

Work History and On-Site Experience Record Specified Registration Conditions

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 | Certificate III in Carpentry & Light Steel Framing | TAFE SA | 30/10/2017 |
| 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 employment history that demonstrates at least **FOUR YEARS** of on-site experience relevant to the building work conditions applied for.

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.

| 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 1 building 2 storey new build Tiling of 2x bathrooms | Tiling apprentice | Performed all tasks with shadowing from supervisor, inc waterproofing, screed, application of wall & floor tiles, silicone. | 06/2016 – 10/2016 |
| | | | | | | |
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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.

| SPECIFIED 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: | Specified Trade | | |
| 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

Please compile a summary of your specific involvement in this project, outlining construction elements you personally undertook related to the condition of building work sought. Additional information may be presented on a separate document.

ON-SITE DUTIES UNDERTAKEN

Detail regarding on-site experience:

SAMPLE

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.*

| SPECIFIED REGISTRATION | | Registration Conditions: | |
|---|--|------------------------------------|---|
| 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: | 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"/> |

On-site Task Experience

Please compile a summary of your specific involvement in this project, outlining construction elements you personally undertook related to the condition of building work sought. Additional information may be presented on a separate document.

ON-SITE DUTIES UNDERTAKEN (mandatory for ticked elements)

Detail regarding on-site experience:

SAMPLE

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) |

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