

# Work History and On-Site Experience Record General Registration Conditions

## Commercial Building Work

### *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 adheres to the requirements set out in this document to meet a pathway 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	Diploma in Building & Construction	HIA	30/10/2016
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. These projects **must be relevant to the building work conditions applied for** and will form part of the assessment of your knowledge and experience to entitle attendance at a building work supervisor interview (i.e. applicants for Residential building work Ltd to National Construction Code Class 2-9 not exceeding two storey must supply projects specifically demonstrating experience in two storey residential construction).

Site address	Contractor (name & licence)	Supervisor (name & registration)	Construction details (Building Class, Type of Construction)	Your role (eg. Project Manager, Trainee Supervisor, Labourer, Observer)	Duties	Project dates
123 Alphabet St. Adelaide SA	ABC Building Services Pty Ltd BLD-111111	John Builder BLD- 222222	Class 3 New build 3 storey	Trainee Supervisor	Shadowed supervisor side by side for all aspects of construction process from initial set up to final sign off.	06/2016 – 10/2016

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. 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.

<b>COMMERCIAL REGISTRATION</b>		Registration Condition:	
<b>PROJECT 1</b> (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:	New Building <input type="checkbox"/>	Additions <input type="checkbox"/>	Alterations <input type="checkbox"/> Renovations <input type="checkbox"/>
	Specified Trade <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"/>	.....	
Project Detail	Residential <input type="checkbox"/>		
	Commercial <input type="checkbox"/>		
BCA building Class	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> N/A <input type="checkbox"/>		
Storeys	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other <input type="checkbox"/> N/A <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)
Coordinated and scheduled work	<input type="checkbox"/>	
Pre-construction	<input type="checkbox"/>	
Site identification	<input type="checkbox"/>	
Building set out	<input type="checkbox"/>	
Earthworks	<input type="checkbox"/>	
Footings/slab	<input type="checkbox"/>	
Wall, floor and roof framing	<input type="checkbox"/>	
External cladding	<input type="checkbox"/>	
External window and door joinery	<input type="checkbox"/>	
Bush fire zones	<input type="checkbox"/>	
Plasterboard	<input type="checkbox"/>	
Second fix	<input type="checkbox"/>	
Wall and floor tiling	<input type="checkbox"/>	
Painting	<input type="checkbox"/>	
Driveways	<input type="checkbox"/>	
Paving	<input type="checkbox"/>	
Defect inspection	<input type="checkbox"/>	
Final inspection/Certification	<input type="checkbox"/>	

Further comments regarding on-site experience:

**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 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.*

<b>COMMERCIAL REGISTRATION</b>		Registration Conditions:	
<b>PROJECT 2</b> (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:	New Building <input type="checkbox"/>	Additions <input type="checkbox"/>	Alterations <input type="checkbox"/> Renovations <input type="checkbox"/>
	Specified Trade <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"/>	.....	
Project Details	Residential <input type="checkbox"/>		
	Commercial <input type="checkbox"/>		
BCA building Class	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> N/A <input type="checkbox"/>		
Storeys	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> Other <input type="checkbox"/> N/A <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"/>

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Earthworks	<input type="checkbox"/>	
Footings/slab	<input type="checkbox"/>	
Wall, floor and roof framing	<input type="checkbox"/>	
External cladding	<input type="checkbox"/>	
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