

Domestic Builder (Manager), Project Manager (Domestic) and Transitional Arrangements

Why is Domestic Builder (Manager) no longer a class of building practitioner?

The removal of the class of Domestic Builder (Manager) is one of the changes to come about as part of the commencement of the Interim Building Regulations 2017 on 1 July 2017. A new category called 'Person responsible for a building project or any stage of a building project' was introduced. Project Manager (Domestic) was introduced as a class in the new category to cover work related to the management of domestic building work. Both the new category and class focus on management and managing the work of registered building practitioners. Project Manager (Domestic) covers the same scope of work as Domestic Builder (Manager) but has increased qualification requirements to reflect the high level of responsibility needed to manage a building project.

What is the difference between Project Manager (Domestic) and Domestic Builder (Manager)?

The scope (type) of work that a registered Project Manager (Domestic) and a registered Domestic Builder (Manager) can undertake are the same, however the prescribed qualification for Project Manager (Domestic) has increased and is more specific, with a degree or diploma now required.

Can I enter into a major domestic building contract as a Project Manager (Domestic)?

No. A Project Manager (Domestic) is unable to enter into major domestic building contracts. This is due to legislative changes that came into effect on 1 July 2017. The VBA is actively looking for solutions to this

issue and will provide further information once available. This does not affect the class of Domestic Builder (Manager), however Domestic Builder (Manager) will be removed as a class of practitioner after 30 June 2022.

Can building surveyors provide building permits to Project Manager (Domestic)s?

No, building surveyors **cannot** provide building permits to practitioners registered in the class of Project Manager (Domestic). This is due to legislative changes that came into effect on 1 July 2017. The VBA is actively looking for solutions to this issue and will provide further information once available. If you are currently a Domestic Builder (Manager), a building surveyor **can** provide you with a building permit while you remain registered as a Domestic Builder (Manager), however Domestic Builder (Manager) will be removed as a class of practitioner after 30 June 2022.

Why has the VBA taken so long to tell us about this?

We apologise for the delay in advising practitioners about the details of the changes. There were some administrative and legal concerns to consider before we could determine how to accurately proceed and advise you of our approach. An overview of the changes was provided on the VBA website on 1 July 2017. The VBA is writing to all affected practitioners separately to provide advice specific to their situation.

Transitional period

What are the ‘transitional arrangements’?

Transitional arrangements were introduced to the Regulations to give practitioners time to adjust to the removal of Domestic Builder (Manager). Under the transitional arrangements, if you were registered as a Domestic Builder (Manager) before 1 July 2017 you can remain registered as a Domestic Builder (Manager) until 30 June 2022 to give you time to gain the qualification required and apply to be registered in another class of building practitioner. You can apply to be registered in another class of practitioner any time during the transitional period. If you have not been granted another registration by the end of the transitional period your registration as a Domestic Builder (Manager) will cease because that class of practitioner no longer exists. Please apply for registration as soon as you have gained the appropriate qualification to make sure your application is processed well before the end of the transitional period.

Five Year Registration

My current Domestic Builder (Manager) registration ends before 30 June 2022. What happens to my registration as Domestic Builder (Manager)?

If you are currently registered as a Domestic Builder (Manager) you may keep your registration as a Domestic Builder (Manager) until 30 June 2022. You will still need to apply to renew your registration before its expiry date but your next period of registration will only last until 30 June 2022 and may be significantly shorter than five years. When you gain the prescribed academic qualification, you will need to apply to be registered in a new class of building

practitioner. If you are successful, you will be newly registered in that class, so a new five year registration period will commence

Why doesn't the Domestic Builder (Manager) expiry date correspond with the five year registration period?

The five year registration period is a separate part of the changes to the Building Act 1993 that commenced on 1 September 2016. The five year registration affects all building practitioners. The regulations that removed the class of Domestic Builder (Manager) began on 1 July 2017. The five year registration period is based on the year of initial registration, while the transitional period for Domestic Builder (Manager) is a fixed period from 1 July 2017 to 30 June 2022. This means that your five year renewal date and the end of the Domestic Builder (Manager) transitional period will be unlikely to match precisely

Prescribed qualification

What is the prescribed qualification for registration in the class of Project Manager (Domestic)?

The ‘prescribed qualification’ is the level of education and experience required for registration as a building practitioner.

The prescribed qualification for registration in the class of Project Manager (Domestic) is:

- the successful completion of one of the following:
 - a Bachelor of Construction Management and Economics from Holmesglen Institute,
 - a Bachelor of Construction Management (Honours) from Deakin University,
 - a Graduate Diploma of Construction Management from Swinburne

- University of Technology, or
- a Diploma of Building and Construction (management) (CPC50308); and
- at least two years of practical experience.

Why have specific academic qualifications been introduced?

The academic qualification has changed in line with the Interim Building Regulations 2017. All classes of registered building practitioner now have specific academic qualifications. For the class of Project Manager (Domestic), the qualification reflects the high level of responsibility needed to manage a domestic building project. The changes aim to increase consumer confidence by ensuring practitioners have the level of knowledge and skills expected of that class of practitioner, and raise the reputation of the industry by ensuring qualified, reputable practitioners are engaged in managing building projects and building work.

Why have those specific degrees and diplomas been chosen?

The chosen degrees and diplomas have units and areas of study that most closely match the duties of a Project Manager (Domestic). Practitioners registered in the class of Project Manager (Domestic) focus on managing building projects and managing the work of registered practitioners. The specified degrees and diplomas most closely cover the business and people management aspects of project managing a domestic building project.

I don't have the exact prescribed academic qualification, but I have similar qualifications. Can I still apply to be registered as a Project Manager (Domestic)?

Yes. If you have qualifications and experience

you believe are equivalent to the prescribed qualification, your skills and experience will be assessed by the VBA to see if they are equivalent to the prescribed qualification. To do this, you will need to complete a new application for registration as a Project Manager (Domestic) in the usual way. The VBA's usual assessment process will apply, and you may be asked to attend assessment testing.

Why aren't the Certificate IV in Building and Construction (Building) or the Diploma of Building and Construction (Building) considered appropriate qualifications to be registered as a Project Manager (Domestic)?

The academic qualifications selected reflect the high level of responsibility and business management skills required to manage a domestic building project. The units of study for the Certificate IV in Building and Construction (Building) and Diploma of Building and Construction (Building) cover the practical and technical aspects of a building project, whereas the units of study covered by the courses listed as the prescribed academic qualification for Project Manager (Domestic) cover the broader business aspects of managing a building project, including managing people and budgets.

I don't have academic qualifications, but I have years of experience. Do I really have to go to university or complete a training course to keep my registration?

As the class of Domestic Builder (Manager) will cease to exist after 30 June 2022, you will no longer be registered in that class after that date. You will need to be registered in another category of practitioner, such as Project

Manager (Domestic) or Domestic Builder (Unlimited), to continue to work as a registered building practitioner. To do this, you will need to apply to be registered and the VBA must assess your application and grant you registration in the new class. The VBA may consider your application if it is satisfied you have the required knowledge, skills and experience even if you have not obtained the prescribed academic qualification. Remember the 'prescribed qualification' is BOTH the education and experience.

What if I don't have the required academic qualifications?

If you were registered as a Domestic Builder (Manager) before 1 July 2017, you have until 30 June 2022 to obtain the appropriate academic qualifications to apply to be registered in another class of building practitioner. If you are not currently registered as a Domestic Builder (Manager), you can obtain one of the academic qualifications and apply for registration in the usual way at any time during the transitional period. However, you should apply for registration in the new class as soon as you have gained the qualification to make sure your application is processed well before 30 June 2022. The VBA will consider whether other qualifications held are equivalent to the prescribed academic qualification. If you were registered as a Domestic Builder (Manager) before 1 July 2017 and have not been registered in another class of practitioner by 30 June 2022 your registration as a Domestic Builder (Manager) will cease.

What if my application for registration in another class is refused? What happens to my registration as a Domestic Builder (Manager)?

If you are currently registered as a Domestic Builder (Manager) and your application for registration in another class of building practitioner is refused because your skills, experience and knowledge are assessed as not meeting the prescribed qualification or an equivalent qualification, you may remain registered as a Domestic Builder (Manager) until 30 June 2022. During that time, you may gain further qualifications and reapply. If you are dissatisfied with the VBA's decision to refuse your application, you can apply for an internal review of the decision. More information can be found at:

www.vba.vic.gov.au/practitioners/internal-review

What is meant by 'equivalent to the prescribed qualification'?

To grant registration, the VBA must be satisfied (among other things) the applicant either holds the prescribed qualification or another qualification it considers to be equivalent ("another qualification" means a degree, diploma, certificate, accreditation, authority, training, experience or examination, whether obtained inside or outside Victoria). When making a decision about whether to grant registration to someone who doesn't hold the prescribed qualification, the VBA looks at an applicant's knowledge and experience and decides if they are considered to be equal ("equivalent") to the prescribed qualification. This is done on a case-by-case basis.

The table on the next page shows the difference between the topics studied for the Diploma of Building and Construction (Building) and the Diploma of Building and Construction (Management).

	CPC40110 Certificate IV in Building and Construction (Building) Dip B&C(B)	CPC50308 Diploma of Building and Construction (Management) Dip B&C(M)
Primary focus	'Technical'	'People and budgets'
	Project Management of the technical aspect of the building project:	Project Management of the broader business aspect of the building project
	1. Booking surveyors and other technical persons	1. Managing operational plan
	2. Booking site surveyors, hiring equipment, ordering materials	2. Managing budgets
	3. Analysing, checking and planning the plans and progression of the build	3. Recruiting and inducting staff (often with a particular focus on contractors and sub-contractors)
	4. Ensuring compliance of the build to the standards, codes and regulations etc.	4. OHS risk management
	5. Ensuring OHS compliance of all staff (including sub-contractors and contractors)	5. Typically acts as the public face of the build to the consumer
	6. Typically, the person that staff, contractors and sub-contractors report into	6. May have more of a sales focus

The VBA considers the knowledge and skills gained through the Certificate IV to contribute to some of the skills and knowledge required for the Project Manager (Domestic) registration, but not all. The Certificate IV is a more technical qualification than the prescribed degrees and diploma. The prescribed degrees and diploma are aimed at senior managers who have overall responsibility for project management including managing people and budgets. These differences are highlighted in the core

units for each qualification, which can be seen in the table on the next page.

However, a practitioner holding the Certificate IV in Building and Construction (Building) may, in conjunction with their experience (and other qualifications that they may hold), satisfy the requirements of registration as a Project Manager (Domestic). This will be assessed by the VBA on a case by case basis after an application for registration has been submitted.

CPC40110 Certificate IV in Building and Construction (Building)	CPC50308 Diploma of Building and Construction (Management)
BSBSMB406A Manage small business finances	BSBFIM501A Manage budgets and financial plans
CPCBC4001A Apply building codes and standards to the construction process for low rise building projects	BSBHRM402A Recruit, select and induct staff
CPCBC4002A Manage occupational health and safety in the building and construction workplace	BSBMGT515A Manage operational plan
CPCBC4003A Select and prepare a construction contract	BSBOHS504B Apply principles of OHS risk management
CPCBC4004A Identify and produce estimated costs for building and construction projects	BSBWOR502B Ensure team effectiveness
CPCBC4005A Produce labour and material schedules for ordering	
CPCBC4006B Select, procure and store construction materials for low rise projects	
CPCBC4007A Plan building or construction work	
CPCBC4008B Conduct on-site supervision of building and construction projects	
CPCBC4009B Apply legal requirements to building and construction projects	
CPCBC4010B Apply structural principles to residential low rise constructions	
CPCBC4011B Apply structural principles to commercial low rise constructions	
CPCBC4012B Read and interpret plans and specifications	

Process for registration as a Project Manager (Domestic)

I already have the prescribed academic qualification. What do I do?

If you were registered as a Domestic Builder (Manager) before 1 July 2017 and held the prescribed academic qualification immediately before 1 July 2017, we will change your registration to Project Manager (Domestic) once you send us a certified copy of your qualification. Please include a brief cover letter advising us that you wish to be transferred to Project Manager (Domestic). If you are transferred, you will no longer be registered as a Domestic Builder (Manager).

However, be aware that due to legislative changes building surveyors are not able to provide building permits to practitioners registered in the class of Project Manager (Domestic). Also, Project Manager (Domestic)s are not able to enter into major domestic building contracts.

Please consider your situation carefully to make an informed decision about the class of registration that is best for yourself and your business.

What happens when I finish my course and gain the prescribed academic qualification?

If you gain the prescribed academic qualification for registration in any class of practitioner after 1 July 2017, complete and submit an application for registration in the appropriate class of practitioner. This form can be found on the VBA website. We will assess your application in the same way we would assess any application for registration,

considering your qualifications, experience and skills. You may be asked to attend assessment testing. If your application is successful, you will be registered. Please apply for registration as soon as you have gained the qualification to make sure your application is processed well before 30 June 2022.

If I am an existing Domestic Builder (Manager) and apply for registration as a Project Manager (Domestic) during the transitional period, do I need to pay the application fee?

Yes, if you **did not** hold one of the required academic qualifications before 1 July 2017. If you held one of the prescribed qualifications before 1 July 2017, you can transfer directly to Project Manager (Domestic) simply by sending the VBA a copy of your qualifications and a cover letter advising that you wish to transfer to Project Manager (Domestic). In this case, you will not have to go through the application process or pay a fee. However, you should take into consideration that a Project Manager (Domestic) cannot currently receive a building permit or enter into a major domestic building contract before you decide to transfer to Project Manager (Domestic).

Ending registration as a Domestic Builder (Manager)

Can I change my registration to Domestic Builder (Unlimited)? How?

You may apply for registration in any category or class you hold qualifications and experience for.

If you do not currently hold the qualifications and experience you have until 30 June 2022 to gain them and apply. We encourage you to lodge your application well before 30 June

2022 to ensure the VBA has time to consider it before the end of the transition period.

What happens if I have started but not completed my studies by 30 June 2022? Can I keep my registration as Domestic Builder (Manager) longer than 30 June 2022 because I've committed to completing the course?

No. The transition period provided by the Interim Building Regulations 2017 only lasts until 30 June 2022. If you have not been granted registration in another class of practitioner by 30 June 2022 your registration as a Domestic Builder (Manager) will cease. If you believe you have already completed enough units to be considered, or you have a qualification and experience that is equal to the prescribed qualification, you can apply for registration and the VBA may consider your application under equivalency provisions. Lodge your application well before 30 June 2022 to ensure the VBA has time to consider it before the end of the transition period.

Want to know more?

If you have a technical enquiry, please email technicalenquiry@vba.vic.gov.au or call 1300 815 127.

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