:

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.....

Competency S43 - 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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Annex B

Form EX 2 - Report on Professional 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:

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 EX 2

Report of Professional Competency Assessment *(continued)*

Part 2

To be completed by the Interview Panel

Date of

Professional 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 Corporate 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 14.06.10 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 Corporate Membership and Chartered Status – and why:

Core:

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Specialist:

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Panel's recommendation:

The Applicant sought Corporate Membership on the basis of having fulfilled all the competencies in the following discipline(s) of the building profession:

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The application has been SUCCESSFUL / UNSUCCESSFUL (delete one)

Initials of Interview

Panel Members:

.....

P.T.O.



Annex B **Form EX 2**
Report of Professional 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

Competency Description		Discipline of the Building Profession										
		Construction of Buildings	Maint./Refurb. of Buildings	Design of Buildings	Dev./ App. of Syst./Products	Building Research	Dev. /Man. of Property	Building Economics	Building Control;	Project Management	Building Education	Building Consultancy
C1	That their actions comply with requirements of the A.I.B. Code of Ethics	X	X	X	X	X	X	X	X	X	X	X
C2	An ability to communicate effectively	X	X	X	X	X	X	X	X	X	X	X
C3	An ability to use their expertise in recognising and solving problems	X	X	X	X	X	X	X	X	X	X	X
C4	That they adhere to quality management principles, and	X	X	X	X	X	X	X	X	X	X	X
C5	An overview knowledge of the building industry and its place in the community	X	X	X	X	X	X	X	X	X	X	X
S1	Applied environmental protection principles	X	X	X			X		X	X		
S2	Applied business management principles	X	X				X			X		
S3	Applied building principles and methods	X	X	X			X	X	X	X		
S4	Prepared documentation for a building project	X	X	X			X	X	X	X		
S5	Interpreted building documentation	X	X	X			X	X	X	X		
S6	Applied the properties of materials and systems to the building process	X	X	X			X	X	X	X		
S7	Liaised with relevant specialists on the installation and operation of building services	X	X	X			X	X	X	X		
S8	Applied relevant legislation, regulations, standards and codes	X	X	X			X	X	X	X		
S9	Applied contract law and principles for building work	X	X				X	X	X	X		
S10	Managed human relations and resources	X	X				X			X		
S11	Managed finances for a project						X	X		X		
S12	Managed time for a project	X	X				X	X		X		
S13	Managed the building construction process	X	X							X		
S14	Established and monitored cost management procedures						X			X		
S15	Carried out feasibility studies						X	X		X		
S16	Carried out cost planning for a project						X			X		
S17	Established and managed cost management procedures	X	X				X			X		
S18	A thorough knowledge of the scientific and legal principals, as well as the administration of designing a building			X			X	X	X			
S19	Designed a 'whole' project – relative to their particular area of expertise.			X								
S20	A thorough knowledge of the law, legal principles and administration of the building certification process	X	X	X			X	X	X	X		

continued from previous page
Page 2 of 3

	Competency Description	Discipline of the Building Profession										
		Construction of Buildings	Maint./Refurb. of Buildings	Design of Buildings	Dev./ App. of Syst./Products	Building Research	Dev./Man. of Property	Building Economics	Building Control;	Project Management	Building Education	Building Consultancy
S21	Certified that a portion of the works for a particular building project were in accordance with Construction Certificates, Building permits or Building Approvals (as may be the case in the various States and Territories)				<input type="checkbox"/>	<input type="checkbox"/>			X			
S22	Provided advice to clients on the building construction process, building defects and disputes in relation to building works			X								
S23	Settled disputes in relation to building works	X	X									
S24	Managed property effectively											
S25	Managed the on-going life cycle of building stock											
S26	Developed and enhanced building stock											
S27	Engagement as a teacher and/or lecturer of A.I.B. accredited A.Q.F. Level 5 and/or 6 programmes – having the prescribed qualifications to teach and assess at least 75% of the subjects/modules/competencies State based (pre- National Qualification) programmes											
S28	Designed formal courses at a tertiary level											
S29	Performed research in relation to the building industry				<input type="checkbox"/>	<input type="checkbox"/>						
S30	Undertook value engineering			X	<input type="checkbox"/>	<input type="checkbox"/>		X		X		
S31	Prepared and submitted plans and other documentation for the purposes of building approval, a building permit or construction certification (as may be the case in each State)			X								
S32	Prepared and/or approved workshop (or scheduling) details (be they drawings or other documentation) for the purposes of on site construction and/or installation			X					X			
S33	Prepared and submitted tenders							X		X		
S34	Prepared and submitted contract sum adjustments	X	X					X		X		
S35	Prepared and submitted progress claims	X	X					X		X		
S36	Managed the submission of contract sum adjustments	X	X							X		
S37	Managed the submission of progress claims	X	X							X		
S38	Delivered the project to the client									X		
S39	Certified that all of the works for a particular building project were in accordance with Construction Certificates, Building Permits or Building Approvals (as may be the case in the various States and Territories)								X	X		
S40	Certified that all of the proposed works are in accordance with the development consent or approval (as applicable in a particular State)								X	X		
S41	Engagement as a lecturer of A.I.B. accredited A.Q.F. Level 7 programmes or above											

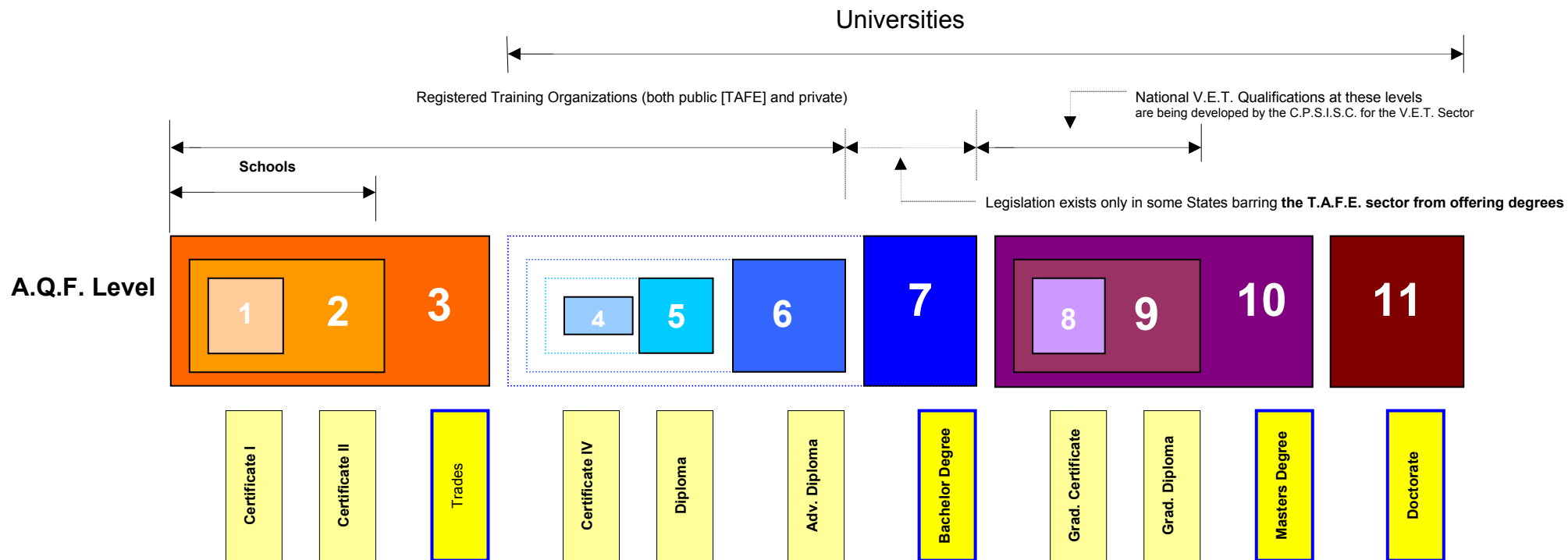
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Page 3 of 3

	Discipline of the Building Profession Competency Description	Construction of Buildings	Maint./Refurb. of Buildings	Design of Buildings	Dev./ App. of Syst./Products	Building Research	Dev. /Man. of Property	Building Economics	Building Control;	Project Management	Building Education	Building Consultancy
S42	Engagement as a Professor or Head of School in/of a university school conducting A.I.B. accredited and/or endorsed programmes										☒	
S43	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.											☒

Symbol Key:

- ✘ Competencies which must be evidenced
- ☐ Refer Paragraph 14.04.60
- ☒ Refer Paragraph 14.04.110
- ☒ Refer Paragraph 14.04.120

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



Corporate Membership (Chartered Status) of the Australian Institute of Building is at A.Q.F. Level 8,
 be it by formal course work at A.Q.F. Level 7 (or above) in building, building surveying, housing, construction management or economics plus three (3) years professional post_graduate experience;
 or by Recognition of Prior Learning (RPL).

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.

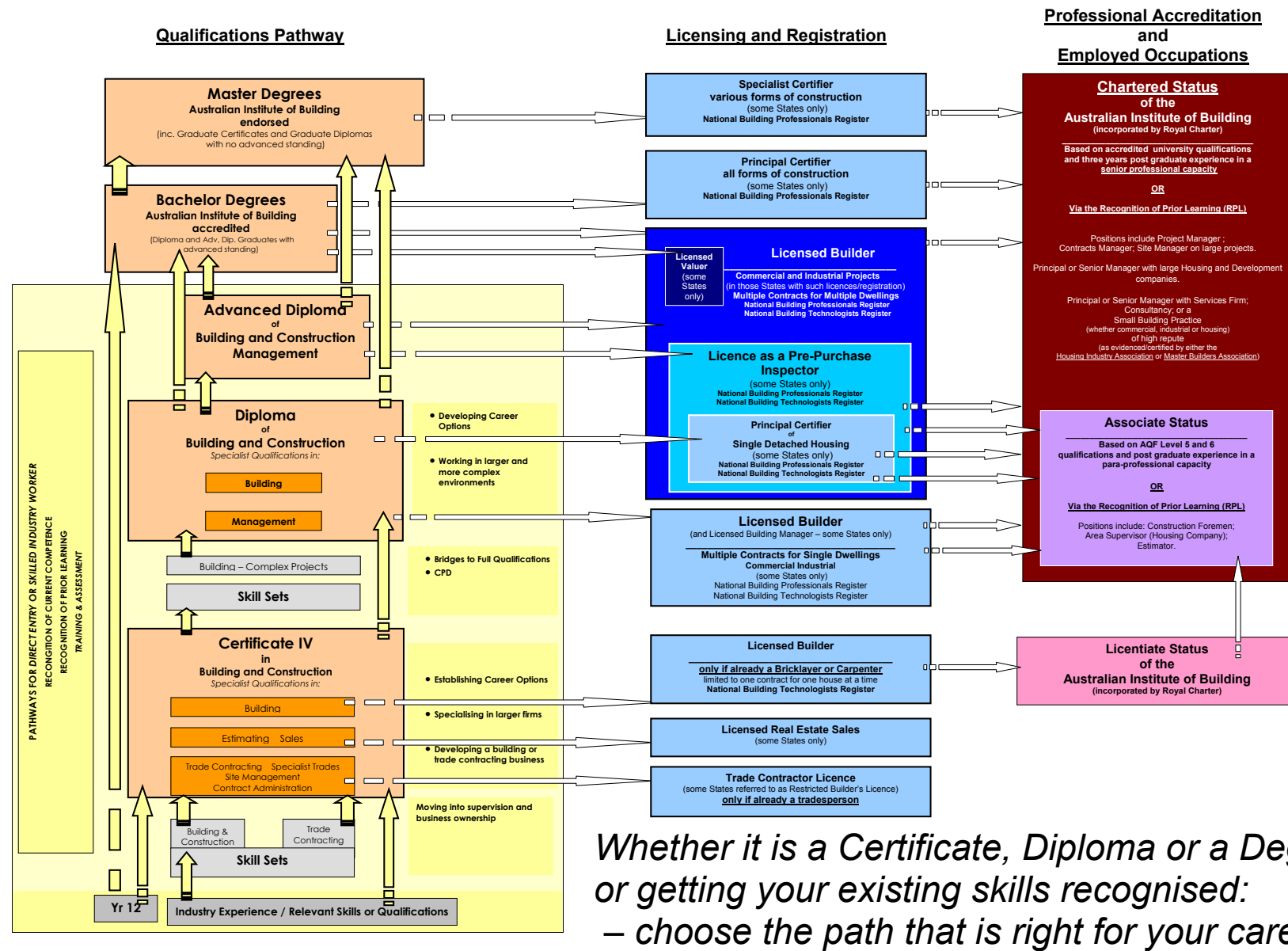
Prepared by: Robert Whittaker August 1st 2001,
 Latest Revision August 2nd, 2006.



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.