

Quantity Surveyor

PART M: Technical Referee Report

What is a Technical Referee Report?

An applicant applying for registration in a category and class of building work must have recent experience in carrying out that work in accordance with relevant standards. The Technical Referee Report provides information about the applicant's work, when it was performed, and the applicant's role in performing that work. It is prepared by a person who has directly supervised the applicant in performing that building work.

The report is used to help determine whether the applicant has sufficient experience to be considered for.

Who can provide a Technical Referee Report?

The technical referee report must be provided by a registered Quantity Surveyor or member of the Australian Institute of Quantity Surveyors.

If the report is about work performed interstate or overseas, and it does not require a person to be licensed or registered, then the referee can be a person who has employed or contracted the applicant to undertake the work.

What are my responsibilities as a Technical Referee?

As a Technical Referee, you must:

- provide an accurate and true reference
- NOT give any false or misleading statement or information
- be willing to be contacted by the Building and Plumbing Commission to confirm or explain further the work that the applicant performed
- sign and date the Technical Referee Report Declaration.

Details of the Technical Referee

* Information you must supply

First name*	Middle name		
Surname*	Date of birth*		
Street no. and name*	Suburb*	State*	Postcode*



Email*

Contact number*

Are you registered in the category/class of building practitioner in which the applicant wishes to be registered?

YES NO

Building practitioner number or Australian Institute of
Quantity Surveyor reference:

Employer Details

Name of the company

Name of the employer (if this is not you):

Street no. and name

Suburb

State

Postcode

ABN

Contact number

Applicant Details (for whom you are providing this report)

First name*

Surname*



Type of Employment

Type of Employment (tick the relevant box)		Period of Supervision: From - To (Month/Year)
<input type="checkbox"/>	Apprentice	
<input type="checkbox"/>	Full time	
<input type="checkbox"/>	Part time (please also include average number of hours per month)	
<input type="checkbox"/>	Casual (please also include average number of hours per month)	

To complete the following table

In column 1

Tick each area of work that the applicant undertook under your supervision, otherwise leave blank.

In columns 2 and 3

Fill in information about:

- which aspects of the work that the applicant performed
- when and where the work was performed

Remember

- Provide information about the work the applicant undertook that you supervised. Do not include information about any work that you did not supervise personally.
- Please include as much detail as possible, this statement will be used to work out if the applicant has enough experience for registration.
- You must not (under section 246 of the *Building Act 1993*) give any false or misleading statement or information in your report.
- The report will be returned if it is incomplete or doesn't have enough detail, and you may be asked to provide more detail.



	<p>Did you supervise the applicant carrying out the following types of work? (Tick the box)</p>	<p>What were the applicant's exact responsibilities?</p>	<p>When and where was the work done?</p>
	<p>Analyse and benchmark construction costs based on historical project costs.</p>		
	<p>Read and interpret plans and specifications appropriate to developing cost estimates and monitoring construction expenditures</p>		
	<p>Prepare construction cost estimates based on quantities and rates</p>		
	<p>Develop construction budgets</p>		



	<p>Did you supervise the applicant carrying out the following types of work? (Tick the box)</p>	<p>What were the applicant's exact responsibilities?</p>	<p>When and where was the work done?</p>
	<p>Prepare tender documentation including bills of quantities, and evaluate responses to construction project tenders</p>		
	<p>Assess and monitor construction costs</p>		
	<p>Prepare building contracts</p>		
	<p>Prepare depreciation schedules</p>		



	<p>Did you supervise the applicant carrying out the following types of work? (Tick the box)</p>	<p>What were the applicant's exact responsibilities?</p>	<p>When and where was the work done?</p>
	<p>Prepare project expenditure schedules</p>		
	<p>Perform calculations relating to cost-benefit analysis, rise and fall amounts, overdraft requirements and statistical analysis</p>		
	<p>Analyse the value of construction variations</p>		
	<p>Prepare estimates at all stages of the design process</p>		



Did you supervise the applicant carrying out the following types of work? (Tick the box)	What were the applicant's exact responsibilities?	When and where was the work done?
Administer relevant parts of construction contracts, including construction phase cost management		
Apply life cycle costing techniques to the costing and management of construction project costs		

Referee Declaration

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. This offence carries a maximum penalty of 120 penalty units.

By signing this I declare that:

- the information contained in this application, including attachments, is true and correct.
- I have read and understood how the BPC manages my personal information and the [BPC's Privacy Collection notice](#), as stipulated on the final page of this document.

Referee name

Referee Signature

Date of signature



Privacy Collection Notice

How the BPC uses and discloses your personal information.

The Building and Plumbing Commission (BPC) is collecting your personal information (including any images or photographs and any and all details provided in this form), to process your application. If you do not provide all or any part of the information requested in this form, the BPC may be unable to process and subsequently grant your application.

The BPC may also use such information for the following purposes:

- (a) To enable the BPC to meet its statutory obligations or functions;
- (b) Monitoring compliance with the Act and associated regulations and standards;
- (c) Research, planning, to meet the BPC's operational requirements, assessing the merit and impact of proposed regulatory reforms and to assist in the development and delivery of services by the BPC;
- (d) Such other purposes as required by law or authorised under the privacy legislation.

The BPC may also share your personal information with third parties including, but not limited to, different business units within the BPC, the Building Appeals Board, Consumer Affairs Victoria, your insurer, other regulators (both in Victoria and interstate), and the BPC's staff and/or service providers who need to know such information to perform services for the BPC.

The BPC will only disclose your personal information to a third party claiming to act on your behalf (for example, your solicitor or interpreter) with your prior written consent, unless it is otherwise apparent that the third party has authority to act on your behalf.

You can request access to the personal information which the BPC holds about you. If you become aware that personal information the BPC holds about you is not accurate, complete or up to date, you can ask the BPC to correct it.

The BPC's full Privacy Policy and information about how to contact the BPC is available at www.bpc.vic.gov.au/privacy.