



National Accreditation Scheme

Application for Upgrade

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Introduction

The AIBS Accreditation Scheme establishes criteria that must be met by building practitioners, such as building surveyors and building certifiers, seeking accreditation in order to practice as a Building Surveyor, Building Surveyor Limited or Assistant Building Surveyor. Applicants seeking an accreditation upgrade must complete this form and demonstrate that they have the qualifications, skills, knowledge and experience required by the Scheme.

AIBS Professional Standards Scheme

As a condition of maintaining AIBS Accredited Membership, applicants will be required to join the AIBS Professional Standards Scheme. For further information on this, please refer to the AIBS website www.aibs.com.au or phone the AIBS national office on 1300 312 427.

Application fee

The accreditation application assessment fee is required to be paid at lodgement of an application for accreditation.

For the current accreditation fees, please refer to Schedule of Fees on the website, which can be found under the Downloads list [on this page](#).

How to complete this form

1. Read all the information included in the application package and complete the application form.
2. Make sure that you attach all the necessary supporting documents.
3. Academic transcripts, membership and registration certificates must be certified by a Justice of the Peace, or otherwise attached to a properly-executed statutory declaration confirming their authenticity.
4. ID photographs are only required if you want an Accreditation ID Card. Once received, AIBS will keep your ID photograph on record for three years. They may be electronic or hard copy, and must be certified by a guarantor.
5. Remember to tick off the checklist before lodging the form.
6. Lodge this application form with the Australian Institute of Building Surveyors and pay the fee.
7. Make sure you attach the cover sheet with your application even though you do not need to fill anything out on it.

 This symbol indicates supporting documents which you must include with your application.

Lodgement

You may submit this form electronically via email or file sharing (please send to accreditation@aibs.com.au), or alternatively via post. Should you choose to post your application, please ensure it is presented in a scannable format, as assessment of accreditation applications is conducted electronically.

How do I certify a copy of a document?

JP certification: Take your original document/s along with the photocopies to a Justice of the Peace. Ask them to write the following statement on a blank area of the photocopy “This is a true and correct copy of the original document.” Ask the authorised person to sign and date the copy, then legibly write or stamp his or her name, title and address.

Statutory Declaration: Download a copy of the Australian Commonwealth Statutory Declaration from the Australian Attorney-General’s website and follow the instructions indicated: <https://www.ag.gov.au/Publications/Statutory-declarations/Pages/default.aspx>

Attach the completed statutory declaration to documents as indicated above.

Who qualifies as a guarantor?

To act as a guarantor a person:

- must be an Australian citizen who is 18 years of age or over;
- must have known the applicant for at least 12 months. If you have recently moved from interstate you should contact someone who qualifies in your previous state and arrange to have the guarantor section (and photograph endorsement) completed;
- must not be related to the applicant by birth, marriage, de facto relationship, or live at the applicant’s address;
- must possess a current (unexpired) passport that was issued with at least two years’ validity, or have been on the [Australian electoral roll](#) at their current address for the past 12 months.

APPLICATION FOR ACCREDITATION UPGRADE COVER SHEET

This sheet must accompany your application even though you don't have to fill in any information here.

Send applications to:

accreditation@aibs.com.au

Australian Institute of Building Surveyors
Suite 5.03, Level 5
828 Pacific Highway
Gordon NSW 2072

Telephone: 1300 312 427

OFFICE USE ONLY

Fee Received:	
ID Card ordered:	
Processed by:	

Part A: Applicant Details

Please fill in the personal details below. All fields are mandatory, however if unable to complete a field, e.g. not currently employed, please write 'Not Applicable or N/A':

Surname

Given names

Title

Postal address

Suburb / Town

State

Postcode

Business / Employer's name

Business / Employer's address

Suburb / Town

State

Postcode

All correspondence will be posted to your postal address

Home phone number

Work phone number

Mobile phone number

Date of Birth

Work Email Address

Home Email Address

Part B: Accreditation Details

Level of Accreditation Sought:

Level 1: Building Surveyor (BS)

☐

Level 2: Building Surveyor Limited (BSL)

☐**Previous Accreditation**

Please provide the following information:

Accreditation Number

Current Level of Accreditation

Expiry Date

Part C: Education

Please list any post-secondary qualifications you have completed, together with the name of the University or college you attended.

The AIBS Accreditation Scheme has identified tertiary courses that align with the Scheme and the National Accreditation Framework (NAF) and these can be found at the AIBS website on the [Accreditation Scheme](#) page.

 Please attach:

- a certified copy of the Award and Academic Transcript for each recognised qualification gained, OR:
- a copy of the Award and Academic Transcript for each recognised qualification attached to a properly-executed statutory declaration confirming their authenticity, AND:
- any continuing relevant education currently being undertaken.

Undergraduate and Post Graduate courses successfully completed

Name of Qualification	Name of Learning Institution	Year Graduated

If space insufficient, please photocopy this page and continue

Recognised Prior Learning courses completed

Name of Qualification	Name of Learning Institution	Year Graduated

If space insufficient, please photocopy this page and continue

Continuing Relevant Education

Name of Qualification	Name of Learning Institution	Expected year of Graduation

If space insufficient, please photocopy this page and continue.

Continuing Professional Development (CPD)

Please provide a copy or copies of your annual CPD assessment/s from your last Re-accreditation expiry date

Part D: Employment History and Practical Experience

Completion of the below table is required.

For accreditation as:

- a Building Surveyor, the applicant must have 3 years of relevant experience preceding the date of application
- a Building Surveyor Limited, the applicant must have 2 years of relevant experience preceding the date of application

Employment History

Please fill out your work history in the table below (relevant experience does not include periods of study or work placements during training).

Full Name and Address of Current Employer and full name and address of previous employers	Dates of Employment (including month and year, e.g. Feb 1998 – Dec 1998)	Total Time Employed (in months and years, e.g. 2 years and 3 months)	Please indicate if the work was full time or part time*

* For part time work please indicate hours per week

If space insufficient, please photocopy this page and continue

Practical Experience Report (PER)

The AIBS Accreditation Scheme requires an applicant provide evidence in support of their claims of relevant experience.

The Practical Experience Report (PER) must be completed using the Excel Spreadsheet Template, which can be downloaded from the Applying for Accreditation page on the AIBS website:

[Applying for Accreditation](#) (Please see 'Downloads' list at bottom of page)

Please note that a PER that is not completed using this approved template will not be accepted for assessment, and the applicant will be requested to complete this template as advised.

Details should include a list and description of any work or projects on which the applicant has worked (the class, height, size and cost of each building project may be relevant); the functions carried out by the applicant in relation to the listed work or projects and where and when the work was undertaken. The purpose of the information is to establish the level of experience relevant to the requirements of the Scheme, in particular the National Accreditation Framework.

Supplemental verification of experience may also be provided in the form of letters from employers and/or managers, supervisors, team leaders etc. Please note that this is secondary to the PER and cannot act as a substitute.

The applicant is to submit a Practical Experience Report and when completing the report the AIBS recommends that consideration be given to providing evidence that the experience in applying the educational benchmarks and/or competencies required has been met.

The AIBS also requires the PER to detail the projects in which you have been directly involved. It should detail your role in the projects and give a sufficient account of the building surveying issues/challenges in each project. The PER should cover the most recent years working at the level for which you are applying.

Matters you could detail might be how you assessed or inspected complex buildings and the solutions reached. The PER must give sufficient evidence of your ability to work competently and to apply in practice the building surveying knowledge gained.

The Assessors will be looking to see that you have gained appropriate building surveying experience covering a range of building types consistent with the benchmarks and/or core competency areas that align with your education. Some of this evidence may be drawn from the earlier part of your career. Where possible you should identify at what point in your career these benchmarks and/or competencies were achieved.

You may include projects in your PER from up to six years prior to the date of your application.

Applicant to complete:

"I declare that the attached Practical Experience Report is a true and accurate record of work undertaken by me"

Signed: _____ Print Name: _____ Date: _____

Employer References:

The employer references verify the work you have claimed in your PER is true and correct. If you are self-employed and undertaking work on behalf of an accredited building surveyor/s, that work must be verified by the building surveyor/s individually.

You must submit at least one (ideally two) formal letters on professional letterheads from your referee/s.

The following information should be included with the Employer/Building Surveyor References:

"I declare and verify that the enclosed submissions (PER) submitted by:

is a true and accurate record of the work undertaken under my supervision whilst employed by:

Signed: _____

Print Name: _____

Attach:

- your Practical Experience Report
- At least ONE (ideally two or more) professional reference letters on original letterheads which include the substantiation of the information above. If you are self-employed and undertaking work for an accredited building surveyor this must be evidenced.
- your current job specification and position description. If self-employed your current and immediate past job specification and position description.

Type of Employment:

Please specify if you are:

A **director of a company** that provides building surveying advisory, consultancy and statutory services

A **partner/owner** of a business that provides building surveying advisory, consultancy and statutory services

A **sole trader** that provides building surveying advisory, consultancy and statutory services

An **employee of a company** that provides building surveying advisory, consultancy and statutory services

A **government employee** (Local/State/Federal)

Employed solely in **academia**

Other (please specify): _____

Part E: Memberships and Registration

 Attach a certified copy of each membership and registration certificate

Part E1: Memberships of Other Professional Organisations

Name of organisation	Address of organisation	Membership No.

Part E2: Registration

Do you hold a Registration or Certificate in Building Surveying issued by another regulatory or Accrediting Authority? Yes ☐ No ☐

If YES, what is the State/Territory/Country of original registration:

What is the name of the Accrediting Authority:

Registration No:

Registration Date:

Registration Expiry Date:

Are you registered to practice in another State / Territory? Yes ☐ No ☐

If YES, in which State are you registered?


ACT ☐ NSW ☐ NT ☐ QLD ☐ SA ☐ TAS ☐ VIC ☐ WA ☐

Part F: Declaration of Disciplinary Action

Have you been subject to any disciplinary action instigated by a state/territory regulatory body related to your registration as a building surveyor or building practitioner within the last three years?

YES ☐NO ☐

If NO, no further requirement.

 If YES, please attach related documentation of disciplinary action, as issued by your state/territory regulatory body.

This documentation must be from your state/territory regulatory body; and must list the details of your disciplinary case; e.g. an Information Notice.

Please note that any applicant with such a case on their registration / licence must provide the requested documentation in order to have the assessment of their accreditation application proceed.

Part G: ID Photograph - OPTIONAL (only required if an Accreditation ID Card is desired)

NB: AIBS keeps a record of your ID Photograph for three years. If you have already submitted an ID Photograph within the past three years, you will not be required to provide one on this form.

PLEASE INDICATE BELOW IF YOU WANT AN AIBS ACCREDITATION CARD ISSUED:

YES ☐ NO ☐

ID Photo Requirements

- Images must show a full front view of your head and shoulders
- If you normally wear glasses they should have untinted lenses in the photograph
- The photo must have a plain light coloured background
- The photo must be in sharp focus and clear
- Photos may be either provided electronically or in hard copy
- Poor quality photos will not be accepted

PHOTO
Affix photo here

Applicants Name (please print name)

Date of Photo

Signature of Applicant:

Date:

Please provide a passport style photo of you (OPTIONAL – only if an Accreditation ID Card is desired)

- Please affix the photograph where indicated above prior to it being certified below. This photograph is necessary as a means of personal identification.

Certified by Guarantor (please print name)

Signature of Guarantor:

Date:


Part H: Fees

The accreditation application assessment fee is required to be paid at lodgement of an application for accreditation.

Payment details

Tax Invoice: Please provide me with a tax invoice Yes ☐ No ☐

Cheque (Please make cheques payable to: Australian Institute of Building Surveyors)

 Attached is a cheque for \$ _____

Credit Card

Please debit my ☐ Visa ☐ Mastercard for \$ _____

Credit card number

Expiry Date

Card holder name _____

Cardholder signature _____

Date: _____

PLEASE NOTE:

Should your assessment be successful, this assessment fee must be paid in full prior to an accreditation certificate being issued.

All AIBS-accredited persons are required to renew their accreditation annually.

For the current accreditation fees, please refer to Schedule of Fees on the website, which can be found under the Downloads list [on this page](#).

Part I: Authority and Acknowledgement

The applicant acknowledges and agrees as follows:

1. all information set out in this application is true and correct;
2. on the basis of the report of practical experience provided by the applicant, the Board will make such investigations as it considers necessary. The applicant agrees to provide any information, documents or assistance required by the Board;
3. the applicant authorises the Board to provide any information regarding the applicant as may be required by law;
4. the Board or its officers or agents are not liable for any loss or damage to the applicant that may arise by virtue of any error or omission in any documentation or information received by, prepared or issued by the Board, its officers or agents;
5. to abide by the AIBS Accreditation Code of Professional Conduct adopted by AIBS;.
6. to abide by the rules of the Scheme as amended from time to time.

Please print name _____

Signature of Applicant _____

Date of application _____

Before signing this declaration please refer to the attached checklist on the following page.

Application for Accreditation Upgrade Checklist

To ensure that you have included all of the relevant information with your Application, and to prevent delays in the assessment of your application, please find below a checklist that is to be followed when submitting your Application for Accreditation.

Before submitting your application for accreditation, please ensure that evidence has been provided to meet the following criteria. Please do not send original documents as they cannot be returned.

Part A: Applicant Details

- ☐ Applicant details are filled out

Part B: Accreditation Details

- ☐ Accreditation details are filled out

Part C: Education

- ☐ Qualifications gained from an accredited Institution, certified by a JP OR accompanied by a properly-executed statutory declaration confirming their authenticity
- ☐ Any relevant supplementary qualifications gained, certified by a JP OR accompanied by a properly-executed statutory declaration confirming their authenticity

Part D: Employment History and Practical Experience

- ☐ Full names and addresses of current and past employers
- ☐ A practical experience report describing your involvement and responsibilities on each project you have listed
- ☐ Two employer references verifying that the practical experience report is accurate
- ☐ Job specification; position description/duty statement; specified type of employment

Part E: Memberships and Registration

- ☐ Membership number if you are a member of the Australian Institute of Building Surveyors
- ☐ Details of membership of other professional organisations
- ☐ Relevant copies of registration or certificates in Building Surveying issued by another Accrediting Authority and certified by a JP OR accompanied by a properly-executed statutory declaration confirming their authenticity

Part F: Declaration of Disciplinary Action

- ☐ Any disciplinary action from the past three years declared, and accompanied by formal documentation from the relevant regulatory body

Part G: Photographs - OPTIONAL (only required if an Accreditation ID Card is desired)

- ☐ A recent passport style photo of yourself, either digital or hard copy

Part H: Fees

- ☐ I have either attached a cheque, given my credit card details or requested a tax invoice for the appropriate fee

Part I: Authority and Acknowledgement

- ☐ Applicant's acknowledgement and authority has been signed and dated.