



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**



# Building Commissioner's policy for engineering assessment entities



May 2024

## 1. Purpose

This policy outlines the Building Commissioner's requirements for granting approval for entities to assess the qualifications, experience and competence of engineers (assessment entities) to be registered as building engineering practitioners under the *Building Services (Registration) Act 2011* (WA).

Approved assessment entities will assess engineers' qualifications, experience and competence in accordance with the Building Services (Registration) Regulations 2011 (WA) (the Regulations) and this policy.

To ensure consistency of assessment, this policy sets out approval and reporting criteria for assessment entities, and includes an auditing requirement to ensure that assessments undertaken by the assessment entities meet the requirements of the legislation.

Assessment entities who are granted by approval by the Building Commissioner, agree to be bound by the requirements of this policy.

In this policy –

**assessment scheme** means the processes, procedures, and activities performed by the assessment entity to assess and certify the qualifications and experience (including competencies) of engineers as meeting the requirements prescribed in the Regulations.

**working day** includes a day that is not a Saturday, Sunday or public holiday (as defined in the *Public and Bank Holidays Act 1972* (WA)).

## 2. Making an Application

An organisation can apply to the Building Commissioner to be approved as an assessment entity to assess engineers' qualifications, experience and competence for one or more areas and levels of building engineering practitioner registration.

Applications must be made in the approved form, and contain information required to demonstrate the appropriateness of an assessment scheme.

**Applications may be submitted by email to:** [engineers@dmirs.wa.gov.au](mailto:engineers@dmirs.wa.gov.au)

The Building Commissioner (or his or her delegate) will assess applications made under this policy against the requirements of the Regulations and the policy, and grant approval accordingly. The applicant may be required to provide further information to satisfy the requirements of this policy (including corporate documents, policies and plans). Incomplete applications may not be assessed.

An assessment entity approval will last until such time as it may be revoked by the Building Commissioner.

The list of approved assessment entities will be made publicly available by the Building Commissioner.

## 3. Approval Criteria

To be approved by the Building Commissioner for the purposes of the Regulations, assessment entities are required to demonstrate their suitability to administer an assessment scheme, in accordance with the Regulations and this policy.

An assessment entity must meet the following requirements:

- 3.1 The applicant organisation is legally incorporated or is a properly constituted board or committee of a legal entity and, in either case, has an appropriate ownership and governance structure.
- 3.2 The applicant organisation is independent and acts autonomously in respect of assessment. It has full responsibility for its operations, and assessment decisions are taken without third party influence.
- 3.3 The applicant organisation has the financial capacity, facilities and industry support to conduct assessments of engineering qualifications, experience and competence.
- 3.4 The applicant organisation has a proven capacity to undertake independent and authoritative assessments in a timely manner.
- 3.5 If the applicant organisation has mentoring procedures to help applicants for assessment, these activities must be clearly separated from the assessment activities.

An assessment scheme must meet the following requirements:

- 3.6 The assessment scheme provides for consistent and transparent assessment of engineers' qualifications, experience and competence, in accordance with the requirements of the Regulations and this policy.
- 3.7 The assessment scheme adequately provides for the assessment of qualifications, experience and competencies of engineers in an area and level of engineering prescribed for registration under the Regulations.
- 3.8 The assessment scheme is consistent with national<sup>1</sup> and international<sup>2</sup> competency standards for the recognition of professional engineers, engineering technologists and engineering associates, as appropriate.
- 3.9 Assessment decisions are based on independent peer judgment, including:
  - a) Each assessment is undertaken by at least one competent person;
  - b) Assessors are selected using criteria to ensure that:
    - i. Their own qualifications, experience and competence are appropriate to conduct the assessment;
    - ii. They are independent of the applicant being assessed, including not having any conflict of interest; and
    - iii. They understand and correctly apply the assessment process in accordance with the requirements of the scheme and the Regulations.
  - c) Assessments must be undertaken by a person who is competent to undertake the assessment, being generally the same area (structural, civil, mechanical or fire safety/fire systems), and same or a higher level (professional, technologist or associate), of engineering as the applicant being assessed; and

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<sup>1</sup> Engineers Australia, *Australian engineering competency standards stage 2* (2012)

[https://www.engineersaustralia.org.au/sites/default/files/2022-07/professional-engineer-stage-2-2012\\_0.pdf](https://www.engineersaustralia.org.au/sites/default/files/2022-07/professional-engineer-stage-2-2012_0.pdf)

[https://www.engineersaustralia.org.au/sites/default/files/2022-07/engineering-technologist-stage-2-2012\\_0.pdf](https://www.engineersaustralia.org.au/sites/default/files/2022-07/engineering-technologist-stage-2-2012_0.pdf)

<https://www.engineersaustralia.org.au/sites/default/files/2022-07/engineering-associate-stage2-competency-v2.pdf>

<sup>2</sup> International Engineering Alliance, *Graduate attributes & professional competencies* (2021.1)

<https://www.ieagreements.org/assets/Uploads/IEA-Graduate-Attributes-and-Professional-Competencies-2021.1-Sept-2021.pdf>

- d) There are defined procedures to train persons who perform the assessments, including practical training requiring that a trainee assessor:
    - i. satisfactorily perform mock assessment/s; or
    - ii. be supervised when conducting their first assessments; or
    - iii. conduct their first assessments together with an experienced assessor before being accredited as an assessor.
- 3.10 The assessment process is documented and reviewed, including:
- a) There is a documented structure to govern the assessment process;
  - b) The assessment and decision-making process is fully documented and auditable; and
  - c) Individual assessments are randomly reviewed to ensure consistent, rigorous assessment of all applicants.
- 3.11 There is a documented process for appealing against an assessment outcome, including a review process that meets the same conditions as the original assessment, with the addition that any person undertaking a review must be independent of the person(s) involved in the original assessment.
- 3.12 The assessment scheme includes procedures for monitoring and improving the assessment process.
- 3.13 The functions relating to the assessment scheme may be delegated to appointed agents. The applicant organisation retains responsibility for the quality of the assessment process and standards applied and their consistency.
- 3.14 The fees imposed are reasonable having regard to the scope of services provided.

#### 4. Conditions

These are the requirements of an assessment entity approved to assess the qualifications, experience and competence of building engineers for registration. These conditions can be met through the assessment scheme or via other appropriate means.

- 4.1 The assessment entity must administer the assessment scheme in accordance with the requirements of the Regulations and this policy.
- 4.2 The assessment entity must make the details of the scheme public, including digital access, via a website or other easily accessible platform. This information must be available for the duration of the scheme's operation.
- 4.3 The assessment entity must verify the identity of applicants for assessment under the scheme, in accordance with the Australian Government's 100 point identification check.<sup>3</sup>
- 4.4 The assessment entity must ensure that applicants under the scheme provide the original or a certified copy of documents they provide, including those that evidence the applicant's qualifications. Certified documents must be certified by an authorised person in accordance with Department of Justice guidelines.<sup>4</sup>

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<sup>3</sup> <https://www.afp.gov.au/sites/default/files/PDF/NPC-100PointChecklist-18042019.pdf>

<sup>4</sup> <https://www.wa.gov.au/system/files/2021-12/CTS-jp-factsheet-3-certifying-copies.pdf>

- 4.5 The assessment entity must ensure that applicants who provide documents in a language other than English provide both the original, or certified copy, and an English translation.
- 4.6 The assessment entity must document, and keep auditable records of, its assessment activities in accordance with this policy and the assessment scheme. Records must be retained for a period of at least seven years.
- 4.7 The assessment entity must verify the authenticity of a certificate, that purports to have been issued by it, upon request by Building and Energy licensing staff.
- 4.8 The assessment entity must submit to audits of its compliance with the Regulations and this policy. The auditor will be the Department of Energy, Mines, Industry Regulation and Safety (DEMIRS) or an agent appointed or engaged by DEMIRS to conduct the audit on DEMIRS' behalf. A notice of intent to audit may be provided at any time.
- 4.9 The assessment entity must advise the Building Commissioner if it intends to cease operation of the scheme. This advice must be provided to the Building Commissioner in writing no later than 30 working days prior to the date the assessment entity intends to cease operation.

## 5. Reporting requirements

Assessment entities are required to meet the following reporting requirements:

- 5.1 The assessment entity must notify the Building Commissioner within five (5) working days if a person assessed by the entity:
  - a. Is investigated and found to be in breach of their professional obligations;
  - b. Is removed from the NER or membership of the entity's assessment scheme;
  - c. Does not participate in an audit of compliance with the continuing participation requirements of the scheme within 30 working days of the entity requesting the person to do so; or
  - d. Does not pass any audit undertaken by the assessment entity.
- 5.2 The assessment entity must submit a report to the Building Commissioner by 31 July each year, for the previous financial year, in a manner and form that details the progress of the scheme, including:
  - a. The number of applications received, how many applicants were successful, how many applicants were refused, and how many are under consideration.
  - b. The mean and median number of working days to process applications.
  - c. Details of the audits of assessments, including:
    - i. How the entity selected assessments for audit;
    - ii. The number of assessments that were audited; and
    - iii. The results of the audits.

Reports must be provided electronically and forwarded to:

[engineers@dmirs.wa.gov.au](mailto:engineers@dmirs.wa.gov.au)

Failure to meet the on-going reporting condition may result in the revocation of the Building Commissioner's approval.