VETASSESS

Information sheet

Building Associate

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

GROUP C	Criteria for a positive Skills Assessment							
Post-qualification Pathways								
	Minimum comparable Diploma or higher AQF level		**With highly relevant major field of study**		**Additional highly relevant qualifications**		**Highly relevant employment duration**	
1	AQF	+		+	N/A	+	1 YEAR minimum	
2	AQF	+	No highly relevant major	+	AQF Minimum AQF Certificate IV level with highly relevant major	+	1 YEAR minimum	
3	AQF	+	No highly relevant major	+	No additional highly relevant qualifications	+	2 YEARS minimum	
Pre-qualification Pathway								
	Highly Relevant employment duration						**Minimum comparable Diploma or higher AQF level**	
4	3 YEARS minimum + 1 YEAR minimum Within last 5 years	+			With or without highly relevant major field of study	+	AQF	

Description of Pathways

The information below describes the available pathways for a Skills Assessment under **Group C** . Please note that in order to achieve a successful Skills Assessment Outcome, a suitable assessment for both qualifications and employment is required.

Pathway 1

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 2

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

An additional qualification in a highly relevant field of study at a minimum AQF Certificate IV level is required. Additional qualifications in a highly relevant field of study include those comparable to the AQF Certificate IV.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **one** year of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

For example, an applicant for the occupation Program or Project Administrator completed a non-relevant AQF Diploma qualification in April 2024 and later completed an AQF Certificate IV in Project Management in May 2026. The applicant commenced employment with the organisation in May 2024 and remains employed there.

Under Pathway 2, the applicant satisfies the minimum educational requirement for a Group C occupation through the AQF Diploma qualification. Accordingly, employment is counted from the completion date of the Diploma qualification, meaning employment from May 2024 onwards may be considered toward both the required Qualifying Period (QP) and any remaining eligible period for the points test.

As the later Certificate IV qualification is highly relevant to the occupation, the applicant may access the reduced employment requirement applicable under Pathway 2. In this case, only one year of QP is required, and that employment may be counted from the post-Diploma period rather than from the Certificate IV qualification completion date.

Pathway 3

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher and in a field not highly relevant to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **two** years of post-qualification employment at an appropriate skill level, undertaken in the last five years,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Pathway 4

This pathway requires a qualification assessed as comparable to the education level of an Australian Qualifications Framework (AQF) Diploma or higher with or without a highly relevant major field of study to the nominated occupation.

Diploma or higher includes AQF Advanced Diploma, Associate Degree, Bachelor Degree, Graduate Diploma, Master Degree or Doctoral Degree.

In addition, it is essential for applicants to meet the following employment criteria:

- at least **four** years of employment at an appropriate skill level that includes at least **one** year of highly relevant employment within the last five years before applying,
- working 20 hours or more per week, and
- highly relevant to the nominated occupation.

Qualification

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

- 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.

Highly relevant majors of study include:

- Building and Construction

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).