



# QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

GPO Box 5099, Brisbane, QLD 4001 Telephone: 139 333 Fax: 07 3225 2999 [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)

## REFEREE REPORT

*(The referee should hold a licence/accreditation at the same or higher level than the class being applied for)*

Your report should support the experience provided by the applicant and demonstrate the applicant's experience over a range of sites.

### APPLICANT DETAILS (must be completed)

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Builder class applied for: \_\_\_\_\_

Terms of employment/engagement: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of employment/engagement:  Full time  Part-time  Casual  Sub-Contractor

Applicant role/responsibility: \_\_\_\_\_

### REFEREE DETAILS (must be completed)

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Licence/registration number/qualifications: \_\_\_\_\_

Contact number: \_\_\_\_\_ email: \_\_\_\_\_

Principal contractor name: \_\_\_\_\_

Relationship to principal contractor: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

I have enclosed a certified copy of my Driver's Licence *(not required if you hold a QBCC licence)*

### REFEREE DECLARATION

I declare:

- the statements contained in this report are true and correct
- I have read the Privacy Notice

Referee's Signature: \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicants Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PRIVACY NOTICE:** The QBCC is collecting the information on this form to determine whether the applicant is entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991*. Please refer to our Privacy Policy for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009*.

**OFFICE USE ONLY**

Date:

Licence/Application No:

### APPLICANT COMPETENCIES *(Tick competencies the applicant demonstrated)*

- Apply building codes and standards to the construction process in accordance with the National Construction Code.
- Read and interpret plans and specifications
- Plan and organise building projects
- Estimate and cost building projects
- Manage finances
- Provide contract administration services
- Apply legal requirements to building work
- Manage occupational workplace health and safety for building and construction projects.
- Apply site surveys and set-out procedures to building and construction projects.
- Apply structural principles to building work
- Conduct on-site supervision of building and construction projects
- Communicate effectively with sub-contractors, consumers and other parties
- Resolve building disputes

Please provide examples that demonstrate the applicant's experience over a range of different sites.

### **APPLICANT EXPERIENCE**

Provide details of sites where the applicant has worked for you. Include site details, class of building, number of storeys, type of construction (FRL) and timeframes.

Provide details of the applicant's roles and responsibilities on specific jobs (eg sole supervisor); at what stage the applicant became involved on the job and for how long; and provide details of trades the applicant directly supervised and managed on the jobs.

Provide an example/s on a specific site that demonstrates the applicant competently applied legal requirements to building and construction work (eg certification, OHS, IR legislation, contractual requirements)

Provide an example/s on a specific site that demonstrates the applicant competently planned and managed

building and construction work (eg estimating, contract administration, budgets).

Provide an example/s on a specific site that demonstrates the applicant competently applied building codes and standards to the construction process (eg fire protection services)

Provide an example/s that demonstrates the applicant competently resolved site issues (other trades, builders, defective work etc).

Provide any other comments that support the applicant's experience.