

Information sheet



BUILDING ASSOCIATE

(ANZSCO Code: 312112)

Group C



About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

A Building Associate supervises construction sites, and organises and coordinates the material and human resources required for a project.

Occupations considered suitable under this ANZSCO code:

- » Building Construction Supervisor
- » Clerk of Works

Occupations not considered under this ANZSCO code:

- » Program or Project Administrator
- » Contract Administrator
- » Construction Project Manager
- » Project Builder
- » Construction Estimator
- » Building Inspector

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

Building Associate is a VETASSESS Group C occupation

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.














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Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1-4):

GROUP C	Criteria for a positive Skills Assessment						
	Minimum comparable Diploma or higher AQF level	With highly relevant major field of study	Additional highly relevant qualifications*	Highly relevant employment duration**			
1		+	 +	N/A	+		
2		+	No highly relevant major	+	 Minimum AQF Certificate IV level with highly relevant major	+	
3		+	No highly relevant major	+	No additional highly relevant qualifications	+	
Pre-qualification methodology can apply to Group C occupations							
	Highly relevant employment duration**	With or without highly relevant major field of study	Additional highly relevant qualifications*	Minimum comparable Diploma or higher AQF level			
4	 +  Within last 5 years	+	N/A	+	N/A	+	

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



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Qualification and employment criteria continued...

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

AQF Diploma or higher qualification. This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Highly relevant majors of study include:

- » Building and Construction

Building is the study of the theories and techniques required to construct and maintain structures.

Core competencies include, but are not limited to:

- » Building Codes and Standards
- » Site Management
- » Principle of Structures
- » Occupational Health and Safety
- » Risk Management
- » Quality Management

Other subjects which may be covered in a Building and Construction course can include estimating and costing, building services, environmental practices and processes, workplace policies, labour and materials scheduling.

Employment

Highly relevant tasks include, but are not limited to:

- » Assisting Construction Managers in planning and organisation of on-site activities
- » Acting as the main site supervisor/site foreman for a construction site
- » Interpreting plans, regulations and codes of practice
- » Coordinating works programs
- » Organising and coordinating trade disciplines, human resources and materials

- » Monitoring construction timelines, costs and quality
- » Regular reporting of progress of construction works
- » Inspecting work and materials for compliance with specifications, regulations and standards.

Employment information

In order to be considered as a Building Associate, the position must be involved in coordinating technical aspects within the construction phase of a building project. The position should involve a high degree of site specific supervision of key technical roles or labour on site, supporting and maintaining budgetary controls, planning restrictions, coordination of services on site, ensuring timely delivery of materials and plant equipment as well as reporting to senior staff such as Project Managers or Civil Engineers.

Additional functionary duties may include design interpretation and technical input, supporting risk mitigation strategies as well as ensuring adherence to local building regulations and codes. Whilst this is not strictly a managerial position, some level of authority over site supervision and conditions is expected.

Categories of acceptable employment contexts include (but are not limited to):

- » Site foreman/Supervisor/Project Engineer for a Head Contractor (Construction Company)
- » Project lead for a particular trade discipline (often at the Subcontractor level under a Head Contractor) that either manufactures or fabricates and installs particular complex building components or works packages
- » Acting as project support and administrative assistance reporting to Construction Project Managers.

Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting your proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

To further support your employment claims, you may also wish to provide supplementary documentation including:

- » An organisational chart (showing reporting lines and departments)
- » Your Portfolio (no more than 5mb – to illustrate the nature of your work).



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