

## IMPORTANT INFORMATION – FINAL YEAR APPRENTICES

As you approach the completion of your apprenticeship, you may be thinking about applying for a QBCC licence, and if so, what you need to do to achieve that.

You first need to decide which grade of licence you want, so you know what criteria you must meet to be eligible to apply. Depending on the grade of licence, the criteria to be met includes your trade qualification, experience, a managerial qualification and your financial capacity to run a business. See the summary table below for information on licence grades and criteria.

### WHAT GRADES OF LICENCES ARE THERE?

**Contractor:** This is a licence issued to either a company or individual allowing them to contract directly with the public or subcontract to a builder. A person holding a contractor licence can also be the Nominee Supervisor for a company (must be a director or employee of the company). A trade contractor licensee can engage qualified people in the same trade class as their own licence. The criteria that a contractor must meet to obtain a licence include a trade qualification, managerial qualification, experience and financial capacity to run a business.

**Nominee Supervisor:** This is a licence for those who are the Nominee Supervisor for a company (must be a director or employee of the company). A Nominee Supervisor cannot contract directly to builders and owners to perform building work. A Nominee Supervisor must be qualified in the same trade class as the contractor licensee who has employed them. The criteria that a Nominee Supervisor must meet to obtain a licence include a trade qualification, a managerial qualification and experience.

**Site Supervisor:** This is a licence for those who are employed by a licensed contractor to supervise building work. This means the Site Supervisor cannot enter into contracts to undertake building work. The criteria that a Site Supervisor must meet to obtain a licence is a trade qualification only.

**Occupational:** QBCC issues fire protection, plumbing and drainage occupational licenses to these industry practitioners. A provisional licence may be issued to plumbers and drainers.

### MANAGERIAL QUALIFICATIONS

Those applying for a Contractor or Nominee Supervisor licence must provide evidence of successful completion of an approved managerial course, which are offered by Registered Training Organisations. These courses are listed in the fact sheet 'Approved Managerial Courses', available from the QBCC website.

The key outcomes you will learn from completing an approved managerial course include financial management, health and safety, statutory responsibilities, insurance, taxation, business planning, estimating, and what you need to know before entering into contracts.

See summary table below for the criteria required for each licence grade.

### Summary table – licence grades and criteria

Grade of licence	Issued to		Criteria to be met			
	Individuals	Company	Qualifications		Experience	Financial
			Trade	Managerial		
<b>Occupational</b>	✓		✓		*	
<b>Site Supervisor</b>	✓		✓			
<b>Nominee Supervisor</b>	✓		✓	✓	✓	
<b>Contractor</b>	✓	✓	✓	✓	✓	✓

\*12 months' experience is required for an occupational plumbing or drainage licence.

### EXPERIENCE

To apply for a Contractor or Nominee Supervisor licence, you need to complete two years of suitable practical experience in the appropriate trade.

Apprenticeship time is counted towards this requirement. Refer to our website for details on the scope of work required for each class of licence.

### FINANCIAL DETAILS

If you intend to apply for a Contractor's licence you must also supply financial details.

If you intend to turn over up to \$200,000 in your first year, you only need to sign a declaration (on the application form) stating you hold at least \$12,000 in Net Tangible Assets.

If you intend to turn over up to \$600,000, your level of Net Tangible Assets needs to be at least \$36,000.

QBCC's full financial requirements are set out in the Queensland Building and Construction Board Policy 'Financial Requirements for Licensing' available from our website.

If you are applying for an occupational, Nominee Supervisor or Site Supervisor grade of licence, you do not need to provide financial details.

## WHO NEEDS A TRADE CONTRACTOR LICENCE?

- An individual or company who wants to carry out, undertake to carry out, or supervise building work valued at over \$3,300 (including labour, materials and GST), or
- An individual or company who wants to carry out, undertake to carry out, or supervise building work in the following areas regardless of the value (with the exception of hydraulic services design):
  - plumbing and draining
  - gas fitting
  - residential, building and interior design
  - completed building inspection
  - pest control
  - site classification
  - fire protection
  - hydraulic services design (work up to \$1,100 can be performed without a licence).

Carrying out or undertaking to carry out building work includes:

- directly or indirectly causing building work to be carried out
- providing advisory, administrative, management or supervisory services in relation to building work, or
- entering into a contract or submitting a tender for building work or offering to carry out building work.

## HOW MUCH ARE THE LICENCE FEES FOR EACH CLASS?

Licence fees for individuals and companies, contractors, nominee supervisors, building inspectors, certifiers, pool inspectors, and all occupational licence classes are listed on the QBCC website:

[www.qbcc.qld.gov.au/contractors/apply-licence/licence-fees](http://www.qbcc.qld.gov.au/contractors/apply-licence/licence-fees)

## ARE THERE PENALTIES FOR DOING WORK WITHOUT A LICENCE?

A QBCC licence ensures you have the right qualifications and experience but it also comes with responsibilities. There are consequences for breaking the law and the QBCC may consider giving a formal warning, suspending or cancelling a licence, or we may issue fines or demerit points. Offences include performing unlicensed work, using another person's licence or lending your licence, failing to pay Home Warranty Insurance, not complying with your contract, advertising incorrectly or not running your business with honesty and integrity. For details of contractor offences see: [www.qbcc.qld.gov.au/contractor-offences/understanding-when-you-are-breaking-law](http://www.qbcc.qld.gov.au/contractor-offences/understanding-when-you-are-breaking-law)

## NEED MORE INFORMATION?

Please visit [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au), your nearest QBCC office or phone QBCC on 139 333.