



Building Consultants
Accreditation Pty Ltd

ACCREDITATION FOR

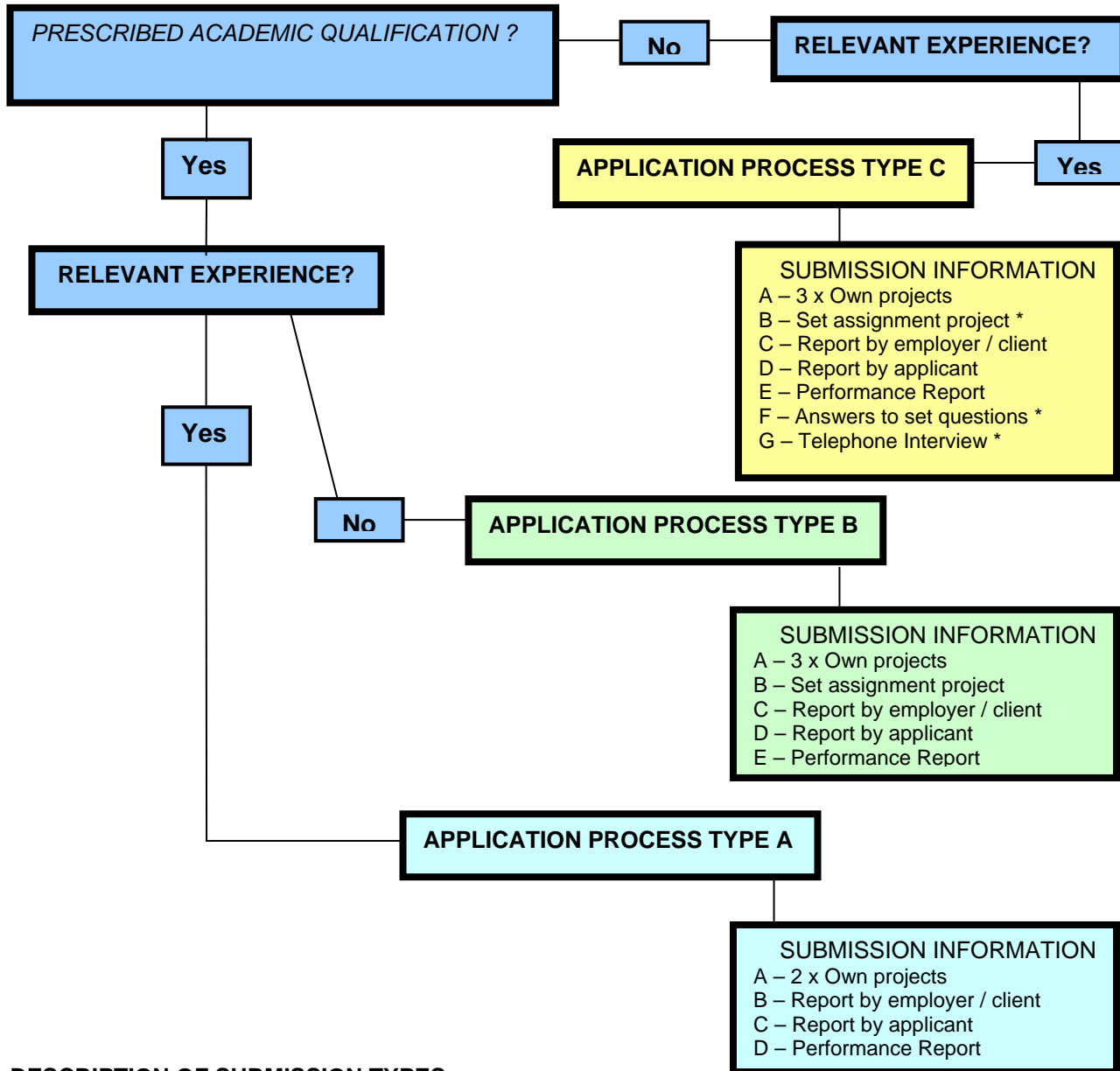
BUILDING DESIGNERS

IN NEW SOUTH WALES

INFORMATION FOR APPLICANTS

ACCREDITATION PROCESS SCHEMATIC

Which Type of Application Process is required?



DESCRIPTION OF SUBMISSION TYPES

- Working drawings (and specification where required) for at least two projects of the building type as specified for the Accreditation Level being applied for.
- A written report certified by the applicant's employer or supervisor detailing the scope of the applicant's involvement in the projects (for own projects) or self-certification that the work is by the applicant (set assignment projects) and a statutory declaration that the applicant is the author of the work.
- A written report authored by the applicant for each project detailing, the rationale of the design, the processes of brief development, design development, management of the design team, and preparation of documentation, the material, fittings and finishes selection process, the design and detailing features of the building.
- Supporting documentation supplied by one or more of the client, builder/project manager or building surveyor indicating satisfactory performance of the work (for own projects).
- Answers to set questions on ethical practice and financial management. *
- INTERVIEW – Will test knowledge of the building industry and legislation and communication skills. *

DEFINITIONS

Own project - means a project which the applicant has designed during the prescribed experience period.

Set assignment project: - means a project prepared from a brief set by the assessment panel.

* - As may be required at the discretion of the assessment panel

ACCREDITATION LEVEL

LOW RISE ACCREDITATION

Scope of Work

- The design and documentation of Class 1 & 10 buildings as defined by the Building Code of Australia
- The design and documentation of Class 2 buildings up to a maximum of two storeys (not including levels below ground provided for car parking or storage, or both, and which do not protrude more than 1.2 metres above finished ground level at any point)
- The design and documentation of Class 3-9 buildings of conventional construction up to and including three storeys (not including levels below ground provided for car parking or storage, or both, and which do not protrude more than 1.2 metres above finished ground level at any point)

LOW RISE ACCREDITATION (Residential Only)

Scope of Work

- The design and documentation of Class 1 & 10 buildings as defined by the Building Code of Australia

MEDIUM RISE ACCREDITATION

Scope of Work

- The design and documentation of Class 1 & 10 buildings as defined by the Building Code of Australia.
- The design and documentation of Class 2 buildings up to a maximum height of 25 metres (not including levels below ground provided for car parking or storage, or both).
- The design and documentation of Class 3-9 buildings of conventional construction up to a maximum height of 25 metres (not including levels below ground provided for car parking or storage, or both).

UNRESTRICTED ACCREDITATION

Scope of Work

- All buildings of all classes and complexity.

Accredited Building Designers may make application to upgrade to a higher level at anytime.

APPLICANT QUALIFICATION

Successful completion of a prescribed educational course determines the Assessment Model to be used in evaluating the applicant. A combination of academic qualification and experience (whether specific or general) is used for all Assessments. See **Accreditation Application Form** for further details.

COMPETENCY STANDARDS

All applications will be assessed against the **Competency Standards for the Provision of Building Design Services** as endorsed by the Building Designers Association of Australia.

ASSESSMENT PANEL

Your application will be assessed by a panel to be appointed by the Accrediting Authority. Membership of the panel is at the discretion of the Accrediting Authority and will depend on the Accreditation Level applied for, Assessment Type required and other matters considered of relevance. A typical panel will have four members and will consist of:

Independent Assessor
Building Designer
Building Designer
Design Professional/Academic

ASSESSMENT PROCESS

Application Procedure

Each applicant must complete an application form and submit the form together with the required portfolio of documentation and the prescribed fee to the Accrediting Authority.

Processing Applications

On receipt of an application, the Accrediting Authority will:

- 1) Check that the application is completed correctly,
- 2) Record receipt of the application,
- 3) Appoint an assessment panel,
- 4) Forward the application to the assessment panel.

Assessment

On receipt of the application, the assessment panel will:

- 1) Confirm the educational qualifications,
- 2) Confirm the experience component,
- 3) Assess the scope of the applicant's involvement in each project submitted,
- 4) Review the project documentation as submitted,
- 5) Assess the applicant's design report,
- 6) Assess the performance statement as submitted.

Reporting

Following the assessment process the panel must submit a report recommending that the applicant:

- a) Is competent to the standard required for accreditation, OR
- b) Could not be fully assessed on the evidence provided and should be invited to undergo further assessment, OR
- c) Is not competent to the standard required for accreditation.

ASSESSMENT OUTCOMES

Once the assessment panel report is received and, in the absence of any further evidence not available to the assessment panels at the time of issuing the report, the Accrediting Authority will, in accordance with the recommendation of the panel,

- a) Issue a certificate of accreditation, OR
- b) Advise the applicant that further assessment is required and including advice of appeal procedures, OR
- c) Advise the applicant that the application had not been successful and including advice of appeal procedures.

APPEAL / REVIEW PROCESS

An applicant who is not satisfied with the outcome of the application outcome may appeal the result by requesting a review of the assessment by a second and independent panel. The appeal must be in writing and must set out the grounds on which the review should be considered. On receiving an appeal, the Accrediting Authority will appoint a second assessment panel to review the original application. This process will be identical to the original assessment, but the second assessment panel will be aware of the grounds for the appeal.

RELEVANT EXPERIENCE

Relevant experience is defined as experience in the scope of work being applied for.

e.g. For an applicant for BD Low Rise - experience in designing houses and commercial buildings as defined in the Scope of Work for the accreditation level, for an applicant for BD Medium Rise - designing of buildings as defined in the scope of work for the accreditation level and for an applicant for BD Unrestricted – design of all building types including those of a complex nature.

Applicants are required to have a prescribed experience component. The term of experience is dependant upon qualifications and the relevancy of the experience, but it is not required to be related experience. Applicants who do not have Relevant Experience commensurate with the level applied for will be required to prepare at least one "set assignment project".

PRESCRIBED EXPERIENCE

Prescribed experience is dependent on the type of assessment required and the level of academic qualification.

	PRESCRIBED QUALIFICATION		NO PRESCRIBED QUALIFICATION	
	Within Scope of Work Experience	Beyond Scope of Work Experience	Within Scope of Work Experience	Beyond Scope of Work Experience
LOW RISE	3	5	7	9
MEDIUM RISE	5	7	9	11
UNRESTRICTED	7	9	11	13
	TYPE A ASSESSMENT	TYPE B ASSESSMENT	TYPE C ASSESSMENT	TYPE C ASSESSMENT

TABLE 4.1 PRESCRIBED EXPERIENCE (YEARS)

PRESCRIBED QUALIFICATION?

Prescribed Academic Qualification is dependent on the Accreditation Level applied for. These are minimum qualifications for applicants undertaking Assessment Types A & B. Applicants without qualifications will undergo Assessment Type C.

BD – Low Rise -	Diploma in Architectural Technology, or Approved Equivalent.
BD – Medium Rise -	Adv. Diploma in Architectural Technology, or Approved Equivalent.
BD – Unrestricted -	Bachelor of Built Environment, BSc. (Architecture) or Approved Equivalent.

NATIONAL PROFESSIONAL BUILDING DESIGNERS' REGISTER

Successful applicants will be added to the National Professional Building Designers' Register.

DESCRIPTION OF SUBMISSION TYPES

A – Working Drawings and Specification

Working drawings (and specification where required) for at least two projects of class as specified for the Accreditation Level being applied for.

(Where the applicant does not have “relevant experience” across the full scope of work being applied for, one project may be prepared from a brief supplied by the assessment panel.)

Drawings should be on A3 size paper where possible.

B – Applicant Involvement Report

A written report certified by the applicant (self employed applicants only), applicant's employer or supervisor detailing the scope of the applicant's involvement in the projects (for own projects) or certified declaration that the work is by the applicant (set assignment projects).

C – Project Detail Report

A written report authored by the applicant for each project detailing,

- i. The rationale of the design,
- ii. The processes of brief development, design development, management of the design team, and preparation of documentation,
- iii. The material, fittings and finishes selection process,
- iv. The design and detailing features of the building.

D – Performance Report

Supporting documentation supplied by one or more of the client, builder/project manager or building surveyor indicating satisfactory performance of the work (for own projects only).

E – Competency Unit Matrix

Answers to set competencies on ethical practice and financial management as set out in the Standards.

OPTIONAL ADDITIONAL INFORMATION including references and other supporting documentation may be submitted to support the application where desired.

INTERVIEW – Will test knowledge of the building industry, legislation and communication skills.

EVIDENCE OF COMPETENCY

The panel will be assessing the application against a list of “Evidence Guides” in accordance with the “Competency Standards for the Provision of Building Design Services”.

Each part of the submission portfolio is allocated specific evidence guides to be assessed. To assist applicants to prepare the submission portfolio, the guides are shown below together with the Accreditation Level to which they apply.

SUBMISSION A – WORKING DRAWINGS & SPECIFICATION

EVIDENCE GUIDE	Low Rise	Medium Rise	Unrest.
Knowledge of planning, building and other legislation as applicable to the class and type of building	Yes	Yes	Yes
Ability to undertake a site evaluation and develop appropriate solutions in relation to site constraints and features	Yes	Yes	Yes
The ability to establish and develop design solutions appropriate to user requirements and legislative constraints and with appropriate space relationships and circulation solutions	Yes	Yes	Yes
Basic understanding of environmental design concepts	Yes	Yes	Yes
Ability to establish design solutions which apply the concepts of energy management and energy efficiency		Yes	Yes
Understanding of specifications and schedules		Yes	Yes
Ability to produce drawings which are clear, accurate and correct in scale and content and which facilitate efficient construction practices using either CAD or manual drafting processes	Yes	Yes	Yes
Highly developed knowledge of construction technology, building practice and on-site processes	Yes	Yes	Yes
Appropriate use of structural systems commensurate with the class and type of building	Yes	Yes	Yes

SUBMISSION B – APPLICANT INVOLVEMENT REPORT

EVIDENCE GUIDE	Low Rise	Medium Rise	Unrest.
Highly developed communication and interpersonal skills	Yes	Yes	Yes
Ability to conduct a client interview and develop a client brief	Yes	Yes	Yes
Ability to undertake a site evaluation and develop appropriate solutions in relation to site constraints and features	Yes	Yes	Yes
Ability to establish and develop design solutions	Yes	Yes	Yes

Understanding of specifications and schedules			Yes
Ability to effectively appoint, communicate with and manage a team of outside consultants		Yes	Yes
Ability to develop and work to an appropriate job plan	Yes	Yes	Yes

SUBMISSION C – PROJECT DETAIL REPORT

EVIDENCE GUIDE	Low Rise	Medium Rise	Unrest.
Highly developed communication and interpersonal skills	Yes	Yes	Yes
Ability to conduct a client interview and develop a client brief	Yes	Yes	Yes
Ability to undertake a site evaluation and develop appropriate solutions in relation to site constraints and features	Yes	Yes	Yes
Ability to establish and develop design solutions appropriate to user requirements and legislative constraints and with appropriate space relationships and circulation solutions	Yes	Yes	Yes
Appropriate use of building materials, finishes and services	Yes	Yes	Yes
Ability to develop appropriate aesthetic solutions	Yes	Yes	Yes
Basic understanding of environmental design concepts	Yes	Yes	Yes
Ability to establish design solutions which apply the concepts of energy management and energy efficiency		Yes	Yes
Ability to effectively appoint, communicate with and manage a team of outside consultants		Yes	Yes
Highly developed knowledge of construction technology, building practice and on-site processes	Yes	Yes	Yes
Appropriate use of structural systems commensurate with the class and type of building	Yes	Yes	Yes
Ability to develop and work to an appropriate job plan	Yes	Yes	Yes

SUBMISSION D – PERFORMANCE REPORT

EVIDENCE GUIDE	Low Rise	Medium Rise	Unrest.
Highly developed communication and interpersonal skills	Yes	Yes	Yes
Ability to conduct a client interview and develop a client brief	Yes	Yes	Yes
Knowledge of planning, building and other legislation as applicable to the class and type of building	Yes	Yes	Yes
Ability to develop appropriate solutions in relation to site constraints and features	Yes	Yes	Yes
Ability to establish and develop design solutions appropriate to user requirements and legislative constraints and with appropriate space relationships and circulation solutions	Yes	Yes	Yes

Appropriate use of building materials, finishes and services	Yes	Yes	Yes
Ability to develop appropriate aesthetic solutions	Yes	Yes	Yes
Highly developed knowledge of construction technology, building practice and on-site processes	Yes	Yes	Yes
Ability to develop and work to an appropriate job plan	Yes	Yes	Yes

The applicant should ensure that each different evidence guide is exhibited in at least one part of the submission portfolio.

E.g. The Performance Report (D) may be authored by the client or building surveyor or builder, etc. If it is not by the client, it may not provide evidence of “ability to conduct a client interview”.

In this case this evidence may be provided in either (C) or (D) (or both).

PRESCRIBED FEES FOR ACCREDITATION

BDA Member

Processing initial application, including ratification by panel for process 1a, 1c, 2a & 3a type applicants

\$594 (incl. GST)*

Additional panel involvement, including ratification by panel for process 1b, 2b, 2c, 3b, 3c type applicants an additional charge will be made

\$220 (incl. GST)*

Level upgrade fee

\$220 (incl. GST)*

Annual Review

\$225 (incl. GST)*

* Members of Associations with Memorandums of Understanding in place with BDA may apply at BDA Member Rates. Check with your association or contact the Accreditation Authority.

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Non BDA Members

Processing initial application, including ratification by panel for all application types

\$990 (incl. GST)

Additional panel involvement, including ratification by panel for process 1b, 2b, 2c, 3b, 3c type applicants an additional charge will be made

\$330 (incl. GST)

Level upgrade fee

\$330 (incl. GST)

Annual Review

\$375 (incl. GST)

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APPLICATION MAILING ADDRESS

All applications and correspondence are to be mailed to the following address;

Building Consultants Accreditation Pty. Ltd.
PO Box 150
SILVERDALE NSW 2752

Email: accreditation@bdansw.com.au

Web Address: www.accreditation.net.au