APPLICANT’S LOG BOOK

To be used to evidence experience for the

NSW BUILDING CONTRACTOR’S LICENCE, and the

NATIONAL BUILDING PROFESSIONALS REGISTER
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Template of Log Book Entry (2 Pages to be copies as required) Rear of Document
Preface

The purpose of this Log Book is to assist applicants’ evidence their experience for the:

1. NSW Building Contractor’s Licence;
2. National Building Professionals Register; and
3. Membership of the Australian Institute of Building and various industry associations.

As well as those who are required to evidence their experience as part of a formal programme to their educational institution and to ensure that applicants provide such evidence in a consistent and relevant manner. This will minimise the number of applications incorrectly submitted by individual applicants whilst ensuring the integrity of this process. A current list of all qualifications deemed acceptable by the Department of Fair Trading (DFT) for the licensing purposes of licensing Building Contractors can be found on the Australian institute of Building website http://www.aib.org.au/chapters/nsw/nsw-licensing/ under the NSW Chapter page

a) If you are in possession of any one of the qualifications referred to above you will be required to accumulate twenty-four (24) months supervisory building experience (as evidenced by this Log Book). The DFT will then undertake its probity checks of the Applicant prior to issuing a Building Contractor’s Licence.

b) If you are applying for a Building Contractor’s Licence, you are not required to use this Log Book, or to provide any further evidence of your qualifications and experience if you
   I. Possess a Certificate of Registration as a Chartered Architect under the Architects Act 1921; or
   II. Possess a certificate of Corporate (Chartered) Membership of the Australian Institute of Building (AIB) as a Chartered Building Professional (Chartered Builder); or
   III. Possess a certificate of Corporate (Chartered) Membership of the Institution of Engineers Australia (IEAust) as a Chartered Engineering Professional (Chartered Professional Engineer) Civil (or placement on the National Professional Engineers Register [NPER] Category 3) plus any one (1) of the following:
      • Diploma of Building Studies (2183) – NSW TAFE and all other AQF Level 5 courses accredited by the Australian Institute of Building (AIB) or
      • Diploma of Quantity Surveying (2185) – NSW TAFE
The DFT will then undertake probity checks of the Applicant prior to issuing a Building Contractor’s Licence.
c) You are not required to use this Log Book if you are applying for a Building Contractor’s Licence on the basis of:

I. Having a Certificate of Trade Proficiency from the NSW Department of Industrial Relations (DIR) (or the Department of Education Employment and Training [DEET] or the Department of Labour and Industry [DLI]) in either Bricklaying or Carpentry and ten (10) years post apprenticeship industry experience (fifteen [15] years for all other building industry trades), or

II. Any AQF Level 4 course in building (accredited by either the Australian Institute of Building [AIB] or the Construction Industry Training Advisory Board [CITAB]) and ten (10) years industry experience

III. Have no formal building industry qualifications but have twenty (20) years industry experience.

In such cases a reference attesting to your time in the industry (not necessarily in a supervisory capacity (unlike Item [a] on the previous page) from any one (1) of the following:

- An Accredited Building Certifier, currently registered with any scheme accredited by the
- NSW Department of Urban Affairs and Planning; or
- Current Corporate (Chartered) Members of the Australian Institute of Building; or
- Current NSW Licensed Building Contractors; or
- Current Corporate (Associate) Members of the Australian Institute of Quantity Surveyors.

In cases described by items c(i) & c(iii) above, this will be followed by your assessment by the Building Industry Skills Centre (BISC), the DFT will then undertake probity checks of the Applicant prior to issuing a Building Contractor’s Licence.
Advice and Warning to Verifying Witnesses

1. The only individuals that are acceptable to the Department of Fair Trading (DFT) to verify claims by an applicant that she/he has attained all or part of the requisite twenty-four (24) months supervisory experience are:
   
   a. Accredited Building Certifiers, currently registered with any scheme accredited by the NSW Department of Urban Affairs and Planning; or
   b. Current Corporate (Chartered) Members of the Australian Institute of Building; or
   c. Current NSW Licensed Building Contractors; or
   d. Current Corporate (Associate) Members of the Australian Institute of Quantity Surveyors.

2. Other witnesses may be accepted by the various educational institutions, but not for licensing an AIB membership.

3. As a Verifying Witness you are not assessing the Applicant, or the quality of her/his work – you are merely testifying that you witnessed the Applicant perform the functions that you listed upon the ‘Work Experience Proforma’ during full time employment (i.e. in excess of thirty-five [35] hours per week).

4. Intervals of employment of less than one (1) month will not be accepted.

5. Where an individual is employed on more than one (1) project in a given month, a corresponding number of proforma’s should be used. However, even if a dozen or more projects are worked upon in a given month this will still account for one (1) month’s experience.

6. The Home Building Act (1989), as amended, provides for penalties to Licence holders making false declarations. Such declarations shall be reported to the Department of Urban Affairs and Planning (DUAP) as well as the Verifying Witness’s professional institution for discipline action as appropriate.

ONLY INDIVIDUALS SO DESCRIBED ABOVE MAY BE A VERIFYING WITNESS. STATEMENTS BY CORPORATIONS (OR COUNCILS) WILL NOT BE ACCEPTED.

In cases where this Log Book is being used by an educational institution (e.g. AQF Level 7 courses accredited by the Australian Institute of Building (AIB) where a student must acquire no less than 1,200 hours [30 weeks (7.5 months) full time employment, or 60 weeks (15 months) part time] employment in order to graduate) then the proforma need not be signed by a Verifying Witness - in such circumstances the experience acquired will not be included for licensing or Australian Institute of Building (AIB) membership purposes at the Corporate (Chartered) level.
**Advice and Warning to Applicants**

1. The Department of Fair Trading (DFT) is able to cross-reference the projects quoted by the Applicant and Verifying Witnesses with Construction Certificates and Development Approvals.

2. Only those projects for which a Development Consent and/or a Construction Certificate has been issued are considered by the Department of Fair Trading (DFT) as being acceptable as being quoted as evidence of an applicant’s experience.

3. Applicants who knowingly make of a false declaration in this Log Book will exclude she/he from holding a Building Contractor’s Licence.

4. Where an individual is employed on more than one (1) project in a given month a corresponding number of proforma’s should be used. However, even if a dozen or more projects are worked upon in a given month this will still account for one (1) month’s experience.

5. For the NSW Building Contractor’s licence the experience quoted by an applicant in this Log Book need not be post-graduate, however:
   a. Experience during an applicant’s trade apprenticeship (including the ‘journeyman’ fourth year) cannot be included because the Applicant is deemed to have been supervised (rather than supervising) at her/his place of employment.
   b. Experience prior to the commencement of formal study in building (even for qualifications attained by the Recognition of Prior Learning [RPL]) cannot be included as the Applicant him/herself would not be in a position to assess the appropriateness and relevance of such experience.
   c. In circumstances where a programme in building (as opposed to trade) requires a student to evidence her/his experience to the educational institution at which he/she is attending undergraduate experience and that required for the Building Contractor’s Licence (but not NBPR registration – unless the Applicant has already obtained a building qualification [including by the Recognition of Prior Learning (RPL)] at a lower Australian Qualification Framework [AQF] level - see Page 12 & 13) may be the same. Currently only the AQF Levels 7 (Bachelor Degree) programmes listed on Pages 2 and 14 have such requirements, though undergraduate experience acquired during study of AQF Level 5 (Diploma) and 4 (Certificate IV) courses will also be accepted.
   d. Only experience acquired during full time employment (ie. in excess of thirty-five [35] hours per week) can be included.
   e. This does not exclude circumstances where the Applicant is paid to attend formal part time (less than fifteen [15] hours per week) study for AQF level 7 (Bachelor degree), 5 (Diploma) and 4 (Certificate IV) programmes (as per Item 5[c] above).
   f. Intervals of employment of less than one (1) month will not be accepted.
Work Experience Duties Proformas

Rules for Completing Log Book

1. Every separate building project will require the use of at least one (1) work experience proforma.
2. Each project quoted must have a valid Development Approval or Construction Certificate.
3. Block letters only will be accepted for all entries (other than for the Verifying Witness’s signature).
4. Only black or blue ink may be used, pencil entries, or entries using another ink colour are unacceptable.
5. All entries are to be wholly confined to the space provided, if a mistake is made simply rule out and initial (never erase) or use another proforma.
6. Where text is not required for an answer, ticks are not to be used, only crosses: or ‘filled in’:
7. No Work Experience Proforma shall be considered acceptable unless completed in full – including the signing by; and professional particulars; of a Verifying Witness (refer Page 5)
8. Only those individuals described earlier in this Log Book are eligible to be a Verifying Witness (refer Page 5).
9. At least three (3) different Work Experience Duties must be verified by the Verifying Witness for any given project.
10. A minimum of twenty-four (24) months experience must be accumulated (inclusive of the dates indicated on the Work Experience Duties Proformas) to be eligible for a NSW Building Contractors Licence.
11. One (1) proforma (hence one (1) project) may be used if it covers a period of twenty-four (24) months of a NSW Building Contractor’s Licence.
12. Where an individual is employed on more than one (1) project in a given month a corresponding number of proforma’s should be used. However, even if a dozen or more projects are worked upon in a given month this will still account for one (1) month’s experience.

In cases where this Log Book is being used by an educational institution (e.g. AQF Level 7 courses accredited by the Australian Institute of Building (AIB) where a student must acquire no less than 1,200 hours (30 weeks (7.5 months) full time employment, or 60 weeks (15 months) part time) employment in order to graduate) then the proforma need not be signed by a Verifying Witness - in such circumstances the experience acquired will not be included for licensing or Australian Institute of Building (AIB) membership purposes at the Corporate (Chartered) level.

Thirty-six (36) months is the required minimum for university graduates for eligibility for Corporate (Chartered) membership of the Australian Institute of Building (AIB) or longer for those applying via Recognition of Prior Learning (RPL).
Work Experience Definitions

Co-ordinating Service Trades
With regards to electrical, plumbing drainage and gas fitting and air conditioning trades, this may include:
- chairing meetings
- valuation of progress claims submitted by Sub-Contractors
- verifying commissioning of services
- issuing written and verbal instructions
- ordering materials
- dispute resolution

Co-ordinating Other Trades
With regards to any other trade not included in the service trades listed above, this may include:
- chairing meetings
- valuation of progress claims submitted by Sub-Contractors
- issuing written and verbal instructions
- ordering materials
- dispute resolution

Construction Detailing
Preparation of 1:5 or 1:10 sketches and/or drawings for issuing to Sub-Contractors, Suppliers, or employees under the Applicant’s charge.

Setting Out of Building Works
Physically locating building elements from the grid or pegs provided by a Registered Surveyor.

Construction Programming
Preparation of Linked (Cascade) Bar Charts; Precedence Diagrams; or Arrow Networks for issuing to Sub-Contractors, Suppliers, or employees under the Applicant’s charge.
Work Experience Definitions (Continued)

Council/Certifier Liaison
Preparation and exchange of correspondence on behalf of a Contractor (not Sub-Contractor) to Council and/or an Accredited Certifier.

Tender Submission
Preparation and final responsibility for a project’s Contract Sum.

Letting Sub-Contracts
For at least one (1) Sub-Contract the preparation of letters (including all supporting documentation, plans, specification etc.) inviting Sub-Contractors and Suppliers to tender, analysis of submissions, and preparation of final recommendation as to which Sub-Contractor and/or Supplier to be selected.

Progress Claim Submission
Calculation, preparation and submission of one (1) or more progress claims on behalf of the Contractor (not Sub-Contractor) to the Client (Proprietor) or Proprietor’s Agent.

Contract Sum Adjustments
Determination of the Contractual reason for the claim, calculation, preparation and submission of Adjustments Contract Sum (including but not limited to Sub-Contract Sum) Adjustments.

Cash Flow Forecasting
Determination of the Working Capital required, relative to contract conditions, construction programme, actual progress, progress claims and the cost of finance.

Procurement of Working Capital
Preparation and submission to a lending authority of the project’s Cash Flow forecast (plus all supporting documentation – see above) and the actual obtaining on behalf of the Contractor or Sub-Contractor sufficient Working Capital for the project.
Work Experience Definitions (Continued)

Client Liaison
Preparation and exchange of correspondence on behalf of a Contractor either practicing or professional (not Sub-Contractor) to the Client (or Proprietor).

Consultant Liaison
Preparation and exchange of correspondence on behalf of a Contractor (not Sub-Contractor) with an Accredited Certifier; Chartered Builder (Building Professional); Chartered Professional Engineer (Engineering Professional); Landscape Architect (Corporate Member of the AILA); Registered (Chartered) Architect; Registered Surveyor; Quantity Surveyor (Corporate [Associate] Member of the AIQS); or a Town Planner (Corporate Member of the RAPI).

Other
Where none of the above are considered appropriate or sufficient, the Applicant and Verifying Witness may enter the details of the Applicant’s duties on the reverse side of the Work Experience Proforma.

However, simple statements such as ‘Supervisor’, ‘Foreperson’ or ‘Project Manager’ shall not be deemed as sufficient due to the lack of a common legal definition in the industry of each.
What to do with Proformas when Completed

1. When applying for a NSW Building Contractor’s Licence
   When you have evidenced at least twenty-four (24) months of experience remove the ‘original’ from each quadruplicate Work Experience Duties Proforma and attach (with the testamurs of your qualifications and fees) to your Building Contractor’s Licence Application form from the Department of Fair Trading.

   Department of Fair Trading licence application fees are periodically reviewed.
   Telephone (02) 9377 9375 to determine the fee payable in conjunction with your licence application.

   The twenty-four (24) months of experience need not be consecutive, but they cannot be concurrent. Mail the form with the prescribed application fee attached, together with the evidencing proformas and other documentation to the Department of Fair Trading - Locked Bag A5020, Sydney South 1235. The Department of Fair Trading will consider your application and undertake probity checks prior to issuing a NSW Building Contractor’s Licence.

   Alternatively, you may apply in person, lodging the testamurs of your qualifications at any Department of Fair Trading (DFT) office - which can make a valid copy of your qualifications and return the original testamurs to you immediately.

2. When applying for Corporate Membership of the Australian Institute of Building or Registration upon the National Building Professionals Register.
   When you have evidenced at least thirty-six (36) months of experience remove the ‘original’ from each quadruplicate Work Experience Duties Proforma and attach (with the testamurs of your qualifications and other documentation that may be required) to either (or both) the application form for Australian Institute of Building (AIB); and/or the application form for registration upon the National Building Professionals Register (NBPR) before mailing.

   Alternatively, you may lodge certified (by a public notary) copies of the testamurs of your qualifications – the AIB and/or the NBPR will verify these with the relevant educational institution as a requisite step in the application process.

Chartered (Corporate) Membership of the Australian Institute of Building (AIB) has other additional requirements to that required by the Department of Fair Trading (DFT) for licensing purposes (see Page 14). However, a certificate of Corporate (Chartered) Membership of the Australian Institute of Building (AIB) is regarded as sufficient evidence of possession of the requisite qualifications and experience required by the Department for licensing purposes with no further documentation or assessment being required.

Notwithstanding the above with regard to licensing, all documents must be accompanied by the Department of Fair Trading’s application form for a NSW Building Contractor’s Licence and be submitted to the Department for its sole consideration. That is regardless of whether such documents are an Architect’s Certificate of Registration or an individual’s Certificate of Corporate (Chartered) Membership of the Australian Institute of Building. The Department of Fair Trading (DFT) will then undertake its probity checks prior to issuing a NSW Building Contractor’s Licence. The NSW Department of Fair Trading (DFT) is the SOLE LICENSING AUTHORITY responsible for ALL aspects of Licence Applications.
Log Book Template Pages

The following two pages are the template you are to use for recording each of your logbook entries.

This template should be printed for each activity you wish to record.

When completed it is recommended that you copy/scan the pages and keep them in a safe and secure folder. Alternatively if you are a member of the Australian Institute of Building, a copy of each entry can be uploaded to your professional development diary. To activate this function please contact the AIB on membership@aib.org.au or phone 02 6253 1100
<table>
<thead>
<tr>
<th>Description of</th>
<th>Co-ordinating Service Trades</th>
<th>Co-ordinating Other Trades</th>
<th>Construction Detailing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience Duties</td>
<td>Setting Out of Building Works</td>
<td>Construction Programming</td>
<td>Council/Certifier Liaison</td>
</tr>
<tr>
<td>(a minimum of three [3] activities</td>
<td>Tender Submission</td>
<td>Letting Sub-Contracts</td>
<td>Progress Claim Submission</td>
</tr>
<tr>
<td>to be indicated per project)</td>
<td>Contract Sum Adjustments</td>
<td>Cash Flow Forecasting</td>
<td>Procurement of Working Capital</td>
</tr>
<tr>
<td></td>
<td>Client Liaison</td>
<td>Consultant Liaison</td>
<td>Other (see overleaf)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Profession of other Witnesses</th>
<th>Profession/Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>i.e. Student’s Employer/Supervisor</td>
<td></td>
</tr>
<tr>
<td>(not for licensing or AIB purposes)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Was the Student’s experience Full Time</th>
<th>or Part Time</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Profession of Verifying Witness</th>
<th>Accredited</th>
<th>Chartered</th>
<th>Licensed</th>
</tr>
</thead>
<tbody>
<tr>
<td>(indicate one [1] only - refer to</td>
<td>Certifier</td>
<td>Builder</td>
<td>Building</td>
</tr>
<tr>
<td>Page 4, Item [1] and [2])</td>
<td>(Initials of professional institution [DUAP accredited]</td>
<td>Professional</td>
<td>Contractor</td>
</tr>
<tr>
<td>(of which registered)</td>
<td>with which registered)</td>
<td>(Corporate Member of the AIB)</td>
<td></td>
</tr>
</tbody>
</table>

| Registration, Licence or | Period | Total Months |
| Membership Number | Witnessed, from | |
| (of Verifying Witness for licensing and AIB membership purposes) | Month | Year |

<table>
<thead>
<tr>
<th>Name of Verifying (or Other) Witness</th>
<th>Surname</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Verifying (or Other) Witness</th>
<th>Signature to be contained within the space provided</th>
</tr>
</thead>
</table>
Other Work Experience (provide a brief description of the types of works the Applicant was engaged in, if the list on previous page was insufficient)

Profession of other Witnesses
i.e. Student’s Employer/Supervisor
(not for licensing or AIB purposes)

Was the Student’s experience Full Time [ ] or Part Time [ ]

Profession of Verifying Witness
(indicate one [1] only - refer to Page 4, Item [1] and [2])

Accredited Certifier
(Initials of professional institution [DUAP accredited] with which registered)

Chartered Builder
(Building Professional Corporate Member of the AIB)

Licensed Building Contractor

Quantity Surveyor
(Corporate Member of the AIB)

Registration, Licence or Membership Number
(of Verifying Witness for licensing and AIB membership purposes)

Period Witnessed, from
Month Year

Total Months

Name of Verifying (or Other) Witness
Surname

Signature of Verifying (or Other) Witness
(signature to be contained within the space provided)