

## Part L: Experience Statement for the category of **Draftsperson**, class of **Building Design (Interior)**

### How to fill out this statement

#### STEP 1

Read about the **skills, knowledge** and **experience** that you need to demonstrate if you are applying for registration in the category of Draftsperson, class of Building Design (Interior).

#### STEP 2

Fill out tables 1 and 2:

In table 1, tell us about your *general experience* in the class of Building Design (Interior).

In table 2, tell us about *three specific projects* that demonstrate your experience in the class of Building Design (Interior) work.

#### STEP 3

Read table 3. It explains the types of evidence that you can use to demonstrate the experience that you note in table 2. You will need to present your evidence portfolio when you lodge your application.

#### Remember

- Please include as much detail as possible, because this statement will be used to work out whether you have enough experience for registration.
- In your application, you will need to provide references to confirm you have completed this work.
- It is an offence under section 246 of the *Building Act 1993* to give any false or misleading statement or information in your application.
- We will return your application if this statement is incomplete or doesn't have enough detail, and ask you for more information.

## STEP 1. Required skills, knowledge and experience

### Qualifications

You satisfy the knowledge requirements for registration in Building Design (Interior), if you have successfully completed one of the following qualifications:

- 22268VIC Advanced Diploma of Building Design (Architectural)
- 22477VIC Advanced Diploma of Building Design (Architectural)
- MSF60113 Advanced Diploma of Interior Design, including the following units of competency:
  - BSBSMB405 Monitor and manage small business operations
  - MSFFDT5014 Investigate legal requirements for design
  - MSFID4007 Identify materials, construction techniques and methods used in building interiors
  - MSFID5004 Specify structural elements, systems and services for interior spaces ()
  - MSFID5014 Use CAD applications to complete models and documentation for interior design projects
  - MSFID6003 Design for large scale commercial or institutional interiors ()
  - MSFID6007 Select and instruct contractors and consultants
  - MSMWHS200 Work safely
- MSF60118 Advanced Diploma of Interior Design, including the following units:
  - BSBSMB405 Monitor and manage small business operations
  - CPCWHS1001 Prepare to work safely in the construction industry (White card)
  - MSFGN4001 Research and meet ethical and compliance requirements
  - MSFID4014 Produce digital models and documentation for interior design projects
  - MSFID5025 Develop residential interior design project documentation
  - MSFID6012 Design for large scale commercial or institutional interiors
  - MSFID6016 Select and monitor contractors
  - MSFID6020 Develop commercial interior design project documentation

### Experience

To assess whether you have the required experience for registration as this class of building practitioner, you should provide a portfolio (tables 1, 2 and 3) of evidence that demonstrates your experience.

#### This experience must have been:

- supervised by a person registered in the category of Draftsperson, class of Building Design (Architectural), OR an architect registered by the Architects Registration Board of Victoria (ARBV) OR a person registered as a Domestic Builder (Unlimited) (if the builder was the direct employer), and
- obtained in the seven years before your application for registration is made.

Your evidence must show you can undertake all the activities associated with the class of Building Design (Interior) work in a competent manner and to a professional standard.

#### Your portfolio should include evidence of:

- your experience in the areas that you tick in table 1
- detailed plans and specifications for **three interior building designs** that you note in table 2.

#### Of the three projects noted in table 2:

- at least one must be a Class 1 building as defined in the Building Code of Australia (BCA)
- at least one must be in Classes 2–9.

#### You will be assessed against your capacity to:

1. apply relevant building legislation, regulations and Australian standards to the interior design and documentation of all classes of building and types of construction
2. initiate the application for a building permit for your own design work, on the client's behalf
3. administer project contracts that relate to the interior design and construction of all classes of building
4. brief and coordinate secondary consultants, such as engineers and services consultants to provide specialist advice/recommendations on the interior design of all classes of building and their components, to inform your design work and preparation of plans and specifications.

**STEP 2. Complete tables 1 and 2**

Table 1. Fill out this table to describe all Building Design (Interior) work that you have done		
What type of work have you done? Tick the box.	How many times have you done this type of work? Tick the box.	What were your exact responsibilities? List in point form.
<input type="checkbox"/> Apply knowledge of the requirements of the relevant building legislation, regulations and Australian standards to the design (including plans and specifications) of all classes of building and types of construction	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	
<input type="checkbox"/> prepare plans and related documentation associated with building interiors affecting the structure, for all types of building and for use in relation to building permits. Documentation must include sufficient detail for obtaining building permits and for tender and contractual use.	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	

<input type="checkbox"/>	Prepare documentation on behalf of clients so builders can prepare tenders for building projects	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	
<input type="checkbox"/>	Undertake project administration and monitoring for projects that the practitioner has documented, on behalf of clients	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	
<input type="checkbox"/>	Brief and coordinate a range of secondary consultants (such as engineers and heating, ventilation and air conditioning (HVAC) consultants) to provide specialist advice and recommendations on the design of all types of building and their components	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	

**BUILDING CONFIDENCE**

<input type="checkbox"/>	<p>Advise building owners and/or builders on building materials and construction methods</p>	<p><input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+</p>	
<input type="checkbox"/>	<p>Initiate applications for building permits and liaise with building surveyors to produce the documentation needed for the permit application</p>	<p><input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+</p>	
<input type="checkbox"/>	<p>Ensure a project’s design, specifications and documentation consider energy rating reports</p>	<p><input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+</p>	

*Please continue to next page*

<p><b>Table 2.</b> Fill out this table to describe three projects that demonstrate your experience in Building Design (Interior) work, including:</p> <ul style="list-style-type: none"> <li>• at least one for a Class 1 building as defined in the Building Code of Australia (BCA)</li> <li>• at least one in Classes 2–9.</li> </ul>				
	Brief description	Period of work (must include actual dates)	Address of building project	Name and contact number of your employer
Project 1		Start date:  End date:		
Project 2		Start date:  End date:		

Project 3		Start date:    End date:		
--------------	--	--------------------------------------	--	--

*Please continue to next page*

**STEP 3. Use table 3 to create your evidence portfolio**

**Table 3.** Use this table to create an evidence portfolio that supports your Building Design (Interior) experience in the three projects that you note in table 2. The portfolio must include documentation relating to:

- at least one project that relates to a Class 1 building as defined in the National Construction Code (NCC)
- at least one project in Classes 2–9 and of Type A or B Construction, as defined in the NCC.

Area of experience	Required and suggested evidence or documentation
<p><b>Criterion 1</b> Apply knowledge of the relevant building legislation, regulations and Australian standards to the interior design and documentation of all classes of building</p>	<p>Evidence <b>must</b> include documentation in greater detail than required to obtain a building permit. The documentation for each project must include floor plans, elevations and detailed drawings.</p> <p>The floor plans <b>must</b> show where relevant:</p> <ul style="list-style-type: none"> <li>• use of each room</li> <li>• each window and door location, including openable sections</li> <li>• floor finishes</li> <li>• lighting layout, including compliance with relevant energy efficiency requirements, and exit or emergency lighting requirements</li> <li>• internal and external wall construction</li> <li>• dimensions and area of rooms</li> <li>• air circulation details</li> <li>• required fire safety features such as smoke detectors, fire doors or fire separations.</li> </ul> <p>The elevations <b>must</b> show where relevant:</p> <ul style="list-style-type: none"> <li>• wall materials and heights</li> <li>• floor and ceiling levels</li> <li>• locations of openings and construction joints</li> </ul> <p style="text-align: right;"><i>continued</i></p>



<p><b>Criterion 1 continued</b></p>	<ul style="list-style-type: none"> <li>• roof pitch, height and profile</li> <li>• natural and finished ground lines, and building height above the ground</li> <li>• location of roof lights or other roof features</li> <li>• balconies, decks, pergolas.</li> </ul> <p>The detailed drawings <b>must</b> demonstrate the use of standard drawing conventions (scale, graphics, lettering, line work, numbering, legends and contours), and <b>must</b> show where relevant:</p> <ul style="list-style-type: none"> <li>• all construction methods used</li> <li>• the integration of structural components</li> <li>• floor finishing and construction details</li> <li>• waterproofing methods</li> <li>• connection details</li> <li>• fire and acoustic separations between buildings or parts of a building</li> <li>• the location of services, including required ducts or riser shafts</li> <li>• facilities for access and egress, including disability access</li> <li>• light and ventilation</li> <li>• energy efficiency details.</li> </ul>
<p><b>Criterion 2</b> Initiate the application for building permits for your own interior design work, on behalf of the client</p>	<p><i>If you were not involved in submitting a building permit for any of the three designs in table 2, you may submit an additional design for which you were involved in lodging the permit application.</i></p> <p>Copies of building permit applications you have prepared or contributed to, including:</p> <ul style="list-style-type: none"> <li>• documented evidence of liaison with building surveyors in relation to permit applications</li> <li>• copies of actual permits obtained</li> </ul> <p style="text-align: right;"><i>continued</i></p>

<p><b>Criterion 2 continued</b></p>	<p>For projects that were not initially compliant with NCC or local authority requirements, you must also provide evidence documenting the process followed to consult and obtain approval, or to achieve compliance (across any or all of the three building designs). The documentation must relate to:</p> <ul style="list-style-type: none"> <li>• your involvement in determinations made by the Building Appeals Board in relation to building design project you worked on</li> <li>• your involvement in identifying performance requirements or alternative solutions agreed to by the relevant building surveyor.</li> </ul>
<p><b>Criterion 3</b> Administer contracts in relation to the interior design and construction of all classes of building</p>	<p><i>Your evidence may be from the three projects already submitted in your portfolio of evidence or relate to a separate project.</i></p> <p>Plans, specifications and schedules that you prepared or to which you contributed, which were used as part of a contract for at least one building design project that you developed</p> <p>Evidence of your ability to <i>establish contracts</i>, including:</p> <ul style="list-style-type: none"> <li>• a copy of the contract you administered for a Class 1 building interior, demonstrating compliance with the Domestic Building Contracts Act</li> <li>• a copy of any other contracts and all supporting documentation, including contract schedules and finishes schedules</li> </ul> <p>Evidence of your ability to <i>administer contracts</i>, including written correspondence between you and your client (demonstrating your capacity to administer contracts on their behalf) and documentation exchanged between you and the builder (demonstrating your administration of contracted deliverables). This evidence may include:</p> <ul style="list-style-type: none"> <li>• documentation relating to variations in the contracted works (such as time, cost, materials variations), such as variation orders</li> <li>• documentation related to approval of a progress payment, such as inspection reports and associated progress payment claim forms</li> <li>• documentation relating to defects and rectification works required or completed by the builder</li> <li>• project schedules (such as a Gantt chart), site instructions and/or site meeting minutes prepared for a builder.</li> </ul>

<p><b>Criterion 4</b> Brief and coordinate secondary consultants to provide specialist advice and recommendations on the internal design of buildings</p>	<p><i>Your evidence may be from the three projects already submitted in your portfolio of evidence or relate to a separate project.</i></p> <p>Reports of consultants that you briefed</p> <p>Plans, drawings and specifications indicating how you incorporated specialist advice and recommendations into interior design work</p>
---	--

*Please continue to next page*

*Remember:* The information provided in this form must be true and correct. It is an offence under section 246 of the *Building Act 1993* to give false or misleading information in relation to an application for registration, and this offence carries a maximum penalty of 120 penalty units.

I declare that the information contained in this form is complete and true to the best of my knowledge. And I understand that the VBA may make enquiries to verify any of the information I have given on this form, and I consent for the information provided in this form to be shared with any other third party for that purpose.

Applicant name

Applicant signature

*(must be a handwritten signature)*

Date