

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

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 (Services).

STEP 2

Fill out tables 1 and 2:

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

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

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. Learn about skills, knowledge and experience that you need

Qualifications

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

- **CPC50509 Diploma of Fire Systems Design**
- **UEE621111 Advanced Diploma of Engineering Technology (Electrical)**, including the following units of competency:
 - UEENEE191A Prepare electrotechnology/utilities drawings using manual drafting and CAD equipment and software
- **22228VIC Advanced Diploma of Engineering Technology (Mechanical)**, including the following units of competency:
 - MEM09157A Perform mechanical engineering design drafting
 - MEM12024A Perform computations
 - VU21131 Produce an engineering drainage design of pipes and culverts
 - VU21133 Produce an engineering design for stormwater reticulation scheme
 - VU21132 Produce an engineering design for sewerage reticulation scheme-
 - VU21143 Produce engineering drawings for a stormwater reticulation scheme
 - VU21154 Generate design solutions
 - VU21202 Design fluid power controlled engineering systems
 - VU21203 Apply hydraulic principles in engineering
 - VU21204 Apply pneumatic principles in engineering
- **22479VIC Advanced Diploma of Engineering Technology**, including the following units of competency:
 - MEM09157A Perform mechanical engineering design drafting
 - MEM12024 Perform computations
 - VU22494 Produce engineering drawings for a stormwater reticulation scheme

Continued, units of competency for 22479VIC:

- VU22499 Apply hydraulic principles to achieve an engineering task
- U22500 Apply pneumatic principles to achieve an engineering task
- VU22540 Generate design solutions
- VU22547 Produce an engineering drainage design of pipes and culverts-
- VU22548 Produce an engineering design for a stormwater reticulation scheme
- VU22549 Produce an engineering design for a sewerage reticulation scheme
- VU22566 Design fluid power controlled engineering systems
- **MEM60112 Advanced Diploma of Engineering**, including the following units of competency:
 - MEM09157A Perform mechanical engineering design drafting
 - MEM12024A Perform computations
 - VI21248 Design pressure sewerage systems
 - VU21131 Produce an engineering drainage design of pipes and culverts
 - VU21132 Produce an engineering design for a stormwater reticulation scheme
 - VU21133 Produce an engineering design for a sewerage reticulation scheme
 - VU21143 Produce engineering drawings for a stormwater reticulation scheme
 - VU21154 Generate design solutions
 - VU21202 Design fluid power controlled engineering systems
 - VU21203 Apply hydraulic principles in engineering
 - VU21204 Apply pneumatic principles in engineering
 - VU21249 Design sewerage pumping station systems

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 (Services), OR a professional engineer registered in the relevant discipline on the National Engineers Register, 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 Draftsperson, Building Design (Services) 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 building services** that you note in table 2.

The service designs that you note in table 2 must relate to at least one of the following areas:

- mechanical services
- electrical services
- hydraulic services.

Of the three designs:

- at least two must relate to projects in Classes 2–9, as defined in the National Construction Code (NCC)
- at least one must relate to a project in Classes 2–9 and of type A or B construction, as defined in the NCC.

You will be assessed against your capacity to:

1. apply relevant building legislation, regulations and Australian standards to the design and documentation of services for different classes of building and types of construction
2. brief and coordinate related consultants to provide specialist advice/recommendations on the design of services.

STEP 2. Complete tables 1 and 2

Table 1. Fill out this table to describe all Building Design (Services) 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 of services for 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 for the design of services for all classes of building and types of construction. 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"/>	Brief and coordinate other technical project consultants to provide advice and recommendations on related services	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	
<input type="checkbox"/>	Provide information to clients on costs	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	
<input type="checkbox"/>	Ensure a project’s design, specifications and documentation consider energy rating reports	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10+	

Please continue to next page



<p>Table 2. Fill out this table to describe three projects that demonstrate your experience in Building Design (Services) work, including:</p> <ul style="list-style-type: none"> • at least two that relate to projects in Classes 2–9, as defined in the National Construction Code (NCC) • at least one that relates to a project in Classes 2–9 and of Type A or B Construction, as defined in the NCC. 				
	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:		
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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 (Services) experience in the three projects that you note in table 2. The portfolio must include documentation relating to:

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

Area of experience	Required evidence or documentation
<p>Criterion 1 Apply knowledge of the relevant building legislation, regulations and Australian standards to the design of services for all building classes</p>	<p>Evidence must 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 site plans must show where relevant:</p> <ul style="list-style-type: none"> • relevant site features and services • services connection points • existing and proposed levels where relevant • connection of the relevant services to the mains connection, or any offsite works required. <p>The floor plans must show where relevant:</p> <ul style="list-style-type: none"> • building layout • the use of each room • any exits or paths of travel as relevant • the location, layout and details of the relevant services • any required ducts or riser shafts • the layout of related services by other disciplines, and any structural members that may clash with services. <p style="text-align: right;"><i>continued</i></p>

<p>Criterion 1 continued</p>	<p>The detailed drawings must demonstrate the use of standard drawing conventions (scale, graphics, lettering, line work, numbering, legends and contours), and must show where relevant:</p> <ul style="list-style-type: none"> • fabrication or construction or connection methods used, as relevant • integration of services components relating to the building fabric • energy efficiency details integrated into the plans, if relevant, or required by the National Construction Code (Part J, Volume 1) • any schedules required.
<p>Criterion 2 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 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 services design work</p>

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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