

Policy

BUILDING SERVICES BOARD

Conduct of Examinations - building practitioner (sets 4 and 5)

Purpose

The objective of this policy is to guide members of the Building Services Board (Board) and Departmental staff in applying consistent processes and legally defensible assessments in relation to examinations used by the Board to assess the knowledge and skills of applicants for building practitioner registration.

Scope

This policy applies to all applications made for registration as a building practitioner lodged under regulation 16 (Sets 4 and 5) of the Building Services (Registration) Regulations 2011 (BSR Regulations).

Background

An applicant seeking registration as a building practitioner under regulation 16 (Sets 4 and 5) is required to demonstrate experience sufficient to gain knowledge and skills equivalent to those possessed by a person who has successfully completed the prescribed CPC50220 Diploma of Building and Construction (Building). Regulation 17 enables the Board to conduct such examinations as it considers appropriate for the purposes of assessing a person's knowledge and skills in relation to building work.

Terms Used

Examinations (builders)	Refers to examinations in: <ol style="list-style-type: none">1. Construction Residential Low Rise2. Construction Medium Rise Commercial3. Estimating4. Financial, Contractual and Legislative5. Site Management
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Policy Principles and Implementation

Generally

This policy does not constrain the Board's capacity to depart from this policy as appropriate to the circumstances of any particular application for the issue of a registration.

The Board revokes all previous policies regarding the conduct of examinations to assess a person's knowledge and skills for the purposes of registration as a building practitioner.

Building Practitioners

1. An applicant for registration as a building practitioner under Set 4 or Set 5 is required to undertake the Board's examinations as scheduled in Attachment A, regardless of whether they passed previous Board examinations, unless the applicant has obtained the qualification in Set 1 through Recognition of Prior Learning based on experience only.
2. The pass mark in the Construction Residential Low Rise; Construction Medium Rise Commercial; Estimating; and Financial, Contractual and Legislative written examination is 60%.
3. The pass mark in the Site Management examination is being deemed competent.
4. The examinations must be completed before applying to be registered.
5. The examinations must be completed in the order outlined in Attachment A. A person cannot progress to the next examination until they have successfully passed the preceding examination.
6. A person has a maximum of three years within which to complete the examination process.
7. A person must lodge an application for practitioner registration within 3 years of successful completion of the examination process or they will be required to re-sit the examinations or sit any new examinations.
8. Any person, who fails an examination on a first or second attempt, will be offered a second or third attempt to sit the examination.
9. The examination paper for each attempt will be specific to that attempt.
10. A person who fails an examination on the third attempt may:
 - Complete the qualification required under Set 1 through Recognition of Prior Learning based on experience only;
 - Re-sit the examination with a further three attempts, after a delay of a minimum of two years in which the applicant has undertaken studies or gained further experience relevant to the knowledge and skills required for registration;
 - Not substitute a pass mark gained in an alternative examination for a fail mark in a Board examination.


Policy Implementation

Departmental staff will present assessments of experience, knowledge and skills in a manner that relates to this policy and will inform applicants of this policy.

Other Relevant Policies and Documents

- Building Services Board resolution of 8 December 2021
- Building Services Board resolution of 10 July 2012
- Building Services Board resolution of 2 August 2012
- Building Services Board resolution of 14 November 2013
- Building Services Board resolution of 3 February 2015
- Building Services Board resolution of 14 July 2016
- Building Services Board resolution of 16 October 2018

Governance

Building Services Board Approval	
Meeting date: 8 October 2024	Item number: 4.2
Chairperson signature:	
Next review:	July 2027

ATTACHMENT A

Building practitioner exams (Sets 4 and 5)

The first three columns of the following table shows qualification and experience requirements for registration as a building practitioner in Sets 4 and 5 in the BSR Regulations. The final column identifies the order in which the Board examinations must be undertaken.

Set	Qualification	Experience	Examinations required
4	-	Experience in supervising or managing building construction - (a) for periods totalling at least the equivalent of 5 years full-time; and (b) sufficient to gain knowledge and skills equivalent to those possessed by a person who has successfully completed a qualification referred to in set 1.	Unconditional registration: 1. Construction Residential Low Rise 2. Construction Medium Rise Commercial 3. Estimating 4. Financial, Contractual and Legislative 5. Site Management
5	-	Experience in carrying out building work, other than in the area set out in Schedule 3 or the area of the State in which the <i>Builders' Registration Act 1939</i> applied before it was repealed - (a) for periods totalling at least the equivalent of 7 years full-time; and (b) sufficient to gain knowledge and skills equivalent to those possessed by a person who has successfully completed a qualification referred to in set 1.	Unconditional registration: 1. Construction Residential Low Rise 2. Construction Medium Rise Commercial 3. Estimating 4. Financial, Contractual and Legislative 5. Site Management