

# Draftsperson Building Design (Architectural)

*Registration information seminar*

# Overview

- About the VBA
- What is Draftsperson work?
- Are you ready to apply?
- Submitting your application
- Your evidence portfolio

# About the VBA

# About the VBA

## The VBA regulates for a quality-built environment in Victoria

- **Registering, regulating** and **disciplining** building and plumbing practitioners
- Undertaking **inspections, investigations** and **audits** to enforce compliance with relevant legislation
- Providing expert **technical advice** and informed solutions to industry

# About the VBA

## Our objectives

- Protect our community
- Empower industry, practitioners and consumers
- Respond to risks and concerns
- Influence industry and key decision-makers

# What are the categories of building practitioner?

Victorian Building Regulations 2018 define 10 categories of building practitioner:

1. Building Surveyor (Unlimited)
2. Building Surveyor (Limited)
3. Building Inspector (Unlimited)
4. Building Inspector (Limited)
5. Quantity Surveyor
6. Engineer
- 7. Draftsperson**
8. Erector or Supervisor (Temporary Structures)
9. Person Responsible for a Building Project (Project Manager)
10. Builder

# What is drafts person work?

# What is a Draftsperson?

**Registered Draftspersons** are responsible for preparing plans for building work or preparing documentation relating to building permits or permit applications.



# Classes of Draftsperson

1. Building Design (Architectural)
2. Building Design (Interior)
3. Building Design (Services)



# Classes of Draftsperson

## **Building Design (Architectural) DP-AD**

Produce plans and documentation for architectural work

Includes work covered under *Building Design (Interior)* registration

All classes of building & type of construction (A, B, C)

## **Building Design (Interior) DP-ID**

Produce plans and documentation for building interiors

All classes of building

## **Building Design (Services) DP-SD**

Produce plans and documentation for building services

All classes of building & type of construction (A, B, C)

# Draftsperson Work

## What is Draftsperson work?

This guide explains the typical tasks for draftsperson work. If you are asked to an assessment interview, some of your interview questions will be based on this information.

A registered draftsperson is responsible for preparing plans for building work or preparing documentation relating to building permits or permit applications. A draftsperson does not need to be registered if they engage only in preparing plans/documentation for permits for domestic building work valued at \$10,000 or less, or if preparing civil, mechanical or electrical plans or other documentation for permits if that work is done for an engineer.

### What are the three classes of draftsperson?

This category of building practitioner has three classes:

- Building design (architectural)
- Building design (interior)
- Building design (services)

#### Building design (architectural)

People registered in Building design (architectural) are responsible for producing plans and documentation for building work, or for applications for building permits and other permits associated with the construction of all classes and types of construction.

In some cases, Building designers (architectural) are engaged to develop plans and documentation to enable builders to tender for construction. Practitioners work closely with engineers to produce compliant designs and drawings that can help obtain building permits and guide service installation.

This class of registration does not include hydraulic calculations or modelling work.

#### Building design (interior)

People registered in Building design (interior) work are responsible for preparing plans and specifications for building interiors that affect the structure of the building. This work class does not include works related to the external elements of the building envelope.

These practitioners may be engaged by a building owner or a builder to prepare plans and supporting documentation (specifications and schedules) to help establish a building contract between the builder and the property owner, and to ensure the design intention is met.

In addition, they may be engaged by the building owner to liaise with the builder on behalf of the property owner to ensure construction decisions are consistent with design intentions.

#### Building design (services)

People registered in Building design (services) are responsible for producing working plans, drawings and specifications for the design of mechanical, electrical or hydraulic services for all classes of building and all types of construction. They design services for new buildings, as well as for retrofitting existing buildings or individual floors within buildings.

Practitioners work closely with engineers to produce compliant designs and drawings that can help obtain building permits and guide service installation.

This class of registration does not include hydraulic calculations or modelling work.

### On this page Hide

What are the three classes of draftsperson? >

What do registered practitioners need to know and do? >

What knowledge do you need to demonstrate? >

What experience do you need to demonstrate? >

This guide provides an overview of the skills, knowledge and experience applicants require for registration

Available on the [VBA website](https://vba.vic.gov.au)

# Building Design (Architectural)

## Responsibilities

- Produce plans and documentation associated with construction of all **building classes** and **types of construction**:
  - ✓ building work
  - ✓ applications for permits
- Develop plans and documentation to enable builders to **tender** for construction
- Inform builders and tradespeople about **construction methods** and **manufacturer specifications**
- Prepare plans and supporting documentation, including specifications and schedules
- Ensure construction decisions are consistent with design intent

# Building Design (Architectural)

Apply knowledge of relevant legislation, regulations and standards to the design of all classes of building and types of construction

Initiate applications for building permits

**Act in a competent manner to a professional standard**

Provide advice on building materials and construction methods

Prepare plans and documents for use in relation to building permits, with enough detail for tender and contractual use

# Building Design (Architectural)

Prepare documentation to enable builders to prepare tenders

Project administration and monitoring

Act in a competent manner to a professional standard

Consider energy rating reports

Consider BAL (Bushfire Attack Level)

Brief and coordinate secondary consultants

# Draftsperson work

You do not need to be registered, if you are:

- Only preparing plans/documentation for permits for domestic building work valued at \$10,000 or less
- Preparing civil, mechanical or electrical plans or other documentation for permits if that work is done for an engineer (Reg 270)
- Preparing plans that are not part of the building permit process – such as: Town planning permit drawings

**Am I ready to apply?**



# Qualification

## VBA must grant registration:

- if it is satisfied that the applicant holds the appropriate ‘prescribed qualification’  
*or*
- where the applicant holds a qualification the VBA considers is equal to the prescribed qualification (an ‘equivalent qualification’)

# Prescribed Qualification

## Building Design (Architectural)

Prescribed qualification refers to the **education** and **experience** requirements needed to be registered as a building practitioner.

For this class the prescribed qualification are:

- ✓ **Advanced Diploma of Building Design (Architectural)**  
(22268VIC or 22477VIC)
- and
- ✓ At least **2 years** practical experience.

# Equivalent Qualification

The following may be considered combined with relevant **Victorian experience & knowledge:**

- International Architect / Architect
- Interstate Building Design Qualification
- Former prescribed qualification (Diploma of Building Design)
- Partial completion of prescribed qualification
- Other relevant qualification

The VBA assess this with a Computer Based Test (CBT) and/or a formal interview.

# Qualification

## No Relevant Qualification

We **STRONGLY** suggest the prescribed qualification is obtained.

# Where to download the forms

Building industry>  
Building practitioner registrations>  
Draftsperson



Application form



Experience statement &  
Technical referee report

Building Industry > Building regulatory framework > Building practitioner registrations > Draftsperson

**Draftsperson**

A registered draftsperson is responsible for preparing plans for building work or preparing documentation relating to building permits or permit applications.

There are three classes of draftsperson in which you can apply to register:

- Building design (architectural)
- Building design (interior)
- Building design (services)

**Eligibility**

Do you have the skills, knowledge and experience to apply for registration as a draftsperson? To learn more, read the guide to registration: [What is draftsperson work?](#)

**Start your application**

Save and complete the following relevant forms on your computer (do not handwrite; it will take longer to process). The application form includes a checklist on the front page to assist you with the process.

- [Draftsperson Registration Application Form \(095 38822 x10\)](#)

**If you are in a partnership**

Each partner of the partnership applying for registration must complete a separate [Partner's Declaration \(095 30476 x10\)](#).

**Experience statements and Technical referee reports**

You must complete and submit both an Experience statement and a Technical referee report for every category you seek to be registered in.

**Draftsperson – building design (architectural)**

- [Experience Statement – Draftsperson – Building Design \(Architectural\) \(095 39251 x10\)](#)
- [Technical Referee Report – Draftsperson – Building Design \(Architectural\) \(095 39277 x10\)](#)

**Draftsperson – building design (interior)**

- [Experience Statement – Draftsperson – Building Design \(Interior\) \(095 39466 x10\)](#)
- [Technical Referee Report – Draftsperson – Building Design \(Interior\) \(095 39277 x10\)](#)

**Draftsperson – building design (services)**

- [Experience Statement – Draftsperson – Building Design \(Services\) \(095 25066 x10\)](#)
- [Technical Referee Report – Draftsperson – Building Design \(Services\) \(095 39466 x10\)](#)

# Submitting your application

## Submit

1. A printed hard copy of the application forms **plus**
2. Hard copies of supporting documents

## Remember

Sign your Application Forms **including** the Part L: Experience Statement.

## How to submit

By mail or in person

# After you apply

## The VBA will



### **Check all the necessary information is submitted**

If your application is incomplete, we will:

- Return your application, or
- Request further information

# After you apply

## The VBA will

- 1** Check all the necessary information is submitted
- 2** Assess your application and supporting documents

We may require you to:

- Provide further information
- Sit an open book multiple choice computer based **exam**
- Attend a face-to-face **interview**



# After you apply

## The VBA will

- 1** Check all the necessary information is submitted
- 2** Assess your application and supporting documents
- 3** Make a decision on your application

# Application form

# Application form

The application form can be found on the VBA website, under the 'Building Practitioner Registrations' section.

**VBA** VICTORIAN BUILDING AUTHORITY  
BUILDING CONFIDENCE

APPLICATION FORM

DRAFTSPERSON REGISTRATION

HERE'S WHAT YOU NEED TO DO

SAVE AND COMPLETE THIS FORM ON YOUR COMPUTER. DO NOT HANDWRITE.

**Checklist**

Before you submit your application  
First we recommend you read [What is Draftsperson work?](#) to help you fill in this Application Form.

Please tick once you have completed these sections of the Application Form:

- Part A: What we need to know about you
- Part B: Class of Draftsperson in which you seek registration
- Part C: Your qualifications
- Part D: Your other qualifications and/or training
- Part E: Your other licences and/or registrations
- Part F: Declaration
- Part G: Your signature
- Part H: Application fee and payment method
- Part I: Photo Identification Form
- Part J: Complete your National Police Check via online provider
- Part K: Building employment history
- Part L: Experience Statement for the class you seek to be registered in
- Part M: Technical Referee Report for the class you seek to be registered in

Please tick once you have certified copies of your supporting document (do not send originals):

- Certified copies of supporting documents

Remember, every supporting document that you submit with this application for **parts C, D & E** must be certified as a true copy of an original. [Click here](#) for a list of people who can certify a document for you.

**Note:** The information provided in an application must be true and correct. It is an offence under s245 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 60 penalty units in the case of a natural person. If you provide false or misleading information, we may refuse your application.

**How to submit your application**

Please fill out your application form electronically, then print and sign a hard copy.

Submit a hard copy of your application by mail:

- Victorian Building Authority  
GPO Box 536  
Melbourne VIC 3001

Or in person at the VBA:

- Goods Shed North  
733 Bourke Street  
Docklands VIC 3008

# Application form

## Part A

### Your personal information

## Part B

### Select the class you are applying for

**Part A**

**WHAT WE NEED TO KNOW ABOUT YOU (THE APPLICANT)** \* INFORMATION THAT YOU MUST SUPPLY

Your title\* Mr  Mrs  Ms  Miss

Your first name\* (as it appears on your drivers licence or passport)  Your middle name

Your family name\* (as it appears on your drivers licence or passport)  Your date of birth\* / /

Your residential address\* (must not be a post office box)

Suburb  State or territory  Postcode

Your postal address (if different from residential address)

Your business address (this address will be listed in the public register once your application has been granted)

**Your contact details:**

Email address\*  Mobile number\*

Home phone number  Work phone number

Fax number

# Application form

## Registration Application Form

- **Part C** Prescribed Qualification
- **Part D** Other Qualifications and/or Training
- **Part E** Other Registrations
- **Part K** Experience

## Additional Forms

- **Part L** Experience Statement & Evidence Portfolio
- **Part M** Technical Reference

# Application form

## Part D

### Other Qualifications and/or Training

- Equivalent Qualification
- Other relevant qualifications
- Relevant Training
- CPD - Continual Professional Development
- Industry workshops and seminars

# Application form

## Part E

### Other Licences and/or Registrations

- Interstate Building Designer
- Other VBA registration - different category
- International Registered Architect

# Application form

## Part J

### National police check

Complete your national police check via the **fit2work** online portal

Enter 7 digit reference number in this section

#### Part J

##### COMPLETE YOUR NATIONAL POLICE CHECK VIA ONLINE PROVIDER

To support your application we require you to undertake a national police check, via our online service provider, fit2work. To do this, please click [here](#) and you will be taken to an online portal to complete your police check. Upon completion, fit2work will provide you a 7 digit reference number to validate your police check.

Please enter your 7 digit reference number here:

Your 7 digit fit2work reference number is available in your profile once you have completed your police check.

**Please note: If you do not complete your police check your application will be returned to you.**



# Application form

## Part K

### Your building design employment history

This information will help the VBA decide whether you have enough years of experience to be eligible for registration.

**Part K**

**BUILDING EMPLOYMENT HISTORY** \* INFORMATION THAT YOU MUST SUPPLY

Provide details of at least one employer (past or present) relevant to this application.

**Employer 1\***

Employer / Supervisor name	Position / Title	
<input type="text"/>	<input type="text"/>	
Company	Dates of employment	
<input type="text"/>	From: <input type="text"/> / <input type="text"/> / <input type="text"/>	
	To: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Address of employer		
<input type="text"/>		
Suburb	State or territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer primary contact number	Building practitioner registration number (if applicable)	
<input type="text"/>	<input type="text"/>	

**Employer 2**

Employer / Supervisor name	Position / Title	
<input type="text"/>	<input type="text"/>	
Company	Dates of employment	
<input type="text"/>	From: <input type="text"/> / <input type="text"/> / <input type="text"/>	
	To: <input type="text"/> / <input type="text"/> / <input type="text"/>	
Address of employer		
<input type="text"/>		
Suburb	State or territory	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Employer primary contact number	Building practitioner registration number (if applicable)	
<input type="text"/>	<input type="text"/>	

# Application form

## Part K

### Your building design employment history

- **Employer details**  
Include your supervisor's VBA / Architect registration number
- **A minimum of 2 years equivalent full-time experience**  
Demonstrating a wide range of skill  
Obtained in the last seven years
- **As much detail as possible**  
You may attach a detailed Resume or CV

# Certify documents

## Important

Every document you submit for Part C, D & E and must be certified as a true copy of the original.

Refer to the VBA website for a list of persons who can certify documents.

### People who can certify copies of original documents

#### People working in these occupations

Chiropractor  
Dentist  
Legal practitioner  
Medical practitioner  
Nurse  
Optometrist  
Patent attorney  
Pharmacist  
Physiotherapist  
Psychologist  
Trade marks attorney  
Veterinary surgeon  
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#### Others

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public  
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)  
Bailiff  
Bank officer with five or more continuous years of service  
Building society officer with five or more years of continuous service  
Chief executive officer of a Commonwealth court  
Clerk of a court  
Commissioner for Affidavits  
Commissioner for Declarations  
Credit union officer with 5 or more years of continuous service  
Employee of the Australian Trade Commission who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Employee of the Commonwealth who is:  
(a) in a country or place outside Australia, and  
(b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*, and  
(c) exercising his or her function in that place  
Fellow of the National Tax Accountants' Association  
Finance company officer with five or more years of continuous service  
Holder of a statutory office not specified elsewhere in this list  
Judge of a court  
Justice of the Peace  
Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*  
Master of a court  
Member of Chartered Secretaries Australia  
Member of Engineers Australia, other than at the grade of student  
Member of the Association of Taxation and Management Accountants  
Member of the Australian Defence Force who is:  
(a) an officer, or  
(b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with five or more years of continuous service, or  
(c) a warrant officer within the meaning of that Act  
Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants  
Member of:  
(a) the Parliament of the Commonwealth, or  
(b) the Parliament of a state, or  
(c) a territory legislature, or  
(d) a local government authority of a state or territory  
Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*  
Notary public  
Permanent employee of the Australian Postal Corporation with five or more years of continuous service who is employed in an office supplying postal services to the public  
Permanent employee of:  
(a) the Commonwealth or a Commonwealth authority, or  
(b) a state or territory or a state or territory authority, or  
(c) a local government authority, with five or more years of continuous service who is not specified elsewhere in this list  
Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made  
Police officer  
Registrar, or Deputy Registrar, of a court  
Senior Executive Service employee of:  
(a) the Commonwealth or a Commonwealth authority, or  
(b) a state or territory or a state or territory authority  
Sheriff  
Sheriff's officer  
Teacher employed on a full time basis at a school or tertiary education institution  
Member of the Australasian Institute of Mining and Metallurgy

# Part L Experience Statement

# Experience Statement

## Part L Experience Statement

Complete and submit this form with your application



PRACTITIONER  
FORM

### Part L: Experience Statement for category of **Draftsperson**, class of **Building Design (Architectural)**

#### 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 Draftsperson, class of Building Design (Architectural).

##### STEP 2

Fill out tables 1 and 2:

In table 1, tell us about your *general experience* in the class of Building Design (Architectural) work.

In table 2, tell us about *three specific projects* that demonstrate your experience in the class of Building Design (Architectural).

##### 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.
- We will return your application if this statement is incomplete or doesn't have enough detail, and ask you for more information.

# Experience Statement



**BUILDING CONFIDENCE**

**PRACTITIONER  
FORM**

## STEP 1. Learn about skills, knowledge and experience that you need

### Qualifications

For registration in the category of **Draftsperson**, class of **Building Design (Architectural)**, you will satisfy all the knowledge requirements if you have successfully completed;

- Advanced Diploma of Building Design (Architectural) (22268 VIC).

### Experience

To assist the VBA to assess whether you have the required experience for registration in this class of Building Design (Architectural), you should provide a portfolio (tables 1, 2 and 3) of evidence that demonstrates your experience.

This experience must have been:

- supervised by a person registered in the category of Draftsperson, class of Building Design (Architectural), OR an architect registered by the Architects Registration Board of Victoria (ARBV) OR a person registered as a Domestic Builder (Unlimited) (if the builder was the direct employer), and
- obtained in the seven years before your application for registration is made.

This evidence must show you can undertake all the activities associated with the class of Building Design (Architectural) 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
- detailed plans and specifications for **three building designs** that you note in table 2.

Of the three projects noted in table 2:

- at least one must be a Class 1 building as defined in the National Construction Code (NCC)
- at least one must be in Classes 2–9 and of Type A or B Construction, as defined in the NCC.

You will be assessed against your capacity to:

1. apply relevant building legislation, regulations and Australian standards to the design and documentation of all classes of building and types of construction
2. initiate the application for building permits for your own design work, on the client's behalf
3. produce plans, specifications and schedules for the design and construction of all classes of building, for applying for a building permit or preparing tenders or building contract documentation
4. brief and coordinate secondary consultants (such as engineers and services consultants) to provide specialist advice/recommendations on the design of all classes of building and their components, to inform your design work and preparation of plans and schedules.

# Experience Statement

## **Table 1**      **Building Design Experience**

- give as much detail as possible
- must be able to undertake all activities

## **Table 2**      **Supporting Projects**

- minimum 3 projects
- list the details of projects being submitted

## **Table 3**      **Evidence Portfolio**

- Criterion 1, 2, 3 and 4

# Experience Statement

## Table 3 - Evidence of Competencies and Knowledge

<b>Criterion 1</b>	<b>Preparation of Drawings</b>
<b>Criterion 2</b>	<b>Building Permit Application</b>
<b>Criterion 3</b>	<b>Project Administration</b>
<b>Criterion 4</b>	<b>Secondary Consultants</b>



# How to complete Part L – Table 1

## STEP 2. Complete tables 1 and 2

**Table 1.** Fill out this table to describe all Building Design (Architectural) work that you have done

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"/> Apply knowledge of the requirements of the relevant building legislation, regulations and Australian standards to the design (including plans and specifications) of all classes of building and types of construction	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10 +	
<input type="checkbox"/> Prepare plans and related documentation for the design and construction of all types of building, for use in relation to building permits. Documentation must include sufficient detail for obtaining building permits and for tender and contractual use.	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10 +	

# How to complete Part L – Table 2

<b>Table 2.</b> Fill out this table to describe three projects that demonstrate your experience in Building Design (Architectural) work, including: <ul style="list-style-type: none"> <li>• at least one that relates a Class 1 building as defined in the National Construction Code (NCC)</li> <li>• at least one in Classes 2–9 and of Type A or B Construction, as defined in the NCC.</li> </ul>				
	Brief description	Period of work (must include actual dates)	Address of building project	Name and contact number of your employer
Project 1		Start date: _____ End date: _____		
Project 2		Start date: _____ End date: _____		

# How to complete Part L – Table 3

## Table 3

Explains the types of evidence that you are required to submit to support the experience that you described in Table 1.

You will submit your **evidence portfolio** with your application.

### STEP 3. Use table 3 to create your evidence portfolio

**Table 3.** Use this table to create an evidence portfolio that supports your Building Design (Architectural) experience in the three projects that you note in table 2. The portfolio must include documentation relating to:

- at least one project that relates a Class 1 building as defined in the National Construction Code (NCC)
- at least one project in Classes 2–9 and of Type A or B Construction, as defined in the NCC.

Area of experience	Required documentation
<p><b>Criterion 1</b> Apply knowledge of the relevant building legislation, regulations and Australian standards to the design and documentation of all classes of building</p>	<p>Evidence <b>must</b> include documentation of sufficient detail to enable tenders and contractual documentation to be prepared. The documentation for each project must include site plans, floor plans, elevations and detailed drawings.</p> <p>The site plans <b>must</b> show:</p> <ul style="list-style-type: none"> <li>• site boundaries and orientation</li> <li>• relevant site features and services</li> <li>• building location and set out</li> <li>• existing and proposed site levels</li> <li>• adjoining site details, including the location of buildings and other relevant information</li> <li>• storm water drainage and discharge</li> <li>• relevant overlooking and/or overshadowing</li> <li>• relevant information relating to the protection of adjoining property.</li> </ul> <p>The floor plans <b>must</b> show where relevant:</p> <ul style="list-style-type: none"> <li>• use of each room</li> <li>• each window and door location, including openable sections</li> <li>• floor finishes</li> </ul> <p style="text-align: right;"><i>continued</i></p>

# Declaration

Print and  
sign the  
declaration



*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

# Part M Technical Referee Report

# Technical Referee Report

## Part M Technical Referee Report

You must submit Technical Referee Reports to support the projects listed in your 'Experience Statement' (Part L)

Submit **at least one** Technical Referee Report from a person who is:

- **Registered in the relevant VBA category and class** (or higher), or
- **An architect** registered by the Architects Registration Board of Victoria (ARBV), or
- **A registered Domestic Builder (Unlimited)** - if the builder was the direct employer.

# Technical Referee Report

## Referees

- You must have been **directly supervised** by the referee
- Ensure **all sections** are completed
  - you must have experience in all sections
- As much detail as possible should be given
- VBA **DP-AD** / Architect **registration number**
- Suggest **submit more than one** if possible

# Evidence portfolio



## Drawings

### 1 Full sets of **Working Drawings** for **varied** projects

Drawings must demonstrate regulatory compliance suitable for:

- Building Permit Applications
- Tender and Contractual Use (**not** Town Planning drawings)

### 2 Submit with drawings a **Statutory Declaration** stating:

‘the significant majority of the drawing content submitted was personally prepared by <insert your name>’

If drawings are jointly drawn, highlight drawings showing the parts drawn by you.

## Drawings

- **Minimum 3 Projects:**
  - varied to demonstrate a wide range of skill
- **Minimum 1x Class 1 project:**
  - New dwelling
  - Alterations and Addition
- **Minimum 1x Class 2-9 project of a Construction Type A or B:**
  - New Building
  - Alterations and/or Addition

## DRAWINGS: Type of Construction



Table C1.1 TYPE OF CONSTRUCTION REQUIRED

Rise in storeys	Class of building	
	2, 3, 9	5, 6, 7, 8
4 OR MORE	A	A
3	A	B
2	B	C
1	C	C

## Building Permit

- Building permit **application** – filled out
- Copy of issued **Building Permit**
- Evidence of **liaising** with Building Surveyor
- **Report and Consent** documentation
- **Alternate or Performance Solution** documentation

## Project Administration

- **Project works Specifications**
- **Finishes Schedules**
- **Building Contract** and completed Contract Schedules
- **Tender Documentation** including:
  - Conditions of Tender
  - Calling of Tenders
  - Assessment of Tenders

## Project Administration

### Building Contract Administration

- Issuing Site Instructions
- Assessing Progress Claims
- Defects Inspections and rectification lists
- Assessing Variations
- Recording Site Meeting minutes

**Independent administration of a building contract between an owner and builder (on behalf of the owner)**

## Secondary Consultants

Submit Evidence of:

**1. Briefing & liaising with Consultants:**

- notes & emails
- consultant reports
- meeting notes & marked up drawings

**2. Incorporating consultant's work into architectural drawings**

# Evidence Portfolio

## If your projects do not include evidence of some required items

You may submit the following example documents drawn and/or prepared by you:

- **Standard details**, and/or
- **Document proforma** examples

Examples produced through ‘Continuing Professional Development’ (CPD) **may** also be submitted for consideration.



## CLASS 1 - Residential Projects

## GENERAL

- General Notes: sufficient, relevant & specific to project
- BAL notes & construction section details for min BAL 19
- Integrated Energy Rating information including:
  - Window 'U' values & SHGC, and Insulation values
- Lighting layouts and calculations - m2 areas & wattages
- Structural Engineering information **integrated** into drawings
- Secondary Consultant information **integrated** into drawings
- Technical drafting technique to comply with AS.1100 including:
  - hatching, linework (type & weight), lettering, presentation
  - **Clarity** of drawings for purpose of use

## CLASS 1 - Residential Projects

## SITE PLAN

- Land Title Information – site bearings & dimensions, easements
- Adjoining Properties within 9m, including habitable room windows
- Stormwater Drainage Layout and connection to LPOD
  - including downpipe size & locations
- Site Coverage & Permeability calculations
- Overlooking and Overshadowing diagrams
- Boundary Protection works and notes
- Site & Floor Levels
- Location of Retaining Walls and Excavations & Batters
- Setback & Setout dimensions

## CLASS 1 - Residential Projects

## FLOOR PLAN

- FRL's of Party Wall or Walls on Boundary – 'FRL 60/60/60'
- Smoke Detectors – and note for interconnection
- Location of masonry articulation joints
- Floor Levels
- Locations and size downpipes
- Sufficient and specific Dimensions including;
  - opening sizes for window & doors, and brickwork dimensions
- Ability to define Existing & Proposed works (if relevant)

## CLASS 1 - Residential Projects

## ELEVATIONS

- Ground Lines to reflect slope & levels, including cut & fill
- Proposed (and existing if relevant) Floor & Ceiling Levels
- Locations of masonry [or other] articulation joints
- A10/B17 [Reg 79] setback profile
- Overall Wall Heights
- FRL's noted for Walls on Boundary

## CLASS 1 - Residential Projects

## SECTIONS

- Fully notated Sections, showing all Structural & Framing Members
  - NOT cad software generated sections with no detail
- Ground Lines to reflect slope & levels, including cut & fill
- Stair details including; tread & risers sizes, and handrails
- Structural Engineering integrated including;
  - footing & slab details, and steel structure
- Proposed (and existing) Floor & Ceiling Lines
- Sub-floor clearance requirements
- Boundary Protection Works awareness (if building close to boundary)
  - showing location of the title boundary
- Timber Framing schedule, in accordance with AS.1648
- FRL levels noted for Party Walls and/or Walls on Boundary

## CLASS 1 - Residential Projects

## DETAILS

- Section Details for min BAL 19 Construction
- Section Details of FRL's of Party and/or Boundary Walls
- Waterproofing Section Details of;
  - Basements and/or Retaining Walls
  - Balconies
- Bracing Details, in accordance with AS.1648
- Wall detail demonstration required Acoustic separation - Rw

## CLASS 2-9 Commercial Projects

### GENERAL

- General Notes: sufficient, relevant & specific to project
- Structural Engineering information integrated into drawings
- Secondary Consultant information integrated into drawings
- Details of Boundary Protection Works including General Notes on Excavation and Protection of Adjoining Property

## CLASS 2-9 Commercial Projects

### NCC Section C - FIRE PROTECTION

- Location of required Fire Fighting Equipment including;
  - Sprinklers, Fire Hydrants, Fire Hose Reels, and Fire Extinguishers
- Fire Compartments and/or Separation clearly noted on plans
- Required FRL levels noted on plans, elevations and sections
- Construction details of Fire Rated components;
  - for walls, floors, ceilings, columns/beams, doors etc
- Location of Fire Doors clearly noted on plans



## CLASS 2-9 Commercial Projects

### NCC Section D - ACCESS & EGRESS

- Number of Exits
- Distance of Travel to Exits / Egress Paths
  - shown & highlighted on drawings to demonstrate compliance
- Egress Paths widths demonstrated for; corridors, doors and stairs
- Door swings shown in direction of travel where required
- Location and types of emergency lights and exit signs

## CLASS 2-9 Commercial Projects

### NCC Section F - HEALTH & AMENITY

- Number of Sanitary Facilities requirements and calculations
- Acoustic Separation and Rw requirements
- Minimum Ceiling Height requirements

## CLASS 2-9 Commercial Projects

### NCC Section J - ENERGY EFFICIENCY

- NCC Part J details integrated into the drawings
- Required 'R' Values of building elements
- Glazing Calculator demonstration compliance
- Window schedule including 'U' Values & SHGC

## CLASS 2-9 Commercial Projects

## AS.1428

- Accessible Building Access including;
  - thresholds, steps, ramps and handrails
- Accessible and Ambulant Toilet Facilities including;
  - Plan Details and Internal Elevations
- Locations and dimensions of Tactile Indicators
- Door Circulation compliance
  - demonstrated on plans for all required doorways
- Accessible Car Parking requirements shown on drawings
- DDA compliant Lifts and Multi-level Access

## CLASS 2-9 Commercial Projects

## DETAILS

- Waterproofing construction Section Details of;
  - Basements and/or Retaining Walls
  - Balconies
- Construction section details of Fire Rated components;
  - for walls, floors, ceilings etc
- Wall detail demonstration required Acoustic separation - Rw
- Roof Plan with details of;
  - roof fall, box gutters, sumps, rainwater heads, downpipes etc

## Boundary Protection Works

## All Classes 1 to 10

Building designers & documenters have a responsibility to consider and adequately describe any building work that may impact on adjoining properties.

Notes on Protection Works	<ul style="list-style-type: none"><li>• No portion of works is to project over the title boundary</li><li>• Ensure structural integrity of adjoining buildings, including soil</li><li>• Drawings read in conjunction with structural engineer &amp; soil report</li></ul>
Adjoining Significant vegetation	<ul style="list-style-type: none"><li>• Protect any adjoining vegetation at risk from the construction works</li><li>• installation of boundary root barrier if required</li></ul>
Protection Works Notices	<ul style="list-style-type: none"><li>• referred to on drawings, if required by Building Surveyor</li><li>• For more information see VBA PN20-2017</li></ul>

# Students – getting ready

# Experience & Evidence Portfolio

## As a STUDENT what you can do now and into the future ?

- **Employment:**
  - Part time as a student
  - Full time as a graduate
- Keep a log of all your experience
- Collect work examples of experience
- Signed off by a supervising registered Building Designer / Architect

**Don't wait until you're ready for registration, start collecting NOW.**



# Experience & Evidence Portfolio

## As a **STUDENT** what you can do now and into the future ?

- Complete your **QUALIFICATION**
- **EXPERIENCE** in both:
  - Residential projects
  - Commercial projects

**In a variety of projects to demonstrate wide range of skill**

- Don't stop **LEARNING**:
  - Attend Industry workshops and seminars
  - CPD Continual Professional Development

# Questions?

To learn more, go to [www.vba.vic.gov.au](http://www.vba.vic.gov.au)