



## Site Supervisor Licensing

BSA's newest licence – Site Supervisor – is available NOW. It will become compulsory for ALL Site Supervisors to obtain this licence before 19 December 2008. BSA licensing will now consist of 3 grades:

### CONTRACTOR:

- Can contract for building work
- Can be a nominee for a building company
- Can supervise building sites

### NOMINEE SUPERVISOR:

- Can be a nominee of a building company
- Can supervise building sites (existing supervisors)

### SITE SUPERVISOR

- Can only supervise building sites

✓ - Can do

Grade	Supervise building work	Nominee for a building company	Enter into contracts for building work
Contractor	✓	✓	✓
Nominee Supervisor	✓	✓	
Site Supervisor	✓		

### Does the holder of an EXISTING BSA licence need a Site Supervisor licence?

**No** – An existing Contractor or Supervisor licence allows the holder to supervise building work. A Site Supervisor licence would only be required if the licensee intended to supervise building work outside of their existing licence class.

### Who requires a Site Supervisor licence?

Any person who is supervising the carrying out of building work as an employee – where the supervision of the work does not require the applicant to hold either a Nominee Supervisor or Contractor licence.

### What happens to the current Supervisor Grade of licence?

Current licensees holding this grade will AUTOMATICALLY transition to the grade of Nominee Supervisor. They will continue to be able to work as a nominee for a building company and supervise building work.

As current – they can not contract with the public unless they provide financial information and convert their Nominee Supervisor licence into a full Contractor licence.

## What are the requirements for obtaining this new licence?

The following table summarises the requirements to obtain this licence.

✓ - required to obtain licence

Grade	Technical	Managerial	Experience	Financial
Contractor	✓	✓	✓	✓
Nominee Supervisor	✓	✓	✓	
Site Supervisor	✓			

## Transition Period

As part of the implementation phase for this new licence BSA will provide a 12 month transition period for existing Site Supervisors to obtain this licence without having to obtain the required qualifications. This transition period ends on 19 December 2008.

## NO FORMAL TECHNICAL QUALIFICATIONS - How do I transition to this licence?

The applicant has until 19 December 2008 to provide a declaration from the licensee employer (individual contractor or if a company the Nominee Supervisor) verifying they have:

- Carried out building work as an officer or employee of the contractor for a period of 12 months or more
- Had the opportunity to assess the skills of the applicant during this period
- Satisfied themselves that the applicant has the skills to carry out the duties of a Site Supervisor in the employers licence class

The declaration MUST be completed on the Site Supervisor application form (available from BSA Offices and BSA's website).

If the employer can not agree with all 3 conditions the applicant is not able to transition. They will have to obtain the relevant technical qualification for the licence class.

## What if the employer makes a false declaration?

The provision of false and/or misleading information may result in the cancellation of the licence and fines being issued under BSA legislation and the criminal code.

## Can a company director sign a declaration for a Site Supervisor applicant?

**No** – Only a company's Nominee Supervisor can act as a declarant. As the company's technical representative they have the knowledge and skills to determine the applicant's suitability.

## What if the Nominee Supervisor has been with the company for less than 12 months and the former nominee can not be located?

The current nominee can act as referee but needs to be aware of the history of the applicant and whether they have the required skills and experience.

## What licence class will be granted through transitional provisions?

The applicant will receive the same licence class as the employer e.g. the employer holds a Builder Low Rise Restricted to Residential Work the Site Supervisor will also be issued with this licence class.

### Can an applicant transition if the employer holds a licence class no longer available?

**No** – a licence will not be granted. The applicant will have to obtain a recognised qualification to apply.

The employer may be able to upgrade to a new licence class. Where this is possible the employer will be able to complete a declaration.

### Can a Site Supervisor who transitions, upgrade to a Nominee Supervisor or Contractor licence?

**No** – A formal qualification **MUST** be obtained. The Site Supervisor would be required to meet normal licensing requirements and submit an individual application which requires provision of the required technical qualification in the applied for licence.

### Can a person who holds an interstate licence (but no current BSA licence) act as a declarant for an applicant?

**No** – The declarant **MUST** have a current BSA licence.

## FORMAL TECHNICAL QUALIFICATIONS - How do I obtain this licence?

The applicant must:

- Complete the Site Supervisor application form
- Provide a copy of the required technical qualification

### What are the required technical qualifications?

Trade contractor licence classes – Full technical qualification required (see relevant scope of work)

Builder classes – reduced technical qualifications apply

Licence Class	Site Supervisor Technical Requirements
Builder Low Rise	BGCBC4001A - Apply building codes and standards to the construction process for low-rise buildings projects BGCBC4002A - Manage occupational health and safety in the building and construction workplace BGCBC4007A - Plan building or construction work BGCBC4008A - Conduct on-site supervision of the building and construction project BGCBC4009A - Apply legal requirements to building and construction requirements. BGCBC4010A - Apply structural principles to residential low-rise constructions BGCBC4011A - Apply structural principles to commercial low-rise constructions BGCBC4012A - Read and interpret plans and specifications BGCBC4018A - Apply site surveys and set out procedures to building and construction projects BSBFLM404A - Lead work teams
Builder Medium Rise	BCGBC5001A - Apply building codes and standards to the construction process for medium rise building projects BCGBC5004A - Supervise and apply quality standards to the selection of building and construction materials BCGBC5005A - Select and manage building and construction contractors BCGBC5006A - Apply site surveys and set out procedures to medium-rise building projects

	BCGBCS008A - Apply structural principals to the construction of medium-rise buildings BCGBC5009A - Identify services layout and connection methods to medium-rise construction projects BCGBC5010A - Manage construction work/projects
Builder Open	BCGBC6001A - Codes & Standards BCGBC6004A -Manage Legal Obligations BCGBC6016A - Assess construction faults in large building projects BCGBC6014A – Construction
Builder Restricted to Kitchen, Bathroom and Laundry	BGCBC4004A - Identify and produce estimated costs for building and construction projects BGCBC4006A - Select, procure and store construction materials for low- rise projects BGCBC4008A - Conduct on-site supervision of the building and construction project BGCBC4009A - Apply legal requirements to building and construction requirements
Builder Restricted to Special Structures	As above
Builder Restricted to Structural Landscaping	As above
Builder Restricted to Swimming Pool construction	As above
Builder Restricted to Shopfitting	BGCBC4004A - Identify and produce estimated costs for building and construction projects BGCBC4006A - Select, procure and store construction materials for low- rise projects BGCBC4008A - Conduct on-site supervision of the building and construction project BGCBC4009A -Apply legal requirements to building and construction requirements BGCBC4011A - Apply structural principles to commercial low-rise constructions

## **ADDITIONAL INFORMATION – About the Site Supervisor licence**

### **How much will it cost to apply?**

\$285.00 – the same cost as a Nominee Supervisor licence (\$142.50 application fee and \$142.50 first year renewal fee).

### **What does a Site Supervisor licence allow the holder to do?**

The licence allows the holder to personally supervise building work being carried out under the employers licence (company or individual).

It does not allow the holder to contract to carry out building work personally or be a Nominee Supervisor for a company.

### **Does the Site Supervisor licence apply to the commercial work sector?**

**Yes** – a Site Supervisor licence is required for commercial building work.

### **How many licensed Site Supervisors are expected to be on site?**

It is up to the licensee to determine how many licensed Site Supervisors they employ. BSA expects that at least one licensed Site Supervisor is appointed to each job. Licensees are required to ensure that all building work is adequately supervised (Definition of "adequate supervision" - *Queensland Building Services Authority Act 1991* sections 43A and 43C)

### **Can a Site Supervisor licence be obtained by someone who contracts out supervisory services?**

**No** – a Site Supervisor must be an employee. If a Site Supervisor licensee intended to contract out their supervisory services they would be running a supervisory business and as such would require a Contractor licence.

### **Can a Site Supervisor contract for work with home owners?**

**No** – a Site Supervisor licence does not allow the holder to contract to the public. A Contractor licence would be required to do this.

### **Is the licence limited to builder classes only?**

**No** – the Site Supervisor licence applies to builder, trade contractor and designer classes.

However – a Site Supervisor licence is not available in the fire licence classes due to the occupational nature of the licence grade.

### **Do occupational licensees require a Site Supervisor licence?**

**No** - Occupational licensees are able to supervise within their scope and therefore the site supervisor grade in these classes will be redundant.

### **Can an excluded (financial failure) or disqualified (demerit point offences) individual apply for a Site Supervisor licence?**

**Yes** – because they have no control of the finances of the licensee.

### **Can a banned individual (Tier 1 defective work) apply for a Site Supervisor licence?**

**No** – because they are not competent to supervise building work

### **Can the licence be retained by the holder if they are no longer an employee?**

**Yes** – however the holder can not use the licence until they are employed. The licence can not be used to contract out supervisory services.

### **Does the two years experience gained while holding a Site Supervisor licence count towards the experience requirements of a Contractor or Nominee Supervisor licence?**

BSA is required to assess every applicants experience whether they hold a Site Supervisor licence or not. Any experience gained would have to be documented upon application for a licence and assessed at that time.

### **Can a Site Supervisor licence be obtained for the supervision of multiple trades?**

The applicant would require either:

- Multiple Site Supervisor licences covering each class of work supervised
- A Site Supervisor licence in an appropriate builder class

**Does the holder of a Contractor or Nominee Supervisor licence require a Site Supervisor licence?**

**No** – As long as the work being supervised is within the existing scope of work e.g. a licensee holding a Carpenters licence at the Contractor grade can not supervise painting work. A Painting Site Supervisor licence would be required in this instance.

**Can the holder of a Site Supervisor licence personally perform building work?**

**Yes** – The holder of a Site Supervisor licence can perform building work as an employee **ONLY** and only on work that is covered by the licence class of the employer.