

## Application & Assessment Policy

Effective Date	1 July 2024
Version	1

### 1 Definitions & Interpretation

1.1 For the purposes of this Policy:

TERM/ ACRONYM	DEFINITION
<b>Act</b>	<i>Building Services (Registration) Act 2011 (WA)</i>
<b>Applicants</b>	Applicants to NFIA seeking assessment for registration as Practitioners under the Act
<b>Board</b>	NFIA Board of Directors
<b>Building Commissioner</b>	Government of Western Australia Building Commissioner
<b>DEMIRS</b>	Department of Energy, Mines, Industry Regulation and Safety (also referred to as <i>Building and Energy</i> )
<b>NFIA Members</b>	Members of the NFIA
<b>NFIA</b>	National Fire Industry Association of Australia Ltd (ABN: 23 618 984 599) (ACN: 618 984 599)
<b>Practitioner(s)</b>	Registered Building Engineering Practitioner(s) – Fire Systems Technologist Registered Building Engineering Practitioner(s) – Fire Systems Associate
<b>Registration</b>	Registration by DEMIRS as a Practitioner under the Act
<b>Regulations</b>	Building Services (Registration) Regulations 2011 (WA)
<b>WA</b>	Western Australia or Australian (as appropriate)

1.2 If a term of this Policy is invalid, illegal, void, or otherwise unenforceable it must, to the extent that it is invalid, illegal, or unenforceable, be treated as severed from this Policy. Invalidity shall extend to non-compliance with applicable policies, as made and amended from time to time by the Building Commissioner.

1.3 Severance of a term will not affect the validity and enforceability of the remaining terms.

1.4 Where necessary to ensure compliance with applicable policies, as made and amended from time to time by the Building Commissioner, this Policy shall be treated as varied to the extent required for compliance.

### 2 Purpose



- 2.1 This document establishes an independent and authoritative framework for consistent and transparent assessment of engineers' qualifications, experience, and competence, in accordance with the requirements of:
  - 2.1.1 the Regulations;
  - 2.1.2 applicable policies, as made and amended from time to time by the WA Building Commissioner; and
  - 2.1.3 national and international competency standards for the recognition of professional engineers, engineering technologists and engineering associates, as appropriate.
- 2.2 A copy of this Policy shall be publicly available via the NFIA website.
- 2.3 For the avoidance of doubt, this Policy relates only to Practitioners in the following categories:
  - 2.3.1 Registered Building Engineering Practitioner(s) – Fire Systems Technologist; and
  - 2.3.2 Registered Building Engineering Practitioner(s) – Fire Systems Associate.

### 3 Scope

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- 3.1 This Policy applies to applicants (potential and current), and Practitioners.

### 4 Application & Assessment Procedure

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- 4.1 This procedure applies to Applicants seeking assessment of their qualification and experience for registration as Practitioners under the Act.
- 4.2 Applicants unsuccessful in their assessment may have an avenue of appeal via the NFIA *Appeals Procedure*.

#### Assessors

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- 4.3 Assessors shall be selected using the following criteria: to be an assessor, the individual must –
  - 4.3.1 meet the same criteria (equivalent qualification(s) and experience) required for the category of Registration they would be assessing;
  - 4.3.2 be capable of acting independently in relation to each Applicant they would be assessing;
  - 4.3.3 not have any actual, potential, or perceived conflict of interest with each Applicant they would be assessing;
  - 4.3.4 be a fit and proper person; and
  - 4.3.5 demonstrate knowledge and understanding of the assessment process in accordance with the requirements of the scheme and the Regulations.



**Criteria**

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4.4 The criteria for Registration are as follows:

CATEGORY	QUALIFICATION(S)	EXPERIENCE
<b>Building Engineering Practitioner – Fire Systems Technologist</b>	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
<b>Building Engineering Practitioner – Fire Systems Associate</b>	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

“relevant” experience means experience demonstrating, at a level appropriate to the qualification, 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.

**Application Process**

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Step 1: Submission

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- 4.5 Applicants must complete an application form and email a copy of the completed application and all required attachments to the NFIA.
- 4.6 As part of the application process, the Applicant will be asked to confirm that they are not already registered to perform the same scope of work in another Australian State or Territory jurisdiction. If registered elsewhere, the Applicant will be informed that they may be eligible to apply for registration in WA through DEMIRS under mutual recognition or automatic mutual recognition, without undergoing any additional assessment of their qualifications and experience.
- 4.7 Applicants must provide evidence of their experience in the form of employment history and examples of work.
- 4.8 After making an application, the Applicant will receive an invoice for the application fee. The Applicant must make payment of the application fee within 10 business days of receiving this



invoice, according to the instructions set out in the invoice. The invoice must be paid in full for the application to be considered.

- 4.9 A response will be sent to Applicants acknowledging receipt of their application. An invoice will then be prepared and sent to the applicant.
- 4.10 As part of this process, Applicants will be required to verify their identity in accordance with the Australian Government's 100 point identification check.<sup>1</sup>
- 4.11 Documents provided in support of an application must be an original or certified copy of the document, including those documents that evidence the Applicant's qualifications. Certified documents must be certified by an authorised person in accordance with Department of Justice guidelines.<sup>2</sup>
- 4.12 Where documents provided in support of an application are in a language other than English, the Applicant must provide both the original, or certified copy, and an English translation.

### Step 2: Review

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- 4.13 NFIA shall review the application and, upon preliminary assessment, determine whether the Applicant should proceed to assessment. In the course of doing so, NFIA may request further information from the Applicant before forming a determination.
- 4.14 Reasons for an application not proceeding to an assessment may include, but are not limited to:
  - 4.14.1 incomplete application – the Applicant will then be given an opportunity to rectify the application;
  - 4.14.2 lack of supporting evidence – the Applicant will then be given an opportunity to rectify the application; or
  - 4.14.3 the Applicant having previously had their Registration revoked or suspended, either by the NFIA or another assessment entity approved under the Act, or the WA Government.
- 4.15 The NFIA shall endeavour to communicate their decision to the Applicant within 25 business days of the application invoice being paid in full, or inform the Applicant that a decision will be issued within a longer timeframe, having regard to issues such as (though not limited to) requests made by the NFIA for further information to be provided by the applicant, Christmas/ Easter period grouped public holidays, etc.
- 4.16 If the NFIA decides that the Applicant should proceed to assessment, this shall be scheduled.

### Step 3: Assessment

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<sup>1</sup> <https://www.afp.gov.au/sites/default/files/PDF/NPC-100PointChecklist-18042019.pdf>.

<sup>2</sup> <https://www.wa.gov.au/system/files/2021-12/CTS-jp-factsheet-3-certifying-copies.pdf>.



- 4.17 Each assessment shall be undertaken by at least one assessor. This may include trainee assessors under supervision or working together with an experienced assessor.
- 4.18 At the NFIA's discretion, an interview may be conducted as part of the assessment process. Interviews may be used to verify supporting documentation provided by the Applicant, for example. Interviews may incur an additional cost, to be paid by the Applicant, and may take place either in person or online.

#### Step 4: Decision

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- 4.19 The NFIA shall endeavour to communicate their decision of whether to endorse the Applicant to the Applicant within 25 business days of the entire assessment having been completed, or inform the Applicant that a decision will be issued within a longer timeframe, having regard to issues such as (though not limited to) requests made by the NFIA for further information to be provided by the applicant, Christmas/ Easter period grouped public holidays, etc.
- 4.20 If the Applicant is successful in obtaining endorsement, the NFIA shall issue the Applicant with a certificate confirming the Applicant meets the qualification and experience requirements prescribed in the Regulations.

## 5 Fees

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- 5.1 For the 2024 – 2025 year, the fees shall be as follows:
  - \$1200+GST for NFIA Members
  - \$1500+GST for non-NFIA Members
- 5.2 Fees shall be set by the Board on or prior to 14 September each year. The Board may have regard to any matters it deems relevant including, for example, inflation and changes to NFIA operating costs.

## 6 Responsibilities

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- 6.1 The Board is responsible for ensuring compliance with, and review of, this Policy as appropriate from time to time. The Board may delegate this responsibility to an internal or external role or organisation.

## 7 Record Keeping

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- 7.1 NFIA shall maintain records of application, assessment, registration and membership, as required by the Regulations and policies, as made and amended from time to time by the WA Building Commissioner. Such records shall be:
  - 7.1.1 retained for a minimum of 7 years post-creation of each record; and
  - 7.1.2 available to the WA Building Commissioner upon reasonable request, for example, to confirm assessment approval.



- 7.2 NFIA shall document, and keep auditable records of, its assessment activities in accordance with the DEMIRS *Building Commissioner's policy for engineering assessment entities*, and the assessment scheme.
- 7.3 NFIA shall verify the authenticity of a certificate, that purports to have been issued by it, upon request by Building and Energy staff.
- 7.4 NFIA shall submit to audits of its compliance with the Regulations and the DEMIRS *Building Commissioner's policy for engineering assessment entities*, by the DEMIRS or an agent appointed or engaged by DEMIRS to conduct the audit on DEMIRS' behalf.
- 7.5 NFIA shall issue certificates of assessment to each successful applicant once they have been assessed.

## 8 Reporting Requirements

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- 8.1 Reviews will be conducted by at least one person who meets the criteria for Assessors, set out at clause 4.3 of this Policy.
- 8.2 Each December, NFIA shall review at least 10% of individual assessments completed within that calendar year, with a view to ensuring consistent and rigorous assessment of all Applicants.
- 8.3 Random selection may occur, for example, by allocating a number to each Applicant and using an independent electronic random generator to select the Applicants for audit.
- 8.4 NFIA may take reasonable action to rectify any inconsistencies identified as part of this review, including, for example, undertaking further review of a larger sample size, and reviewing individual assessment decisions.
- 8.5 NFIA shall notify the Building Commissioner within five (5) working days if a person assessed by the NFIA:
  - 8.5.1 is investigated and found to be in breach of their professional obligations;
  - 8.5.2 is removed from the National Engineering Registration (**NER**) or membership of the entity's assessment scheme;
  - 8.5.3 does not participate in an audit of compliance with the continuing participation requirements of the scheme within 30 working days of the entity requesting the person to do so; or
  - 8.5.4 does not pass any audit undertaken by the assessment entity.
- 8.6 NFIA shall submit a report to the Building Commissioner by 31 July each year (see *Appendix A*), for the previous financial year, in a manner and form that details the progress of the scheme, including:
  - 8.6.1 the number of applications received, how many applicants were successful, how many applicants were refused, and how many are under consideration;



8.6.2 the mean and median number of working days to process applications; and

8.6.3 details of the audits of assessments, including:

8.6.3.1 how the entity selected assessments for audit;

8.6.3.2 the number of assessments that were audited; and

8.6.3.3 the results of the audits.

8.7 Reports shall be provided electronically and forwarded to: [engineers@demirs.wa.gov.au](mailto:engineers@demirs.wa.gov.au)

## 9 Policy Review

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9.1 This Policy shall be monitored and reviewed by the NFIA as needed, to ensure continuous improvement of processes contained within.

## 10 References & Related Documents

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10.1 The following documents are referenced in this Policy, or are otherwise related:

10.1.1 NFIA *Appeals Procedure Policy*;

10.1.2 *Building Services (Registration) Act 2011 (WA)*

10.1.3 Building Services (Registration) Regulations 2011 (WA);

10.1.4 DEMIRS, Government of Western Australia, *Building Commissioner’s policy for engineering assessment entities* (August 2023);

## 11 Approval & Review

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Approved By	Joe Smith
Approval Date	1 July 2024
Next Review Date	As needed
Review Responsibility	Joe Smith

### Approval & Amendment History

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Version	Approval Authority	Date
1	Joe Smith	1/07/2024

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## Appendix A: Audit Report Template – Assessment

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Available upon request

<b>Applicant Name</b>	<b>Contact Number</b>	<b>Email Address</b>	<b>License Number (if applicable)</b>	<b>Audit Outcome</b>	<b>Conducted By</b>