



Building examinations guide

Examination 4 - Financial, contractual and legislative

Assessment of a person's knowledge and skills relating to an application for registration as a building practitioner under the *Building Services (Registration) Act 2011*

Objective

The Building Services Board conducts examinations to assess the knowledge and skills in relation to building work of applicants for building practitioner registration under the pathways identified in the Building Services (Registration) Regulations 2011 at regulation 16, Sets 4 and 5.

These examinations are designed to assess if the knowledge and skills of the applicant are equivalent to someone who successfully completed the Diploma of Building and Construction (Building).

There are no study guidelines for these examinations as they are a test of the knowledge and skills an applicant holds as a consequence of experience.

Content

There are five parts to this examination:

1. *Home Building Contracts Act 1991*;
2. *Building Services (Registration) Act 2011*;
3. Other legislative requirements;
4. Contractual; and
5. Financial.

Examination date

To book to sit the examinations, complete and return "Form 48 – Intention to sit Board examinations". The examination dates are published on the department's website.

Examination dates can be rescheduled at your request until the day before the booked exam.

➔ If you do not attend a booked examination you forfeit the fee and the examination will be deemed a fail.

If you have any questions or need to reschedule your examination date contact the department on 1300 489 099 and ask for Licensing Services or email bclicensing@dmirs.wa.gov.au.

Fees

Fees are payable to the department in advance of each examination. See "Form 48 – Intention to sit Board examinations" for details.

Location

North Metropolitan TAFE

East Perth Campus
140 Royal Street, East Perth

Please report to the front security desk for directions to the exam room on the day.

Alternative arrangements are available for candidates intending to sit examinations outside the metropolitan area. Contact the department for further information.

Start time

Arrive 15 minutes early for identification.

Examination start time is 12.15pm. The first 15 minutes is reading time only.

➔ No additional time is provided to candidates who arrive late.

Duration

12.15pm to 3.30pm.

Reading time 15 minutes followed by a three hour exam.

What to bring with you

- Photographic Identification – such as a passport or driver's licence;
- Scale ruler;
- Calculator; and
- Writing implements (pens, pencil, eraser etc).

Candidates may bring copies of Acts and Regulations into the examination, if the Act is in a bound format.

➔ Copies of Acts and Regulations are not provided.

➔ No laptops, tablets, mobile phones, pencil cases, other books, materials or other resources may be taken into the examination.

Marks

Each part of this examination has 30 marks, for a total of 150 marks. To successfully complete this examination, candidates must pass each part of the examination (50%), and also achieve an overall mark of at least 60%, or 90 points.

How do I prepare for an exam?

1. Make a summary which includes:
 - important formulas;
 - examples you have difficulty with; and
 - examples of graphs or diagrams.
2. Know your books:
 - identify the appropriate sections;
 - use coloured highlighter pens, sticky paper notes, or, if necessary, brief annotations to mark important pages in the study books; and
3. know how to use your calculator efficiently and effectively.

How do I sit for an exam?

1. Use the perusal time to:
 - read the exam instructions;
 - read through the entire exam;
 - note the questions you can do easily and cross those you cannot; and
 - note the number of marks for each question and work out a rough time for each.
2. Schedule your time:
 - give more time to questions worth more marks;
 - do the easiest questions first; and
 - clearly mark questions you leave out so that you can return to them later.
3. Review your work:
 - check your answer; and
 - check that you answered the right number of questions.

Reference documents

Where documents such as the Building Code of Australia, Australian Standards, Acts or Regulations are referenced in this guide, they refer to the latest versions of those documents that are in-force at the time of sitting the examination.

Resources

Candidates may bring with them copies of Acts and Regulations into the examination if the Act is in a bound format.



Suggested texts to assist your preparation for the examinations.

Building construction. Volume 1 / F. Abbott, E. Schreuders (TA661) 2nd Edition

Building construction. Volume 2 (TB702)



The Building Code of Australia is available from the Australian Building Codes Board.

Website: www.abcb.gov.au



Copies of Acts and Regulations are available from the State Law Publisher.

Website: www.slp.wa.gov.au



Australian Standards are published and distributed by SAI Global under licence from Standards Australia.

Telephone: 13 12 42

Email: sales@saiglobal.com

Website: www.standards.org.au/SearchandBuyASTandard

Further information

If you have any questions regarding the examinations contact the department on 1300 489 099 and ask for Licensing Services or email bclicensing@dmirs.wa.gov.au.

SUMMARY

Set out in the summary are the areas covered by each part of this examination.

1. Home Building Contracts Act 1991

This part of the examination seeks to examine your knowledge of the *Home Building Contracts Act 1991* and the Home Building Contracts Regulations 1992. You should be familiar with the entire Act and Regulations as questions are designed to test all parts of the legislation.

2. Building Services (Registration) Act 2011

This part of the examination seeks to examine your knowledge of the *Building Services (Registration) Act 2011* and the Building Services (Registration) Regulations 2011. You should be familiar with the entire Act and Regulations as questions are designed to test all parts of the legislation.

3. Other legislative requirements

This part of examination seeks to examine your knowledge of other legislation and material relevant to the building and construction industry and the functions performed by a registered building services provider:

You should be familiar with the relevant provisions of legislation/codes regulating the building industry which includes, but is not limited to, the following:

- *Building Act 2011*;
- *Building Regulations 2012*;
- Home Building Contracts (Home Indemnity Insurance Exemptions) Regulations 2002;
- *Construction Contracts Act 2004*; and
- Building Code of Australia.

4. Contractual

This part of the examination seeks to examine your knowledge of:

- the general law and concept of contracting and tendering;
- the provisions and application of the *Construction Contracts Act 2004*; and
- the capacity of various parties (eg. individuals, contractors, subcontractors etc.) and entities/non-entities (eg. companies, partnerships, trusts and trading names etc.) to contract.

While the examination does not require an in-depth legal knowledge, you should have an understanding of the fundamentals.

5. Financial

This part of the examination seeks to examine your knowledge of:

- records and systems used to evaluate and monitor the financial viability of a business;
- type of records kept by a business carrying out building work;
- statutory obligations on a business, such as those relating to taxes payable; and
- general employment issues involved in running a business.