



Understanding the Standard application assessment process.

Licensing assessments happens in three stages –

Administration

Our administration team will firstly ensure that your application is 'complete'. If there is information missing, they will contact you and advise you of what you need to provide and the date you must provide it by. If you do not provide the requested information then your application may lapse and you will have to apply again.

Once your application is complete – it will be passed to an assessor.

Assessors

Our assessor team have been selected for their design and/or building backgrounds. Most of our assessors are LBPs themselves or hold an equivalent registration or experience. Your application will be assessed by someone with an extensive knowledge of your licensing class.

An assessor will:

- Review your application form;
- Call your referees to confirm your technical competence on projects you have worked on;
- Call you and discuss your application;
- Discuss with you your work history – this will include questions regarding your career pathway and overall development e.g. changes in employment, roles and responsibilities, movement between commercial & residential sectors, gaps or breaks from industry etc.;
- Carry out a telephone based test on your regulatory knowledge.

Once the assessor has completed your assessment, they will provided a written report to the Registrar as to whether they believe you have met the licensing competencies. The assessor will also make a recommendation to the Registrar regarding the granting of your licence.

Registrar

Once the Registrar has reviewed your report the Registrar will make a decision regarding the granting of your licence. The Registrar may at times request some more information from you to assist in making this decision.

The Registrar will send you a written notification of their decision.