

Practitioner guidance

September 2023

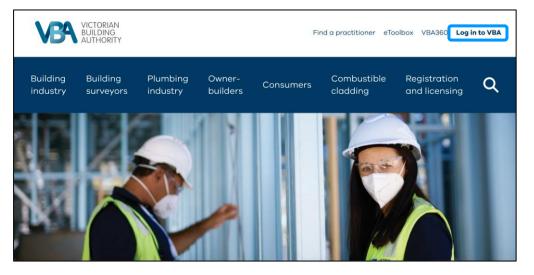
Navigating registration applications and the VBA Portal

This document provides end-to-end guidance with a series of accompanying illustrations to describe a building practitioner's experience of creating an account in the new VBA Portal and starting a registration application. There are three sections:

- 1. Logging in for the first time to the VBA Portal.
- 2. Completing Identity Access Management (IDAM).
- 3. Registration application process.

Logging in for the first time to the VBA Portal

Click Log in to VBA on the VBA homepage from a browser.



• To log in with a mobile phone, scroll-down and select Log in to VBA.







- Select Create an Account (if you are a new user).
- Select Log in to VBA (if you have previously registered for the Portal).

Log in to V	'BA
	We're moving our online services into one place, so it's easier to work with the VBA. Builders can log in to:
	 Apply for and manage building permits (BAMS) Apply for and maintain registration and licensing Keep insurance up to date
	For help, and more information, go to, Why do I need to log in to VBA?
	First time logging into VBA? Create an account
	Already created an account?
	By using VBA's online services, you agree to our terms and conditions, privacy collection notice and privacy policy.
	In partnership with Service Victoria.

- When creating an account, you must enter your personal details as outlined in the image below.
- Please use the email address you have used with the VBA in the past. By doing this when creating your account, your accreditations will be added to the Registrations and Licenses page in the VBA Portal.
- After selecting **Continue** you will be transferred to the **Service Victoria** site.

Create an account

To make it simpler of to provide log in an			has partnere	ed with Servi	ce Victoria
Enter your details b and an account wit					
First Name					
Alex					
Last Name					
Builder					
Email address					
alexbuilder@test.co	m.au				
All communication fro email address.	m VBA, includir	ng discipline	ary notices, wil	l be sent via e	mail to this
Mobile phone number					
0400555555					
Date of Birth (Optiona	l)				
09/08/2023					
Postcode					
3000					
By creating an acco <u>collection notice</u> ar	nd <u>privacy pol</u>	icy.			
On the next screen entering a security				and mobile	phone by
				Back	Continue





Register via IDAM in Service Victoria's site

• An email and SMS OTP (One time password) will then be sent to the email and phone number provided. These must be entered to proceed.

	Enter SMS security
Code We've sent a security code to alexbuilder@test.com.au. It lats 10 minutes. We do this to make sure it's really you. Enter security code	We've sent a security code to 04555555555555555555555555555555555555
Resend code Next	Enter security code Resend code Next
Powered by SERVIC	

Create password

• Create a password, then select Next.

	password	
Your password case letter.	needs to be 8 characters or more	, with 1 lower case letter and 1 upper
Re-enter no	ew password	
•	e to Service Victoria's <u>terr</u> cy and security policy.	<u>ms and conditions</u> and

Check and update details

- Once the creation of the password is complete, you'll be returned to the VBA registration page to check and update your details.
- Note: Name and date of birth can only be changed by <u>contacting the VBA</u>.

Please keep your details up to date below.	. All communication from VBA, including disciplinary ne	otices, will be sent via email to the email address
Changes will apply to your current	registrations, the public practitioner register, and any o	applications in progress.
To change your name, or date of bi	rth, call the VBA on 1300 815 127	
Building practitioners must advise	the VBA within 14 days of their contact details changin	g (Building Act 1993).
Publicly available deta f you are a licensed or regulatered practition	ils	oublic practitioner register.
Full name	Janon Howard Keeble	0
Business phone	0401100100	lidit
Business address		Edit
Private details Three details are for use by the VIIA only.		
Date of birth	7 September 1980	0
Residential Address	788 Bourke Street DOCKLANDS VIC 3008	Edit
Mailing address	440 Vickery's Road Delbrae VIC 3228	Edit
Log in details These details are held by Service Victoria o	ind shared with the VBA. After you change any of these details, you	will need to log in using your new details.
Mobile phone	0401100100	Edit
Email	vbotestinguser+1600161106@gmail.com	Edit -
Password	******	Chonge
in purtnership with Service Victoria.		



• Note: If you select Edit for mobile phone or email changes, you will be automatically redirected to Service Victoria to complete the change if this is required. Mobile phone number or email address changes will update your Service Victoria profile. You will be logged-out of the portal and will need to log in again using your new email address.

Enter Email
Enter your new email below. We'll log you out after the change.
Current email
alexbuilder1@email.com
New email
alexbuilder2@email.com
Cancel Next

Navigating the VBA Portal

- Once the IDAM process is complete, you can:
 - Update personal or company details.
 - View existing registrations.
 - Access draft and submitted applications.
 - Renew your registrations.
 - Manage your insurance.
 - Pay annual fees.

New Registration - Building Individual Domestic Builder - Unlimited Individual

New Registration - Building Company Temporary Reference: 00000441

Started:

Started:

Modified:

Modified:

Temporary Reference: 00000451

29/06/2023

04/07/2023

23/06/2023

04/07/2023

Manage building permits.

Home	Building permits (BAMS)	\sim Registration and licensing \sim	Manage Insurance 🗸
	aiotyation	andlicence	
Re	gistration	and licence	25
elow y	you will find a list of all of y	our registration and licences, o	and a list of any online applications that you have in progress or completed.
	registration and	licences	
i-	Draftsperson Individual		
	Draftsperson - Building I Current	Design (Architectural) -	Renew
		DP-AD 1603	
		06/12/2023	
		12/11/2023	
		06/09/2023 06/12/2023	
	Expires.		
	r applications		
Found	3 Draft Application(s)		
E	New Registration - Buildin	g Individual	
-0	Domestic Builder - Unlimite	d Individual	Complete Delete
	Temporary Reference:		
	Started:	14/06/2023	
	Modified:	04/07/2023	

Complete Delete

Complete Delete





Registration application process

- To learn more about the building registration and licensing process, select **Registration and licensing**, before selecting **Building practitioner registration** from the drop-down menu.
- You can also use this pathway to log in to the VBA Portal, with <u>Log in to the VBA</u> links featured on the <u>Building practitioner registration</u> page.

VBA	VICTORIAN BUILDING AUTHORITY			Fir	nd a practitioner eTc	olbox VBA360 Logi	in to VBA
Building industry	Building surveyors	Plumbing industry	Owner- builders	Consumers	Combustible cladding	Registration and licensing]م
-	stration and	ſ	Building practitioner registration	Plumb	ing registration and		
	ation on becoming a	registered	Renewars and other requirements		onewols and other quirements		
	g practitioner, or a re d plumber.	gistered or	Building fees Automatic Mutual Recognition	A	lumbing fees utomatic Mutual ecognition		

• Applicants can learn more about each building registration category and class.

Building practitioner registration	On this page	Hide
he Victorian Building Authority (VBA) is the regulator for building activity in ictoria and is responsible for the registration of building practitioners. There are even different categories of building practitioner in Victoria.	Tell me more about the different categories of build practitioner and their differ classes of registration	
ach category has specific requirements for:	What's the application process?	>
 when you must be registered with the VBA the registration classes under each category the work that registered building practitioners can lawfully undertake for each 	Application form and quick links	>
closs.	Permitted assessment reference materials	>
ell me more about the different categories	What do I need to become registered?	>
of building practitioner and their different	FAQs and reference links	>
Iasses of registration	uding building surveyor.	
lasses of registration	uding building surveyor.	+
lasses of registration here are seven different categories of building practitioner you can apply for, incl	uding building surveyor.	++++
Lasses of registration here are seven different categories of building practitioner you can apply for, incl Building Surveyor	uding building surveyor.	+++++++++++++++++++++++++++++++++++++++
Lasses of registration here are seven different categories of building practitioner you can apply for, incl Building Surveyor Building inspector	uding building surveyor.	+ + +
Lasses of registration here are seven different categories of building practitioner you can apply for, incl Building Surveyor Building Inspector Quantity Surveyor	uding building surveyor.	+ + + +
Lasses of registration here are seven different categories of building practitioner you can apply for, incl Building Surveyor Building Inspector Quantity Surveyor Draftsperson	uding building surveyor.	+ + + +

Start your registration application process

- Start an application by Logging in to VBA.
- Select **Registration and licensing** on your Portal landing page.

VB					B Jason Keeble ▼
Home	Building permits (BAMS) 🗸	Registration and licensing \checkmark	Manage Insurance 🗸	Your Profile	
	н	ello Jason			
	We	come to the VBA			
		are moving our online service omers to work with the VBA.	s into one place, to mal	ke it easier for our	
	Bu	ilding permits (BAMS)	Registration and licensing	Fo Manage Insurance	

• Then select Apply for a new registration or licence.

👼 Apply for a new registration or licence



Select the type of application

- Select Individual or Company, the type of registration and class of registration.
- When that's done, select Start New Application.

	Apply for a new registration or licence
F	Please choose the type of registration or licence that you are applying fo
A	Are you applying for an individual or a company?
(Individual
	Company
C	Choose a type of registration or licence
(Domestic Builder Individual
	Building Surveyor Individual
	Commercial Builder Individual
	Demolisher Individual
	Building Inspector Individual
Ş	Select the Domestic Builder Individual Class
	Domestic Builder-Ltd. to construction of non-habitable building structures wor
(Domestic Builder - Unlimited Individual
	Domestic Builder - Limited to waterproofing
	Domestic Builder - Limited to solid plastering and rendering
	Domestic Builder - Limited to site works involved in relocating a dwelling
	Domestic Builder - Limited to sheet plastering
	Domestic Builder - Limited to roof tiling
	Domestic Builder - Limited to re-stumping and re-blocking
	Domestic Builder - Limited to painting and decorating
	Domestic Builder - Limited to insulation work
	Domestic Builder - Limited to glazing work
	Domestic Builder - Limited to framing
	Domestic Builder - Limited to footings and slab work
	Domestic Builder - Limited to floor finishing and covering
	Domestic Builder - Limited to floor and wall tiling work
	Domestic Builder - Limited to external wall cladding
	Domestic Builder - Limited to erection of poles, masts and antennas
	Domestic Builder - Limited to earthworks and excavation work
	Domestic Builder - Limited to door and window replacement and installation
	Domestic Builder - Limited to construction of swimming pools and spas
	Domestic Builder - Limited to construction of structural landscaping
	Domestic Builder - Limited to construction of shade structures
	Domestic Builder - Limited to construction of retaining walls work
	Domestic Builder - Limited to construction of private bushfire shelters Domestic Builder - Limited to construction of gates and fences work
	Domestic Builder - Limited to construction of gates and fences work Domestic Builder - Limited to cabinet making, joinery and stair construction
	Domestic Builder - Limited to cabinet making, Joinery and stair construction
	Domestic Builder - Limited to bricklaying and blocklaying
) Domestic Builder - Limited to attaching external fixtures



Completing the application

- The application summary is the core navigation tool for any new application.
 - A green tick is shown when a section is successfully completed.
 - An orange alert is shown when a section still requires to be completed.
- You may save your progress and enter or exit any part of the application until you are ready to submit.

Please complete each section of the application. After you have submitted your application, the VBA will review it, access your experience, consult with your eferees, and make a decision.				
/ou're d	ou're applying for a registration as a Domestic Builder - Unlimited Individual.			
v	About you Tell us about you	View		
	Other Accreditations Tell us about any relevant registrations	View		
	Qualifications Tell us about any relevant training and qualifications	View		
	Partnership Are you working in a partnership?	View		
	Employment History Tell us about your employment in the building industry	View		
	Building Experience Tell us about your experience in the building industry	View		
	Portfolio Projects Tell us about your best three projects	View		
	Area of Experiences Tell us about your best three projects based on Area of experiences	View		
	Technical References Provide referee reports from your past supervisors	View		
	Declaration Check you are eligible to be registered	View		
	Identity and Photo Prove your identity and upload a photo	View		
	Police Check Get a police check online	View		

• From there, simply follow the prompts and instructions to complete each section and the application.

