

Statement of Experience for Building Services Providers

How to fill out this form

A statement of experience helps us to understand your skills, knowledge and experience within the building industry. Consumer, Building and Occupational Services will assess your application and make sure that you have the required experience to hold a building services provider licence. Your statement should:

- show that you have experience in a range of areas of building work and
- outline your participation in specific building work projects.

Qualifications and experience

To hold a Building Services Provider (BSP) licence in Tasmania you must have the following experience and qualifications:

Qualifications:

- Low rise - Cert IV Building and Construction (Building)
- Medium rise - Diploma Building and Construction (Building)
- Open - Advanced Diploma of Building and Construction Management or a Building Degree

Experience:

- Low rise - 2 years with a building trade qualification; 4 years without a building trade qualification
- Medium rise - 2 years with a building trade qualification; 4 years without a building trade qualification
- Open - 3 years with a building trade qualification; 6 years without a building trade qualification

Evidence of your experience

Provide evidence to support your claim of experience in all aspects of building work.

What work have you been involved in?

You must provide details in this statement of the work that you have been involved in. This will allow us to understand you have suitable industry experience. This statement must include details of the work you have been responsible for such as those listed below:

Please note this list is an example only and may not include all aspects of building work.

Residential Building Work

- Involvement in business and financial management
- Understand and comply with building permits
- Produced cost estimates and quotes
- Entered into and administered contracts
- Project manage work and onsite supervision
- Understand and comply with plans, drawings and specifications
- Identify hazards and develop risk control strategies
- Developed and interpreted the Safe Work Methods Statements (SWMSs)

Excavation and earthwork

- Undertaken protection works
- Organised service disconnection or removal
- Stabilisation of existing material
- Installed trench/excavation support
- Excavation work
- Establish site drainage requirements

Slabs and footings

- Undertook work to prepare site access
- Preparation work for foundations and footings
- Erected, altered and dismantled formwork
- Constructed footing and slabs
- Undertook advanced slab system work

Framing

- Braced and connected frames according to design documentation
- Assembled framing support work
- Erected timber and steel framing and roof structures
- Installed bearers, joists, stumps, and roof trusses
- Installed windows and door frames
- Erected ceiling framing, sub-floor framing, and sheet flooring
- Installed partition frames

Bricklaying

- Interpret plans and specifications
- Establish set out levels and prepared surfaces
- Ordered materials
- Prepared and laid mortar

Waterproofing

- prepared a range of different surfaces for waterproofing
- reported and rectified faults

Cabinet making, joinery and stair making

- constructed cabinets and other components
- Installed doors, windows and joinery

- Installed reinforcement for structural brickwork
- applied damp proof courses
- installed control joints, flashings, and wall ties

- selected and applied appropriate waterproofing system according to standards and manufacturer specifications

- Assembled and installed stairs

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Creating and evidence portfolio to support your industry experience

Here is a list of documents and evidence that can be used to prove your experience within the industry, should this be requested by the Administrator of Occupational Licensing to support your application.

Please note this list is a guide only and may not provide examples of all types of evidence that could be used.

Area of experience	Documentation to use as supporting evidence
Residential Building Work	<ul style="list-style-type: none">• Design documentation, plans and specifications• Photographs of works in progress and completed works• Manufacturers specifications for materials used• Technical reports• Inspection reports
Project management	<ul style="list-style-type: none">• Schedule of works• Project management charts• Building permits• Evidence of actions to respond to reports
Contracts	<ul style="list-style-type: none">• Contracts between you and the client• Copies of quotes• Schedule for labour and materials• Copies of paid invoices
Safety	<ul style="list-style-type: none">• Proof of health and safety requirements being adhered to• Site induction documentation• Safe Work Method Statement (SWMS)
Permit work	<ul style="list-style-type: none">• Documentation prepared to support an application for a building permit

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