



**UNIVERSITY OF  
TECHNOLOGY SYDNEY**

UTS Centre for Local Government

# **CERTIFICATION SHORT COURSE**

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**Approved by the NSW Building Professionals Board**

**UTS: PROFESSIONAL DEVELOPMENT**

## WHY UNDERTAKE THIS PROGRAM?

This Certification Short Course is an approved pathway to accreditation and re-accreditation for engineers, surveyors, planners, building surveyors and other professionals who wish to practice as Accredited Certifiers under the provisions of the *Building Professional Act 2005* and the Building Professionals Board Accreditation Scheme. While most applicants have experience working with various aspects of the legislation, few will possess a comprehensive understanding of the detailed provisions of the new Act, Regulation and Scheme.

The Short Course provides up-to-date advice and training on these matters in accordance with the requirements of the Board. It is taught by highly experienced practitioners including senior Board staff.

Building professionals must be accredited in order to provide a Part 4A Certificate or a Complying Development Certificate under the *Environmental Planning and Assessment Act 1979*, or a Strata Certificate. Part 4A certificates include:

- Compliance certificates (not mandatory with the exception of certificates for fire safety alternative solutions from 1 March 2008)
- Construction certificates
- Occupation certificates
- Subdivision certificates.

Under the Accreditation Scheme, all new and existing Accredited Certifiers must provide evidence to the Board that they meet four key requirements:

1. Core performance criteria
2. Speciality performance criteria
3. Qualifications
4. Experience.

In order to satisfy the *core requirements* of the Accreditation Scheme, applicants have the option of completing the Short Course (including assessments) **or** taking an examination set by the Board (refer [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)). **NB** Under the Accreditation Scheme, the Short Course must be successfully completed **within six months prior** to submitting an application for accreditation to the Board.

Please note also that applicants will also need to satisfy the *specialty requirements* for the category or categories of accreditation being sought.

For full details on the Accreditation Scheme, please check the Board's website at [www.bpb.nsw.gov.au](http://www.bpb.nsw.gov.au)

## PROGRAM CONTENT

The Short Course is offered in two blocks of two days. It comprises a mix of presentations, interactive discussion and small group exercises.

|                  |  |
|------------------|--|
| <b>DAY ONE</b>   | Course introduction and overview; the certification system; the NSW planning system; zoning and development standards; the development application and assessment process; conditions of consent |
| <b>DAY TWO</b>   | Development approvals and issuing certificates: construction, occupation, compliance, subdivision, strata  |
| <b>DAY THREE</b> | Setting up as a Certifier; running the business; paperwork, records and reports; handling customers and community responsibilities; compliance and enforcement                                   |
| <b>DAY FOUR</b>  | BPB complaints and auditing processes; legal workshop; insurance and liability; conflicts of interest; course review   |

## PRESENTERS

The Short Course is taught by a team of expert practitioners assisted by senior staff of the Building Professionals Board.

- **ALISON MCCABE** is a Director with SJB Planning. Her career in planning has spanned both local and State governments and consultancy. In 1998-99 she was a senior member of the team that formulated and implemented major reforms to the Environmental Planning and Assessment Act, including the introduction of provisions for private certification.
- **STEVE WATSON** is Managing Director of Steve Watson and Partners, building regulation consultants and Certifiers. He is an accredited fire-safety engineer, an accredited Principal Certifying Authority in New South Wales, and a highly qualified and experienced professional in the area of performance-based building code compliance.
- **DANNY WIGGINS** is a planner and educator, who has many years experience working with and for local and State government, in addition to teaching and consultancy. In recent years he has provided substantial consultant support to the Department of Planning in the field of planning system reform.

## ASSESSMENT

The Short Course involves a package of assessments. These must be completed satisfactorily for participants to obtain a Certificate of Successful Completion, which in turn is essential for accreditation.

Assessment requirements include:

- Attendance – generally 100% of the Course except for the most pressing reasons
- Satisfactory participation in small-group activities during the Course
- Submission of a personal logbook that adequately identifies against each Course module the key issues raised for the future practice and professional development of the participant concerned
- Two substantial written assignments. (NB: These must clearly be each participant's own work – plagiarism and collusion are unacceptable.)

## POSTGRADUATE OPPORTUNITIES

Successful completion of this short course can count towards the Centre's recently introduced Graduate Certificate in Development Assessment, offered in conjunction with the UTS Faculty of Design, Architecture and Building.

**FOR FURTHER DETAILS ON THE GRADUATE CERTIFICATE PLEASE CONTACT THE CENTRE ON 02 9514 1659.**

## ABOUT THE CENTRE

The UTS Centre for Local Government was established in 1991 as a cross-faculty centre of excellence within the University of Technology, Sydney. Its mission is to support the advancement and improvement of Australian Local Government through leadership in education and research, and by providing specialist consultancy services. The Centre works collaboratively with Local Government organisations, State and Commonwealth agencies, and international partners.

**R E G I S T R A T I O N F O R M**

|  |                                   |                            |  |
|--|-----------------------------------|----------------------------|--|
| Course name  | <b>Certification Short Course</b> | Number of registrations    |  |
| Course dates   |                                   | Sub Total                  |  |
| Fee per person   |                                   | Less 10% discount**        |  |
| * Please do not forward payment until you receive a tax invoice. |                                   | <b>TOTAL (incl GST) \$</b> |  |

**REGISTRANTS:**

|          |  |           |  |
|----------|--|-----------|--|
| Name (1) |  | Position  |  |
| Email    |  | Tel / Fax |  |
| Name (2) |  | Position  |  |
| Email    |  | Tel / Fax |  |
| Name (3) |  | Position  |  |
| Email    |  | Tel / Fax |  |

|                |  |          |  |
|----------------|--|----------|--|
| Organisation   |  |          |  |
| ABN            |  |          |  |
| Address        |  |          |  |
| Suburb / State |  | Postcode |  |
| Contact person |  | Position |  |
| Tel / Fax      |  | Email    |  |

\*\*A discount of 10% applies if two or more delegates from one organisation are registered in the same course offer.

**PRIVACY**

UTS will only collect and store personal information to provide educational services to you. By submitting your details to UTS you consent to the collection, processing and use of that data for administration of this short course and for future marketing purposes only. UTS will not otherwise, without your consent use or disclose the information you provide for any other purpose.

Please tick the box  if you do NOT wish to receive future promotional materials about UTS Short courses.

Visit the UTS website for more details of our privacy policies <http://www.uts.edu.au/div/publications/policies/select/privsr.html>

**REGISTRATION AND ENQUIRIES**

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 Email: [clg@uts.edu.au](mailto:clg@uts.edu.au)  
 Website: <http://www.clg.uts.edu.au>

**CANCELLATION POLICY**

Should a participant be unable to attend, a substitute may attend in their place. Otherwise a refund of 90% of the fee will be paid for cancellations received more than five working days prior to course commencement, or a 50% refund for cancellations received within five working days or less.

*Please note that the Centre for Local Government reserves the right to cancel or postpone a course if there are insufficient registrations.*