



Assessment Application & Consent Form

Lodgement

Prior to completing this application and consent form, applicants are advised to read the National Fire Industry Association of Australia Ltd (**NFIA**) policies and procedures, including the *Application and Assessment Policy*, which are available here: <https://nfia.com.au/index.php/wa-assessment-entity/>

Please read this form carefully prior to completion, and direct any questions to: shansen@nfia.com.au

Please send completed applications (including attachments) to: shansen@nfia.com.au

Fees

Once this application has been received by the NFIA, along with required attachments, you will receive an invoice for the assessment fee.

An assessment fee of **\$1200 +GST (NFIA Members)** or **\$1500 +GST (non-NFIA Members)** applies to an initial assessment. The assessment fee is non-refundable and does not cover any registration or other fee (if applicable) payable to the NFIA or the WA Government. The application will not be considered until the required assessment fee has been paid in full and all requested documentation has been supplied.

Part A: Applicant Details

Applicant Name	
Address	
Phone Number	
Email Address	

Part B: Registration Category & Evidence Requirements

Category of Registration	Please Tick
Building Engineering Practitioner – Fire Systems Technologist	<input type="checkbox"/>
Building Engineering Practitioner – Fire Systems Associate	<input type="checkbox"/>



EVIDENCE REQUIRED

The following evidence is required for each category:

CATEGORY	QUALIFICATION(S)	EXPERIENCE
Building Engineering Practitioner – Fire Systems Technologist	Diploma in fire systems design with units relevant to one or more prescribed fire systems	5 continuous years of full-time relevant building engineering experience in the past 10 years
Building Engineering Practitioner – Fire Systems Associate	Diploma in fire systems design with units relevant to one or more prescribed fire systems	3 continuous years of full-time relevant building engineering experience in the past 6 years

Part C: Education

Please list your relevant qualification(s) and supply documentary evidence of each qualification which includes the list of units completed.

Qualification	Copy Attached
Mandatory: Diploma in Fire Systems Design	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

Part D: Employment History & Practical Experience

Applicants must provide evidence of **relevant experience**, as set out in Part B under Evidence Required. **Relevant experience** means experience demonstrating competency in each of the following:

- a) engineering knowledge relevant to the applicant's area of practice, including a knowledge of any relevant standards and practices;
- b) the practice of building engineering;
- c) the development of safe and sustainable solutions to engineering problems or issues;
- d) the identification, assessment, and management of risks; and
- e) the handling of ethical issues.

Applicants must provide evidence of their experience in the form of their employment history, a project log covering multiple building classifications, work example(s) and referees. Examples of potential templates for this information can be found in **Appendix 1 – Employment History & Practical Experience**.



Part E: Registration(s) Outside WA

If you already hold an equivalent registration issued elsewhere in Australia or New Zealand, you may be eligible to apply for registration in WA through mutual recognition without any further assessment of your qualifications and experience.

More information is available here: <https://www.dmirs.wa.gov.au/corporate/overview>

Please list all Australian federal, state and territory licences, registrations, certificates, and endorsements which you possess and provide copies. Attach additional pages if necessary.

CLASS	STATE/ TERRITORY	EXPIRY DATE	COPY ATTACHED
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Part F: Disciplinary Action

Have you ever had disciplinary action taken against you for work performed by you in a professional capacity? Disciplinary action may have been taken, for example, by a regulatory/ legislative body, or accreditation body.

Yes

No

If yes, please provide details (and any relevant documentation): _____

Part G: Photo ID

Please attach either a digital or hard copy photographic ID of yourself (e.g. a copy of your drivers' licence or passport). The document must be sufficient to confirm your identity.



Declaration

I, [Full Name] _____ declare that:

1. I am the person named in this application;
2. I recognise that:
 - a. this application will not be considered until:
 - i. the required assessment fees have been paid in full;
 - ii. I have supplied all requested documentation;
 - b. in making this application, I am not guaranteed registration and it is not the NFIA's decision whether to register an applicant;
 - c. a decision of whether to issue a certificate for an applicant is at the NFIA's absolute discretion, and can be appealed or disputed only via internal NFIA processes;
 - d. after lodging this application, I may be required to participate in other assessment activities;
 - e. any copies of qualifications, certificates, or results supplied with this application are true copies of the original documents, and that no alterations, additions or erasures have been made thereto;
 - f. any copies of other documentation supplied with this application are true copies of the original documents, and that no alterations, additions or erasures have been made thereto, except where those changes are clearly marked;
 - g. the examples of my work which I have submitted were actually prepared by me, or under my direct supervision (but not by me);
 - h. all the information contained in this application form and any attachments thereto are true and correct;
3. I have read and agree to accept and abide by the NFIA's policies and procedures;
4. I consent to the collection, use, and disclosure of my personal information by the NFIA for purposes relating to this application; and
5. this declaration is true and correct, and that I make this declaration with the understanding that a person who makes a false declaration may be liable to penalties under law.

Signed: [Applicant] _____

On: [Date] _____



Application Checklist

To ensure you have included all relevant information with your application, and to avoid unnecessary delays in the processing and assessment of your application, please review and complete the following checklist prior to submitting your application.

- Part A: Applicant Details** – Completed
- Part B: Registration Category & Evidence Required** – Completed
- Part C: Education** – Completed & Documents Attached
- Part D: Employment History & Practical Experience** – Completed & Documents Attached
- Part E: Registration(s) Outside WA** – Completed & Documents Attached
- Part F: Disciplinary Action** – Completed & Documents Attached (*if any*)
- Part G: Photo ID** – Copy Attached
- Declaration** – Signed



APPENDIX 1: EMPLOYMENT HISTORY & PRACTICAL EXPERIENCE

EMPLOYMENT HISTORY

Please complete the following table for **each** employer during the experience period (*attach additional pages if necessary*). Please note that each employer may be contacted to verify information you have provided.

EMPLOYMENT EXPERIENCE	
Company Name	
Address	
Title/ Role During Employment	
Full Time, Part Time or Casual	
Start Date	
Finish Date	
Details of Duties	



PROJECT LOG

Please use the following table to provide details of at least five (5) projects you have worked on in a relevant role during the experience period (*attach additional pages if necessary*). This log should include projects across more than one Building Class.

PROJECT	
Project Name	
Site Address	
Date	
Design Contractor	
Installer Contractor	
Building Class	
Project Description	
Type of System Designed	
Australian Standard(s) for Design	
Applicant's Role in Design	
Details of Duties	



WORK EXAMPLE(S)

For at least one (1) of the projects above, please also answer the following questions and supply supporting examples of work (e.g. design drawings).

WORK EXAMPLE	
Project Name	
Supporting Documents Attached	<input type="checkbox"/>
In 1 – 2 paragraphs, please describe a situation on this project where you identified, assessed, and managed a risk.	
In 1 – 2 paragraphs, in relation to this project, please describe how you developed a safe and sustainable solution to an engineering problem or issue.	



REFEREE(S)

Please use the tables below to provide contact details for any other referees *(please attach additional pages if necessary)*. Please note that your referees may be contacted.

REFEREE	
Contact Name	
Title/ Role	
Company	
Relationship with Applicant	
Email Address	
Phone Number	

REFEREE	
Contact Name	
Title/ Role	
Company	
Relationship with Applicant	
Email Address	
Phone Number	

REFEREE	
Contact Name	
Title/ Role	
Company	
Relationship with Applicant	
Email Address	
Phone Number	