

Part L: Experience Statement for Project Manager (Domestic)

How to fill out this statement

STEP 1

Read about the **skills, knowledge** and **experience** that you need to demonstrate to the Victorian Building Authority (VBA) if you are applying for registration in the category Project Manager (Domestic).

STEP 2

Fill out tables 1 and 2:

In table 1, tell us about your *general experience* in managing or arranging the carrying out of domestic building work by a registered builder for class 1 and 2 buildings.

In table 2, tell us about *four specific projects* that demonstrate your experience in managing or arranging the carrying out of domestic building work by a registered builder for class 1 and 2 buildings.

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 to the VBA 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

If you have successfully completed the following qualifications, you will satisfy some of the technical knowledge required for registration in the category of a Person responsible for a building project, class of Project Manager (Domestic):

- Bachelor of Construction Management and Economics from Holmesglen Institute
- Bachelor of Construction Management (Honours) from Deakin University
- Graduate Diploma of Construction Management from Swinburne Institute of Technology
- CPC 50308 Diploma of Building and Construction (Management).

If you have not completed these certificates or diplomas, the VBA will assess your Project Manager (Domestic) knowledge against the competencies included in the certificates.

Experience

So the VBA can assess whether you have the required experience in managing or arranging the carrying out of domestic building work, you should provide a portfolio (tables 1, 2 and 3) of evidence that demonstrates your experience. This evidence must show you can arrange or manage the carrying out of all the activities associated with all classes of domestic building 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
four separate examples of your participation in managing or arranging the carrying out by a registered builder (registered under the *Building Act 1993*).

Act 1993 in another class of domestic builder authorised to carry out that work) *all stages* of the construction of class 1 and 2 buildings including:

- project managing domestic building work
- applying business and financial management skills relevant to domestic building work
- applying for a building permit for domestic building work
- entering into and administering appropriate contracts
- producing cost estimates for domestic building work
- planning for and providing onsite supervision
- engaging and supervising relevant trades
- ensuring compliance with safety requirements
- your knowledge and application of the following Australian Standards:
 - AS/NZS 1170 series, Minimum design loads on structures
 - AS/NZS 1170.2 Wind Actions
 - AS 1288 Glass in buildings: selection and installation
 - AS 1397 Steel sheet and strip – Hot-dipped zinc-coated or aluminium/zinc coated
 - AS 1684 Residential timber-framed construction
 - AS 1926 Swimming pool safety
 - AS 2047 Windows and external glazed doors in buildings
 - AS 2601 The demolition of structures
 - AS 2870 Residential slabs and footings
 - AS 3660 Termite management
 - AS 3700 Masonry Structures
 - AS 3740 Waterproofing of domestic wet areas



- AS 3959 Construction of buildings in bushfire-prone areas
- AS 4055 Wind loads for housing
- AS 4440 Installation of nailplated timber roofed trusses
- AS/NZS 4505 Garage doors and other large access doors
- AS/NZS 4600 Cold-formed steel structures
- AS 4678 Earth-retaining structures
- AS/NZS 4455 Masonry Units, Pavers and Flags
- AS 4654 Waterproofing membranes for external above ground use
- AS 4773 Masonry in small buildings
- Guide to Standards and Tolerances (Victorian Building Authority)
- Building Code of Australia.


STEP 2. Complete tables 1 and 2

Table 1. Fill out this table to describe all domestic building work that you managed or arranged the carrying out of by a registered builder, for class 1 and 2 buildings		
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"/> Project managed domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+.	
<input type="checkbox"/> Applied business and financial management skills to domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+.	



<input type="checkbox"/>	Established the requirement for a building permit for the proposed domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+.	
<input type="checkbox"/>	Complied with building permits for domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+.	
<input type="checkbox"/>	Arranged relevant certification of completed domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	
<input type="checkbox"/>	Arranged for the rectification of any faults or defects in domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	



<input type="checkbox"/>	Arranged any required protection works	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	
<input type="checkbox"/>	Produced cost estimates and quotes for proposed domestic building work	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	
<input type="checkbox"/>	Planned for and provided onsite supervision	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	
<input type="checkbox"/>	Interpreted plans, drawings and specifications for domestic building work	<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"/>	Developed and interpreted the Safe Work Method Statements (SWMSs) or Job Safety Analysis worksheet (JSA)	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	
<input type="checkbox"/>	Supervised registered domestic builders, subcontractors and other trades to ensure work is conducted safely and to required standards	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 11 – 20 <input type="checkbox"/> 20+ .	

Please continue to next page



Table 2. Fill out this table to describe domestic building work that you managed or arranged the carrying out of. Please include the details of *four projects* that demonstrate your experience in managing or arranging the carrying out by a registered builder (registered under the *Building Act 1993* in another class of Domestic Builder authorised to carry out that work), across *all stages* of the construction of class 1 and 2 buildings. Your evidence must include all of the following activities:

- project managing domestic building work
- applying business and financial management skills relevant to domestic building work
- applying for a building permit for domestic building work
- entering into and administering appropriate contracts
- producing cost estimates for domestic building work
- planning for and providing onsite supervision
- engaging and supervising relevant trades
- ensuring compliance with safety requirements.

	Brief description	Period of work (must include actual dates)	Work address (or where work was undertaken)	Name and contact number of your employer	Building permit number
Project 1		Start date: End date:			



Project 2		Start date:			
		End date:			
Project 3		Start date:			
		End date:			
Project 4		Start date:			
		End date:			



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
Project manage domestic building work	<p>Site plans, construction drawings and specifications for each construction project</p> <p>Tenders or quotations that you developed or contributed to, with associated quantities and estimating worksheets</p> <p>A schedule of works that you prepared for each project</p> <p>Project management charts detailing works to be undertaken, timelines and milestones</p> <p>Minutes of meetings that you attended or facilitated between parties to the construction projects, demonstrating your contribution to policies, procedures or work programs</p> <p>Copies of relevant building permits for each project</p> <p>Details of building notices received for the projects and evidence of the actions that you took to respond</p> <p>Details of protection works undertaken and evidence of your involvement in arranging the works</p> <p>Copies of compliance certificates for works undertaken on each project</p>
Apply business and financial management skills relevant to domestic building work	<p>Profit and loss statement for each project or component of each project</p> <p>Cash flow statement for each project</p>
Apply for a building permit for domestic building work	<p>Detailed plans, drawings and specifications for a sample of the projects</p> <p>Copies of documents that you prepared in support of an application for a building permit for a sample of the projects</p>



Enter into and administer appropriate contracts	<p>Copies of contracts between you and the client or registered builder for the work, or that you prepared on behalf of another party.</p> <p>Documentation that demonstrates your capacity to correctly complete a domestic building contract.</p> <p>Evidence you successfully completed training in the following units of competency:</p> <ul style="list-style-type: none"> • Select and prepare a construction contract • Administer a construction contract
Produce cost estimates for domestic building work	<p>Copies of quotes that you prepared that respond to plans or job requirements and that describe works and associated costs for each project.</p> <p>Plans and specifications associated with costings and quotes that you prepared for each project.</p> <p>Labour and materials schedules for each project.</p> <p>Copies of paid invoices, indicating materials purchased that related to each project.</p>
Plan and provide onsite supervision and engage relevant trades	<p>Copies of contracts, letters or instructions for each project related to engaging registered domestic builders, other contractors, and tasks required.</p> <p>Project management schedules or spreadsheets used for each project, indicating each stage of the work, key trades and labour involved, timelines and milestones.</p> <p>Other documentation relating to onsite supervision during the work for each project.</p>
Ensure works are planned and conducted safely	<p>Safe Work Method Statement (SWMS) for each construction site.</p> <p>Job Safety Analysis (JSA) worksheet for each project.</p> <p>A health and safety coordination plan for one project.</p> <p>An example of documentation relating to the site induction for one construction site, including induction program, checklists and records management.</p>



Domestic building work you **arranged or managed** the carrying out of by a registered builder for each project covering all of the following classes of domestic building work:

- Limited to earthworks and excavation work
- Limited to footings and slabs work
- Limited to framing
- Limited to bricklaying and blocklaying work
- Limited to external wall cladding
- Limited to bathroom, kitchen and laundry renovation
- Limited to waterproofing
- Limited to construction of swimming pools and spas

Plans and specifications relating to work

Photographs of works in progress and finalised works

Manufacturer specifications and safety data sheet (SDS) for materials such as waterproofing systems used

Relevant technical reports in relation to materials use, testing, defects, or rectification work

Copies of cutting lists for projects you are submitting as evidence, along with the associated plans, drawings and specifications

Copies of inspection reports prepared by the relevant registered building surveyor

Copies of any 'minor building works' notices indicating rectification works required, and demonstration of how you managed or arranged a registered domestic builder to rectify faults

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