

ACCREDITATION UPGRADE APPLICATION FORM

PART A – PERSONAL AND BUSINESS DETAILS

Surname		Given Names	
Preferred Name		Date of Birth	Female Male
Business Name		Business Phone	
Business Postal Address		Suburb	
State	Postcode	Business Facsimile	
Email Address		Website	
Residential Address		Suburb	
State	Postcode	Mobile Phone	

PART B – INDUSTRY INFORMATION

I have been involved in the Building Design Industry for _____ years full time *and/or _____ years part time

Building Designers Association of Australia Member: Yes No Member Category _____ No:

PART C – APPLICATION DETAIL

Accreditation Level applied for: Medium Rise Open (previously known as Unrestricted)

Assessment Type required: Type B Type C

PART D – DECLARATION

I, _____ solemnly declare that the information submitted in this application is true and correct.

Signed by Applicant: _____ Date: _____

ATTACHMENTS

This application is not complete unless accompanied by:

1. Submission portfolio (see information sheet "Which type of application process is required?")
2. The appropriate fees.

ACCREDITATION UPGRADE FEES

New & Existing BDA Australia Member	
Processing Upgrade Accreditation Application including ratification by panel for processing	\$220.00*
Non BDA Australia Member	
Processing initial Accreditation Application including ratification by panel for processing	\$440.00*

PAYMENT METHODS

Credit Card:

Name on Card _____

Card Number _____

Expiry Date _____ Amount \$ _____

Signature _____

Electronic Funds Transfer into National Australia Bank Account
BSB 082 637
Account Number 41 298 5942 (Please use Surname as Reference)
 Cheques to be made payable to BDA&T and posted to address above
 ABN 63 068 095 198 All figures include GST

* Application for BDA Membership is a separate online application, but supporting documentation does not need to be provided again
 * Please type or print clearly. Each box must be completed (* cross out as applicable). Incomplete applications cannot be processed

ACCREDITATION UPGRADE APPLICATION CHECKLIST

APPLICANT

Surname

Given Names

Accreditation Level

Assessment Type

Please check that you have included all the required documents with your application. Use the folio column to record your job/drawing/reference numbers for each document submitted. You may be required to submit a set assignment and written answers. This will depend upon experience and qualifications.

	ATTACHED	FOLIO No
1. Completed Application Form and Checklist		
2. Certified Copies of Academic Qualifications (Certified by JP)		
3. Documentary Evidence of Related Experience		
4. Statutory Declaration of Authorship		
5. Applicant Involvement Report x No. of Projects Required		
6. Project Detail Report x No. of Projects Required		
7. Competency Standards Report x No. of Projects Required		
8. Optional Supporting Documentation (At Applicant's Discretion)		
9. Copies of Working Drawings x No. of Projects Required		
10. Copies of Specification x No. of Projects Required		
11. By ticking this box, I the Applicant, Undertake to Comply with Annual CPD Requirements. Applicant will not be accepted without this acknowledgment		
12. Professional Indemnity Insurance Certificate of Currency in Applicant's name. Application will not be accepted without appropriate PI Insurance Information attached		

It is in the Applicant's interest to provide documentation that conforms to the requirements of page 2 in **Information for Applicants**, particularly in relation to the number of documents/projects required. The documentation supplied should support the Applicant's ability to satisfy the Evidence Guides on pages 7 & 8 in **Information for Applicants**.

If the requested information is not supplied in the first instance, processing will be deferred until such time as all the information is supplied. It is a requirement to provide the following documents, in the order specified, electronically to accreditation@bda.training.

Accreditation Application Documentation Required:

Application Form and Application Fee
Completed Application Checklist
Certified Copy of Academic Qualifications
Documentary Evidence Supporting Related Experience
Statutory Declaration of Authorship
Professional Indemnity Certificate of Currency

For Each Project:

Applicant Involvement Report – (page 10, Information for Applicants)
Project Detail Report – (page 10, Information for Applicants)
Performance Report – (page 10, Information for Applicants)
+ Any Additional Supporting Documents

ALL APPLICATIONS ARE TO BE SUBMITTED ELECTRONICALLY TO: accreditation@bda.training

Office Use Only

Assessed by:

Level of Approval:

Assessment Date:

Signature of Assessor: