



Department of
Building and Housing
Te Tari Kaupapa Whare

Notes for SITE 3 LICENCE CLASS applicants



Contents

- 03** Introduction
- 04** Work history
- 05** Project records and Project records questionnaire
- 08** Referee reports
- 08** Supporting evidence
- 11** The assessment process

Introduction

These notes will help you work through the forms for your Site 3 licence class application. Please read through them carefully before you start filling in the relevant forms.

Your total application is made up of these completed licence class forms, plus:

- the application form
- any documents and supporting evidence that the forms ask for and
- the total fees for your application.

Note: This is the application pack for the Site 3 licence class only. If you wish to apply for any other licence class, go to the Department's website at www.dbh.govt.nz/occupational-licensing or phone the Licensed Building Practitioner Helpline on 0800 60 60 50 for advice.

There are four parts to your Site 3 licence class application:

1. Work history
2. Project records and Project records questionnaire
3. Referee reports
4. Supporting evidence.

Each part must be completed before you send your application back.

Work history

The work history form asks for a summary of your work experience in the building and construction industry. It should show the types of buildings you have managed and the range of tasks and responsibilities you have undertaken.

Start with your current or most recent position and work backwards. You should provide as much information as possible about your tasks and responsibilities in each position. Use the example below to help you.

If there are any gaps in your employment, please write in the dates and put the reasons (eg travelling overseas, or worked in different type of occupation) in the 'Title/Position' box.

Example: Work history

Please provide your relevant work history, starting with your current or most recent position and working backwards.

Employed from	2001	to	present	Tasks/Responsibilities
Title/Position	Construction Supervisor	Location	Auckland	Overall operational responsibility including pricing, contracts, project schedules, subcontractors, safety, quality assurance
Employer	Comln Ltd	or Self-employed (includes labour only) <input type="checkbox"/>		
Size, type and complexity of buildings	Commercial, industrial and residential			
Employed from	1993	to	2000	Tasks/Responsibilities
Title/Position	Site Manager	Location	Auckland	Oversaw site operations and manage subcontractors, quality control, focus on completing projects on time and on budget
Employer	Cropos Construction	or Self-employed (includes labour only) <input type="checkbox"/>		
Size, type and complexity of buildings	Education buildings, sports venues, office buildings			
Employed from	1989	to	1992	Tasks/Responsibilities
Title/Position	Travelled overseas - short-term building roles	Location		
Employer		or Self-employed (includes labour only) <input type="checkbox"/>		
Size, type and complexity of buildings				
Employed from	1987	to	1988	Tasks/Responsibilities
Title/Position	Builder	Location	Christchurch	Worked on new buildings, commercial alterations and fitouts
Employer	Alphonse Building Ltd	or Self-employed (includes labour only) <input type="checkbox"/>		
Size, type and complexity of buildings	Multi-storey office buildings, hotels			
Employed from	1982	to	1986	Tasks/Responsibilities
Title/Position	Cadet	Location	Christchurch	Assisted with pricing and scheduling, managing documentation, liaising with consultants, checking construction
Employer	Alphonse Building Ltd	or Self-employed (includes labour only) <input type="checkbox"/>		
Size, type and complexity of buildings	Multi-storey office buildings, hotels			

Project records and Project records questionnaire

The project records form asks you to describe your role in managing the construction or alteration of large and/or highly complex building projects.

HOW TO CHOOSE APPROPRIATE PROJECTS

You must choose three recent projects you have worked on.

Project 1 must be current or very recent (completed within the last 2–3 years). You may be required to provide a site diary, photographs or other documentation for this project to support your application if requested by your assessor.

At least one of your projects must include managing the installation of structural elements.

The Project records questionnaire asks you some detailed questions about your work on these projects. You must be able to answer all the questions, so please read through them before you choose your projects. You can use a different project for each topic – use the example below as a guide.

Example:

1. Managing the building site Describe what you did to ensure the site set-up was properly managed and monitored. (Please provide detailed information.)	Project: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> (tick one)
2. Controlling and directing the building project Describe what you personally did in organising and managing this project.	Project: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> (tick one)
3. Managing the project team and personnel What were your management responsibilities for staff and subcontractors?	Project: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> (tick one)
4. Directing technical supervisors What was your role in overseeing the technical supervision of various architectural, design, structural and service elements of the project? Please give details.	Project: 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> (tick one)
5. Health and safety How did you ensure that all visitors and site personnel were kept safe during establishment and construction (eg site safety plans, hazard identification, toolbox meetings, individual responsibility)?	Project: 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input checked="" type="checkbox"/> (tick one)
6. Quality assurance How did you make sure that installation of the structural elements met the requirements specified by the designer/engineers?	Project: 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input type="checkbox"/> (tick one)

Use the table on page 7 to help you select the most relevant project for each topic as you work through the questions.

Try and choose projects that demonstrate your skills and experience as widely as possible. The assessor will be looking for evidence of your ability to manage the construction process including:

- managing the building site
- controlling and directing the building project
- managing the project team and personnel
- directing technical supervisors
- managing health and safety and quality assurance.

Your referees will be asked to confirm the competence of your work on your selected projects.

PROJECT RECORDS

Each project records form asks for:

Project name: This may be the name of a particular building (eg ALT House) or a name that the project is known by (eg PK supermarket complex, Timona).

Address of project: This should be the physical address, not a postal address (eg PO Box).

Dates and times you were involved in the project: Put the dates and length of time you were involved on the project.

Project value: Give the approximate value of the project.

Client: This means the external client (ie the building owner or the owner's representative).

Designer: Give the name of the architect/designer involved in the project.

Size, type and complexity of building: Briefly state the type of building (eg commercial, industrial, historic place), the elements used (eg range of cladding, framing, roofing materials used) and the approximate building size. There should be greater detail for more complex buildings.

What the work involved: Explain whether each project was a new construction, major renovation, change of use etc, and provide brief details of the scope of the work.

Types of subcontractors/consultants: List the types of subcontractors you were involved with in the project by role (eg roofing installer, door/window manufacturers, HVAC, fire engineer, structural engineer etc), and describe how you were involved with them.

Role you played in the project: Describe your role and your level of responsibility for the project.

Describe the reporting structure for this project: A flow chart or diagram may make it easier for you to show your position in the project.

Describe the most challenging aspects of this project: Examples may include labour and personnel issues, late delivery of materials, building use, compatibility with existing materials, site issues etc.

Note: Your assessor may ask your referees about any of the information you have provided in your project records, to confirm your competence in the work you have described.

PROJECT RECORDS QUESTIONNAIRE

The questionnaire asks you to briefly describe what you did at various stages of your selected projects. You must complete all the questions and relate them to your selected projects.

For each topic, choose one of your projects that best helps you complete the questions. You can use a different project for each topic. Make sure that you tick the project that your responses relate to.

Fill in the table below as you work through the questions.

Topic	Project		
1. Managing the building site	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
2. Controlling and directing the building project	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
3. Managing the project team and personnel	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
4. Directing technical supervisors	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
5. Health and safety	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>
6. Quality assurance	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>



Referee reports

You must provide three referee reports, one for each project.

These referees must be:

- a client (ie the building owner or the owner's representative) plus
- your employer or someone else who can confirm the way you manage building and construction plus
- a consultant or subcontractor.

You must have one referee for each of your selected projects. Make sure the referee report is clear about which project they are referring to.

The people you select as referees must know you and understand the work you did on the relevant project. Each referee may only have knowledge of some parts of your work on these projects but together they must cover all aspects of the work you have referred to on your project records.

Note: Your referees cannot be members of your own family.

Supporting evidence

Supporting evidence is optional. It includes any relevant:

- qualifications
- membership of industry organisations
- recent learning activities.

Provide this information on the Supporting evidence form.

Note: Even if you do not have any supporting evidence, you must return the form with your application, with the NOT APPLICABLE boxes ticked.

QUALIFICATIONS

You do not have to have a relevant qualification to become licensed, but if you do it will be good supporting evidence of your knowledge of building construction processes

New Zealand qualifications

You must have received your qualification from a recognised education provider such as a registered New Zealand industry training organisation (ITO), apprenticeship body, polytechnic, university or private training establishment.

There is no time limit for when you gained your qualification.

You must attach a certified copy of each qualification with your application. The Department of Building and Housing will only accept certified copies of qualifications.

Please do not send original documents with your application.

Getting your qualifications certified

A certified copy is a photocopy of an original document that has been endorsed by an official of the issuing authority (such as the relevant training organisation, polytechnic or university) or a person authorised by law to certify documents. These include Justices of the Peace (JP), lawyers and court officials. A signature is required on each page of the copy, with the name and title of the official shown legibly below their signature.

You can get your qualifications certified by the same person when you have your personal identification and photographs for your licence application certified.

Overseas qualifications

If you want to list qualifications earned overseas to support your application, you will first need to have them evaluated by the New Zealand Qualifications Authority (NZQA). NZQA's Qualification Recognition Service will send you a report telling you whether your international qualification is comparable to a New Zealand qualification. You must attach a certified copy of this report to your application.

For more information, go to the NZQA website at www.nzqa.govt.nz and follow the links to the International section, or phone NZQA on (04) 463 3000.



INDUSTRY ORGANISATION MEMBERSHIP

You do not have to be a member of any industry organisation to be licensed. However, if you are, provide the relevant details on the supporting evidence form.

Some examples of relevant organisations include the New Zealand Institute of Building (NZIOB), Registered Master Builders' Federation (RMBF) and the Certified Builders Association of New Zealand (CBANZ).

RECENT RELEVANT LEARNING ACTIVITIES

You do not have to have undertaken any of the types of activities mentioned below but if you have they will be good evidence to demonstrate how you have kept up with industry developments.

Relevant learning activities may include:

- attending seminars, conferences, trade events or supplier training days
- reading an industry publication on a regular basis
- mentoring a graduate.

You can list any activities like this that you have done during the past 3 years.

Where you list attendance at an industry event, you need to include who it was run by and when it occurred. Otherwise, provide relevant information about mentoring you have provided yourself, or industry publications you read regularly.



The assessment process

Once you have completed your application and sent it in to the Registrar of the Licensed Building Practitioner Scheme, you will be assigned an assessor who is experienced in the industry and trained to assess applications.

The assessor will:

- carry out a desktop review of your work history, project records and responses to the questionnaire, referee reports and any supporting evidence
- contact you to ask you some questions about the regulatory environment relevant to your work, based on the information provided in the *Understanding the regulatory environment* booklet in your application pack. They may also ask you about any information in your application that is not clear
- contact your referees if required, to confirm the competence of your work on your selected projects.

Your assessor will be looking at your application for broad evidence of your competence and whether it demonstrates, on the whole, the practical experience, skills and knowledge to meet the licence class standard.

Note: If the evidence you provide does not demonstrate your competence, the assessor will recommend that you have a face-to-face assessment. There will be an additional fee for this face-to-face assessment, so it is important that you think carefully about the information you are providing before you fill out the forms.

The assessor will then recommend to the Registrar whether you meet the relevant licence class standard.

WHAT IF THERE'S A CONFLICT OF INTEREST?

The assessors will be asked to declare whether there is a conflict of interest with any application they are assessing, such as where the person is personally known to them or is in direct business or professional competition.

If you require a face-to-face assessment you can ask for another assessor if you identify a conflict of interest. You will not be able to specify which assessor you want but you will be given a list of available assessors so you can identify any conflicts.

New Zealand Government

Published in October 2007 by Department of Building and Housing

This document is also available on the Department's website: www.dbh.govt.nz

You can copy all or some of this guide only if you are using it for education or public information, and you say it came from us. You cannot copy any of this guide in any way for commercial use, and you cannot keep it in a retrieval system unless you ask us first.

ISBN: 978-0-478-19454-8 (Print)

ISBN: 978-0-478-19455-5 (Web)

