

# Practitioner Form

## Part L: Experience Statement for Quantity Surveyor

### How to fill out this statement

**Save and complete this form on your computer. Do not handwrite.**

#### Step 1:

Read about the **skills, knowledge and experience** that you need to demonstrate to the Building and Plumbing Commission (BPC) if you are applying for registration in the category of Quantity Surveyor work.

#### Step 2:

Fill out tables 1 and 2:

- In table 1, tell us about your *general experience* in Quantity Surveyor work.
- In table 2, tell us about *all projects* in which you have participated in Quantity Surveyor work.

#### 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.

### How to submit your application

Please complete, sign, and submit your application:

#### By mail:

Building and Plumbing Commission  
GPO Box 19, 242 Exhibition Street  
Melbourne VIC 3000

#### By email:

[buildingreg@bpc.vic.gov.au](mailto:buildingreg@bpc.vic.gov.au)

#### Or in person at the BPC:

Building and Plumbing Commission  
Level 19, 242 Exhibition Street  
Melbourne VIC

## 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.

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

### Qualifications

If you have successfully completed one or more of the following, you will satisfy the knowledge required for registration in the category of Quantity Surveyor:

- Bachelor of Applied Science (Construction Management) from RMIT University
- Bachelor of Construction Management (Honours) from Deakin University
- Bachelor of Construction Management and Economics from Holmesglen Institute.

### Experience

To assess whether you have the required experience for registration as this class of building practitioner, you must provide a portfolio (tables 1, 2 and 3) of evidence that demonstrates your experience.

This evidence must show you can undertake all the activities associated with Quantity Surveyor work in a competent manner and to a professional standard.

In table 2, list all projects in which you have been involved in Quantity Surveyor work. The list must summarise your experience gained under the supervision of a registered Quantity Surveyor or a Member of the Australian Institute of Quantity Surveyors.

Your portfolio should include evidence of:

- your experience in the areas that you tick in table 1
- your participation in at least three different building projects of different purpose from this list:
  - aged care facilities
  - commercial office buildings

- educational facilities
- health care buildings or hospitals
- hotels and hospitality
- industrial
- residential — multi-unit developments
- retail.

## **Experience *continued***

You will be assessed against your capacity to:

- prepare cost estimates and budgets
- prepare tender documentation, assess tender responses and provide a recommendation
- monitor construction costs against budgets, analyse variations and document results
- finalise construction costs and post-- construction activities.

## Step 2. Complete tables 1 and 2

Table 1. Fill out this table to describe all Quantity Surveyor 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.
	Analyse and benchmark construction costs based on historical project costs	<input type="checkbox"/>	1 - 5	
		<input type="checkbox"/>	6 - 10	
		<input type="checkbox"/>	10+	
	Read and interpret plans and specifications appropriate to developing cost estimates and monitoring construction expenditures	<input type="checkbox"/>	1 - 5	
		<input type="checkbox"/>	6 - 10	
		<input type="checkbox"/>	10+	
	Prepare construction cost estimates based on quantities and rates	<input type="checkbox"/>	1 - 5	
		<input type="checkbox"/>	6 - 10	
		<input type="checkbox"/>	10+	



	Develop construction budgets		1 - 5	
			6 - 10	
			10+	
	Prepare tender documentation, including bills of quantities, and evaluate responses to construction project tenders		1 - 5	
			6 - 10	
			10+	
	Assess and monitor costs during construction		1 - 5	
			6 - 10	
			10+	
	Review and provide advice on content of construction contracts		1 - 5	
			6 - 10	
			10+	

	Analyse and advise on relevant environmental considerations		1 - 5	
			6 - 10	
			10+	
	Prepare depreciation schedules		1 - 5	
			6 - 10	
			10+	
	Prepare project expenditures schedules		1 - 5	
			6 - 10	
			10+	
	Perform calculations relating to cost-benefit analysis, rise and fall amounts, overdraft requirements and statistical analysis		1 - 5	
			6 - 10	
			10+	

	Assess the value of construction variations		1 - 5	
			6 - 10	
			10+	
	Prepare estimates at all stages of the design process		1 - 5	
			6 - 10	
			10+	
	Administer relevant parts of construction contracts, including construction phase cost management		1 - 5	
			6 - 10	
			10+	
	Apply life cycle costing techniques to the costing and management of construction project costs		1 - 5	
			6 - 10	
			11 - 20	

*Please continue to next page*

<p><b>Table 2.</b> Fill out this table to describe ALL projects that demonstrate your experience in Quantity Surveyor work.  <i>If you need more space, please print an extra page and change the project number in the left column.</i></p>							
	Brief description	Period of work (must include actual dates)	Work site address	Name and contact number of your employer	Building permit number	Your roles and responsibilities	Supervising Quantity Surveyor
Project 1		Start date:					
		End date:					
Project 2		Start date:					
		End date:					

Project 3		Start date:					
		End date:					
Project 4		Start date:					
		End date:					
Project 5		Start date:					
		End date:					

<b>Project 6</b>		<b>Start date:</b>					
		<b>End date:</b>					
<b>Project 7</b>		<b>Start date:</b>					
		<b>End date:</b>					
<b>Project 8</b>		<b>Start date:</b>					
		<b>End date:</b>					

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

**Table 3.** Use this table to create an evidence portfolio that supports your Quantity Surveyor experience in *three different building projects of different purpose* from this list:

- aged care facilities
- commercial office buildings
- educational facilities
- health care buildings or hospitals
- hotels and hospitality
- industrial
- residential — multi-unit developments
- retail.

Area of experience	Required documentation
<p><b>Criterion 1</b> Prepare project cost estimates and budgets</p>	<p>Evidence of work undertaken pre-- construction:</p> <ul style="list-style-type: none"> <li>• a copy of the relevant plans, drawings or specifications from which you worked</li> <li>• initial cost estimates and budgets you prepared during the pre-- contract phase</li> <li>• documentation demonstrating your preparation of design efficiency analyses</li> <li>• documentation demonstrating your preparation of complex quantity and cost schedules ('take-- offs') for project material quantities and costs</li> </ul>
<p><b>Criterion 2</b> Prepare tender documentation, assess tender responses and provide recommendation</p>	<p>Documents that you prepared, or assisted in preparing, to enable the project to go to tender, including bills of quantities or similar documents.</p> <p>Evidence of your involvement in assessing tender responses and contributing to the tender selection process.</p>
<p><b>Criterion 3</b> Monitor construction costs against budgets, analyse variations and document results</p>	<p>Evidence of work undertaken during construction:</p> <ul style="list-style-type: none"> <li>• expenditure schedules that you developed and maintained during construction, with evidence of variations in expenditure</li> <li>• work that you undertook to help identify and quantify risks throughout each project</li> <li>• site reports that you produced to verify completion of works for progress payments</li> <li>• budgetary reviews, cashflow reports or other reporting mechanisms that you used to inform</li> <li>• clients of progress towards completion, and overall project cost tracking during construction</li> </ul>

<p><b>Criterion 4</b> Finalise construction costs and post-- construction activities</p>	<p>Evidence of work undertaken post-- construction:</p> <ul style="list-style-type: none"> <li>• written evidence of managing adjustments to project contracts at the finalisation of the building work, such as adjustments required to finalise payments</li> <li>• evidence of providing the client with an outline of all final costings and expenditures for the project</li> <li>• evidence of handling disputes between the property owner and the builder</li> </ul> <p>Other information that may include:</p> <ul style="list-style-type: none"> <li>• replacement cost estimations for insurance purposes</li> <li>• preparation of tax depreciation schedules</li> </ul>
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*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 BPC 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 of signature