

## Part L: Experience Statement for Temporary Structures (limited to tents and marquees)

### 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 Temporary Structures (limited to tents and marquees) work.

#### STEP 2

Fill out tables 1 and 2:

In table 1, tell us about your *general experience* in Temporary Structures (limited to tents and marquees) that is, erecting and dismantling tents and marquees.

In table 2, tell us about *five specific projects* that demonstrate your experience in Temporary Structures (limited to tents and marquees) 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.
- To meet the experience requirements for registration, you don't need to have done all the work items listed in column 1 of table 1. But you do need experience in most of them.
- 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

For registration in **Temporary Structures (limited to tents and marquees)**, you need a certificate issued by the VBA, certifying that you have adequate knowledge and experience to erect, dismantle, or supervise the erection or dismantling of, tents and marquees.

The relevant unit of competency for this category is

- Identify construction work hazards and select risk control strategies (CPCWHS3001).

### 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 evidence must show you can undertake or supervise all the activities associated with Temporary Structures (limited to tents and marquees) 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
- your participation in Erector or Supervisor work for the *five different projects* that you note in table 2. This work must include:
  - the erection of five tents or marquees with a floor area greater than 100m<sup>2</sup>
  - at least two projects requiring fire safety provisions.
- your responsibility for:
  - contributing to planning the erection of temporary structures
  - erecting and dismantling temporary structures
  - assisting with or preparing, implementing and reviewing Safe Work Method Statements (SWMSs).

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

Table 1. Fill out this table to describe all work that you have done erecting and dismantling tents and marquees		
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"/> Assisted in producing cost estimates and quotes for the work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	
<input type="checkbox"/> Read and interpreted architectural and engineering designs and drawings	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	

<input type="checkbox"/>	Identified site and task related hazards and developed risk control strategies	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	
<input type="checkbox"/>	Assisted with or prepared, implemented and reviewed Safe Work Method Statements (SWMSs)	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	
<input type="checkbox"/>	Erected and dismantled tents and marquees according to design specifications	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	
<input type="checkbox"/>	Erected and dismantled safety barriers	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	

<input type="checkbox"/>	Complied with occupancy permits	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	
<input type="checkbox"/>	Applied knowledge of the Australian Building Codes Temporary Structures Standard 2015	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+	

*Please continue to next page*

<p><b>Table 2.</b> Fill out this table to describe five projects that you have done that demonstrate your experience in erecting and dismantling temporary structures, including:</p> <ul style="list-style-type: none"> <li>• five tents or marquees with a floor area greater than 100m<sup>2</sup></li> <li>• at least two projects requiring fire safety provisions</li> </ul>				
	Brief description	Period of work (must include actual dates)	Work address (or where work was undertaken)	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:		
Project 4		Start date:  End date:		
Project 5		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 experience in table 2

Area of experience	Suggested evidence or documentation
Plan the erection and dismantling of temporary structures	<p>Detailed plans, drawings and specifications for each temporary structure you erected or assisted in the erection of</p> <p>Copies of occupancy permits or other permits issued by relevant authorities related to the temporary structures that you erected or assisted in the erection of</p> <p>Cost estimates and quotes for the erection and dismantling of each temporary structure that you erected or that you assisted in the erection of, plus associated labour and materials schedules, copies of paid invoices indicating the purchase of additional materials, and proof of other trades that were engaged</p>
Safely erect and dismantle temporary structures	<p>Photographs of temporary structures' erection and works in progress that you undertook, and associated drawings or specifications</p> <p>Photographs of site set---out that you undertook for temporary structures, and relevant associated drawings or specifications</p> <p>Documentation showing you conducted checks of structural supports for the temporary structures</p> <p>Copies of relevant Safe Work Method Statements (SWMSs) or job safety analysis (JSA) applicable to each site and work undertaken to erect temporary structures</p> <p>Copies of compliance inspection reports undertaken by a registered building practitioner</p>



Identify site and task related hazards, and develop risk control strategies

Copies of Safe Work Methods Statements (SWMSs) or job safety analysis (JSA) that you prepared, contributed to or followed

Documentation relating to you undertaking, or assisting in, the following:

- monitoring wind speed and wind action levels during erection, operating and dismantling of temporary structures
- ensuring floor coverings are laid evenly, with no tripping hazards
- ensuring egress routes are signed and clear of obstruction
- ensuring firefighting equipment, lighting and exit signage are applied according to design specifications
- erecting and dismantling all types of safety barrier
- implementing procedures for evacuating the structure if required
- preparing or using onsite management plan for emergency procedures

*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

Date