

# Project Manager (Domestic)

## 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 Building and Plumbing Commission (BPC) uses the report to help determine whether the applicant has sufficient experience to be considered for registration as a building practitioner.

### Who can provide a Technical Referee Report?

**The technical referee report must be able to verify the experience that the applicant lists in table 2 of their 'Experience Statement' (part L).**

If the report relates to building work performed in Victoria, the referee should be registered in the category and class (or higher class) of building work for which they are providing the Technical Referee Report. If the applicant has not worked for a builder registered in this class of building work, we will accept a technical referee report from a referee who is a site manager who is not a registered domestic builder but is reporting to a person who is registered as a building practitioner in the category and class (or higher class) sought by the applicant.

If the report relates to work undertaken outside Victoria, and that work is performed by registered persons, then the referee should be licensed or registered (or equivalent) in the category of building work for which they are providing the Technical Referee Report.

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

In addition, the referee must:

- be the person who was responsible for ensuring the work was completed to the appropriate standard, Typically this would be the applicant's employer, supervisor, contract manager or site manager.
- have directly observed the applicant carrying out the work that is listed in the report.

### 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

Use this form to tell us about Project Manager (Domestic) work that the applicant carried out under your supervision.

First name

Surname

Date of birth

Contact number

Email

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

YES

NO

Building practitioner number:

## Employer Details

Name of the company:

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

Street no. and name

Suburb

State

Postcode

ABN

Business telephone



## 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><b>Did you supervise the applicant carrying out the following types of work? (Tick the box)</b></p>	<p><b>What were the applicant's exact responsibilities?</b></p>	<p><b>When and where was the work done?</b></p>
	<p>Project managed domestic building work</p>		
	<p>Applied business and financial management skills to domestic building work</p>		
	<p>Established the requirement for a building permit for the proposed domestic building work</p>		
	<p>Complied with building permits for domestic building work</p>		



	<b>Did you supervise the applicant carrying out the following types of work? (Tick the box)</b>	<b>What were the applicant's exact responsibilities?</b>	<b>When and where was the work done?</b>
	Arranged relevant certification of completed domestic building work		
	Arranged for the rectification of any faults or defects in domestic building work		
	Arranged any required protection works		
	Produced cost estimates and quotes for proposed domestic building work		



	<p><b>Did you supervise the applicant carrying out the following types of work? (Tick the box)</b></p>	<p><b>What were the applicant's exact responsibilities?</b></p>	<p><b>When and where was the work done?</b></p>
	<p>Planned for and provided onsite supervision</p>		
	<p>Interpreted plans, drawings and specifications for domestic building work</p>		
	<p>Identified site and task related hazards and developed risk control strategies</p>		
	<p>Developed and interpreted the Safe Work Method Statements (SWMSs) or Job Safety Analysis (JSA) worksheets</p>		



	Column 1	Column 2	Column 3
	<p><b>Did you supervise the applicant carrying out the following types of work? (Tick the box)</b></p>	<p><b>What were the applicant's exact responsibilities?</b></p>	<p><b>When and where was the work done?</b></p>
	<p>Supervised registered domestic builders, subcontractors and other trades to ensure work is conducted safely and to required standards</p>		

## 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 VBA's full Privacy Policy and information about how to contact the BPC is available at [www.bpc.vic.gov.au/privacy](http://www.bpc.vic.gov.au/privacy).