

Work History and On-Site Experience Record General Registration Conditions Civil Construction

Building Work Contractors Act 1995

The following 'Work History and On-Site Experience Record' is provided by the applicant to ensure compliance with the legislative requirements in relation to the qualification and experience provisions under section 16 the *Building Work Contractors Act 1995* (the Act) and Schedule 2, Part 2 of the *Building Work Contractors Regulations 2011*.

To be **entitled to attend a building work supervisor interview**, applicants must ensure that their Work History meets the requirements for the selected qualification pathway as included in the **Standard Registration Conditions** document (i.e. years of experience and number of projects). Furthermore, the On-Site Experience Record must be completed for **two projects**, which adequately demonstrate experience in relation to the scope of work applied for, including supply of relevant supervisor details.

Applicants who fail to complete this document in a satisfactory manner **may not be entitled to attend a building work supervisor interview**, which may result in the **refusal** of your application.

APPLICANT DETAILS

Provide details of the Applicant	
Given Name	
Family Name	
Current SA Registration Number	BLD (Only applies if currently licensed in SA)

SECTION A – RELEVANT QUALIFICATIONS

If you hold qualifications issued in Australia relevant to the conditions applied for, please list these in the below table. For each qualification listed below, please attach copies through the document upload page of the online application form, including:

1. The qualification issued by a Registered Training Organisation or University.
2. A record of results stating the units of competency

	Name of qualification	Institution (RTO or University)	Completion date
X	Bachelor of Engineering (Civil)	Adelaide University	30/10/2018
1			
2			
3			
4			
5			

If you have further qualifications to add, please attach an additional page.

SECTION B – EMPLOYMENT HISTORY

You **MUST** supply an Australian-based employment history that demonstrates you have fulfilled the minimum years of experience requirement for the selected condition(s), as included in the **Standard Registration Conditions** document.

EMPLOYER 1

Employer name

Supervisor name

Employer building work contractor licence number

Supervisor registration number

Your position/title during time of employment

Dates of employment

To

Core duties

EMPLOYER 2

Employer name

Supervisor name

Employer building work contractor licence number

Supervisor registration number

Your position/title during time of employment

Dates of employment

To

Core duties undertaken

EMPLOYER 3

Employer name

Supervisor name

Employer building work contractor licence number

Supervisor registration number

Your position/title during time of employment

Dates of employment

To

Core duties

If you have further employment history to add, please attach an additional page.

SECTION C – WORK HISTORY RECORD

Please list details of at least **five** Australian-based building work projects that you have participated in (non-owner building). These projects must be relevant to the building work conditions applied for and may form part of the assessment of your knowledge and experience to entitle attendance at a building work supervisor interview.

Site address	Contractor (name & licence)	Supervisor (name & registration)	Construction details (Type of Construction, details)	Your role (eg. Project Manager, Trainee Supervisor, Labourer, Observer)	Duties	Project dates
123 Alphabet St. Adelaide SA	ABC Civil Pty Ltd BLD-111111	John Builder BLD- 222222	Land sub-division – Adelaide SA inc earthworks, road construction and associated works.	Trainee Supervisor	Shadowed supervisor for all aspects of construction process throughout.	06/2016 – 12/2016

If you have further work history examples to add, please attach an additional page.

SECTION D – ON-SITE EXPERIENCE RECORD

Please select **two Australian-based projects** from your building work history that best demonstrate your experience in the relevant components of the building work condition applied for. You will need to complete the following template for **two projects for each condition applied for**. This includes details of the project supervisor, who may be contacted by CBS to verify your involvement. Failure to complete this document in a satisfactory manner **may not entitle you to attend a building work supervisor interview**, which may result in the **refusal** of your application.

CIVIL REGISTRATION		Registration Condition:	
PROJECT 1 (project MUST relate to the scope of work applied for)			
Provide details in relation to the project (Only completed projects qualify as supporting evidence)			
Project Type:	Sub-division <input type="checkbox"/>	Marine Structure <input type="checkbox"/>	Civil Structure <input type="checkbox"/>
	Road Network <input type="checkbox"/>	Streetscapes/Carparks <input type="checkbox"/>	Other <input type="checkbox"/>
Project Address			
Project start date		Project completion date	
Contractor Name		Contractor Licence No.	
Supervisor Name		Supervisor Registration No.	

What role did the applicant have during the project	
Applicant's Role	Observer <input type="checkbox"/> Trainee Supervisor <input type="checkbox"/> Worker (provide details) <input type="checkbox"/> Other (provide details) <input type="checkbox"/>
How often was the Applicant on site?	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>

On-site Task Experience (Structural and Non-structural)

Comments are mandatory for each ticked (✓) building work element outlining your specific involvement. Additional information may be presented on a separate document.

BUILDING WORK ELEMENT		ON-SITE DUTIES UNDERTAKEN (mandatory for ticked elements)
Earthworks	<input type="checkbox"/>	
Formwork	<input type="checkbox"/>	
General Concrete Construction (eg. piling, piers, beams, kerbs, precast units, stairs, roads)	<input type="checkbox"/>	
Steelwork (eg. structural components, steel reinforcing, post tensioning systems)	<input type="checkbox"/>	
Roads	<input type="checkbox"/>	
Services (eg. power, water, gas, telecommunications)	<input type="checkbox"/>	
Safety/WHs	<input type="checkbox"/>	

Further comments regarding on-site experience specifically relevant to the scope of the applied for condition:

Applicant Declaration

Applicant's Declaration in relation to the project	
I do solemnly and sincerely declare that the statements and information provided about the applicant mentioned in this document or attachment(s), whether by reason of the inclusion or omission of any particular, to the best of my information, knowledge and belief are true and I am aware of the penalties which apply for providing false or misleading information under the Act.	
Name of Applicant	
Signature of Applicant	
Date	

Supervisor details

This information is verified by an appropriately registered building work supervisor	
Given Name of Supervisor	
Family Name of Supervisor	
Supervisor Registration Number	(Must have been registered for project duration)

Building Work Contractors Act 1995

48—False or misleading information

A person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided, or record kept, under this Act.

Maximum penalty:

- (a) If the person made the statement knowing that it was false or misleading—\$10 000.*
- (b) In any other case—\$2 500.*

CIVIL REGISTRATION		Registration Condition:	
PROJECT 2 (project MUST relate to the scope of work applied for)			
Provide details in relation to the project (Only completed projects qualify as supporting evidence)			
Project Type:	Sub-division <input type="checkbox"/>	Marine Structure <input type="checkbox"/>	Civil Structure <input type="checkbox"/>
	Road Network <input type="checkbox"/>	Streetscapes/Carparks <input type="checkbox"/>	Other <input type="checkbox"/>
Project Address			
Project start date		Project completion date	
Contractor Name		Contractor Licence No.	
Supervisor Name		Supervisor Registration No.	

What role did the applicant have during the project			
Applicant's Role	Observer	<input type="checkbox"/>	
	Trainee Supervisor	<input type="checkbox"/>	
	Worker (provide details)	<input type="checkbox"/>
	Other (provide details)	<input type="checkbox"/>
How often was the Applicant on site?	Daily <input type="checkbox"/>	Weekly <input type="checkbox"/>	Fortnightly <input type="checkbox"/> Monthly <input type="checkbox"/> Other <input type="checkbox"/>

On-site Task Experience (Structural and Non-structural)

Comments are mandatory for each ticked (✓) building work element outlining your specific involvement. Additional information may be presented on a separate document.

BUILDING WORK ELEMENT		ON-SITE DUTIES UNDERTAKEN (mandatory for ticked elements)
Earthworks	<input type="checkbox"/>	
Formwork	<input type="checkbox"/>	
General Concrete Construction (eg. piling, piers, beams, kerbs, precast units, stairs, roads)	<input type="checkbox"/>	
Steelwork (eg. structural components, steel reinforcing, post tensioning systems)	<input type="checkbox"/>	
Roads	<input type="checkbox"/>	
Services (eg. power, water, gas, telecommunications)	<input type="checkbox"/>	
Safety/WHs	<input type="checkbox"/>	

Further comments regarding on-site experience specifically relevant to the scope of the applied for condition:

Applicant Declaration

Applicant's Declaration in relation to the project	
I do solemnly and sincerely declare that the statements and information provided in this document or attachment(s), whether by reason of the inclusion or omission of any particular, are true and I am aware of the significant penalties which apply for providing false or misleading information under the Act.	
Name of Applicant	
Signature of Applicant	
Date	

Supervisor details

This information is verified by an appropriately registered building work supervisor	
Given Name of Supervisor	
Family Name of Supervisor	
Supervisor Registration Number	(Must have been registered for project duration)

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