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| CONTACT  Contact Number  [yourname@email.com](mailto:yourname@email.com)  Education  Month, Year Completed  Diploma Title  School  Summarize course work  Month, Year Completed  Certificate Title  School  Summarize course work  Month, Year Completed  Course Title  School  Summarize course work  SkilLs   * Include any license that you may hold * List your strengths relevant for the role you’re applying for * List one of your strengths |  | ABOUT ME  Use this space to make a personal statement no more than 2-3 sentences to share. To edit greyed-out sections, double click on them.  *If you’re adding or removing sections and would like to format headings and text, open up Home > Styles Pane and select the formatting on the options on the panel that will appear on the right.*  Experience  Project Name  Project Type | Date of Project  State the value/size of the project. And describe your specific job within that project.  Project Name  Project Type | Date of Project  State the value/size of the project. And describe your specific job within that project.  Activities  This section is optional but can be great to provide context on any activities or passions that you have which influence your work. For example, if you are a leader within your team at a club or have experience in other industries which helps you in your role.  References  Name  Contact Number  Email Address |

## Considering going for your builder’s registration or a new role? Either way, you’ll need to have an updated resume. We’ve outlined our best tips and actionable steps that will help make this process easier and less time consuming for tradies.

### Contact information

This is where essential information should go including:

* Full name
* Best contact number
* Email

Tip: you can also add in your current job title and the area you live in if it’s relevant to the role you’re applying to. For example, if you’re a Construction Manager looking for a Project Manager role and being located close to the project site is non-negotiable.

### About me

Use this space to make a personal statement no more than 2-3 sentences to share:

* Where you’re at in your career
* What you’re looking for from your next role
* Why you’re a good fit for the job

Tip: This is the paper equivalent of a ‘first impression’ so be sure to align your personal statement with the job description.

### Experience

Here you should describe your responsibilities and achievements in each past role. Keep it relevant for the job you’re applying for and include:

* The names of projects
* Project types (residential or commercial?)
* Value/size of project
* Your specific job within that project

Tip: Detail your role and accomplishments at each position within 3-5 bullet points, keeping the job criteria in mind as you do so.

Here are some examples of job duties for Building Professionals including Construction Managers, Site Supervisors and Builders

* Inspecting construction sites regularly to identify and eliminate potential safety hazards
* Oversee and educating all employees and subcontractors to monitor compliance with building and safety regulations and accident protocol
* Analyse, manage and mitigate risks
* Supervising and instructing team members as well as subcontractors
* Hiring new team members and subcontractors
* Monitoring productivity and providing constructive feedback and coaching
* Negotiate terms of agreements and contracts
* Oversee and direct projects from conception to completion
* Ensure high quality standards and the use of proper techniques
* Manage and review schedule deliverables and estimate costs
* Review the work progress on daily basis
* Plan ahead to prevent problems and resolve any emerging ones
* Prioritising tasks to ensure projects were completely on time and budget
* Organizing workflow and ensuring that employees understand their duties or delegated tasks
* Dealing with clients and stakeholders

### Education

Certifications are essential for many trade roles. When it comes to listing these out on your resume, we recommend being clear and consistent. For each course, mention:

* The month and year completed
* Course title
* School
* Summarise the key outcomes of the course
* If the certification is essential to the role, it could be a good idea to include this in your personal statement too

Tip: When it comes to the key outcomes, tie this back to your strengths or key career milestones. For example, if you completed a Cert IV in Building and Construction, then went on to achieve your builder’s registration as an (indirect) result.

### Skills

List the soft skills and technical skills that are relevant to the job you’re applying for. Skills are what sets you apart from other candidates. We recommend:

* Using your own language to identify your strengths
* While being sure to still reference the keywords in the job description
* Include any licenses that you hold

For example:

|  |  |
| --- | --- |
| **Leadership** | ·       Collaborative leadership style, with an ability to develop diverse teams that are motivated, and results focused through coaching and mentoring.  ·       Experienced in hiring contractors, assigning jobs and motivating staff |
| **Management and communication** | ·       Highly developed interpersonal skills with a proven ability to build and maintain relationships with clients, key stakeholders, and other project management personnel  ·       Excellent communication skills with a demonstrated ability to address concerns and solve problems efficiently |
| **Strategic thinking and execution** | ·       Ability to understand the context, make connections, anticipate issues and take decisive action despite ambiguity or complexity. |

### Activities

This section is optional but can be great to provide context on any activities or passions that you have which influence your work. For example, if you are a leader within your team at a club or have experience in other industries which helps you in your role.

### Referees

This is a no brainer, but we recommend choosing current professionals and ensuring their contact details are up to date. Tip: Choose a mentor figure and a co-worker who will be able to share different points of views from working alongside you.

## How to become a registered builder? These are your most commonly asked questions, answered.

### When is registration required?

You must be registered with the VBA in Victoria to:

* perform domestic building work where the cost (including labour and materials) exceeds $10,000
* carry out re-blocking, re-stumping, demolishing, removing a home, or any building work that requires a permit, regardless of the cost of the project
* provide more than one type of building work, such as plastering and painting, where the cost (including labour and materials) exceeds $10,000.

If you do domestic building work under a corporate entity, then one of the directors of that entity must be registered.

Your application for registration must be processed and confirmed by the VBA before you start work – it is not enough for you to have simply submitted an application for registration.

### How do I register with the VBA?

To register with the VBA, you should:

* complete and submit an application form available from the building registrations section of the VBA website
* nominate the registration class and code you wish to be registered in and provide all documentation required
* include with your application for registration the appropriate application fee and proof that you have the required insurance cover.

### Am I eligible to apply for registration?

There are different qualifications and experience requirements for registration in each class and/or component of domestic building work. Do you have the skills, knowledge and experience to apply for registration as a building practitioner in domestic building work? To see what skills and experience is required and find out if you are eligible, check each building class in this guide.

### What classes of domestic builders are there in Victoria?

There are three classes of domestic builders in Victoria:

* Domestic Builder – Unlimited (DB—U) may personally carry out, manage or arrange for sub-contractors to carry out all domestic building work.
* Domestic Builder – Manager (DB—M) may manage or arrange for domestic builders registered in another class to carry out domestic building work specified in the Certificate of Registration.
* Domestic Builder – Limited (DB—L) may carry out, manage or arrange to carry out domestic building work specified by the Building Practitioners Board.

### What does it take to become a registered builder?

To find out all the requirements you need for each category, check out the VBA’s building registrations page.

However, minimum requirements across the board include:

* 3 years of full-time experience in the category you’re applying for
* Completing an application with all the necessary proof of experience

### How can Builders Academy Australia help me with registration?

The overriding objective of students undertaking the CPC40120 Certificate IV in Building and Construction (Building) and/or the CPC50220 Diploma of Building and Construction (Building) is to work towards becoming a registered builder.

Preparing the application for builders’ registration is a very complicated and thorough process. The Victorian Building Authority requires applicants to have a large number of skills, knowledge and experience to apply for registration as a building practitioner. This involves completing complex documents that require a lot of attention to detail.

As an extra benefit to our Victorian students, we are assisting them with this process as part of our Builder Registration Mentoring Program.

### What does the Builder Registration Mentoring Program include?

Victorian BAA students who wish to complete the program can look forward to attending a virtual online seminar. On attendance of the seminar which will be conducted over 3-4 hours the participants will receive:

* A detailed breakdown and description of the process to obtain Domestic Builder Registration with the Victorian Building Authority (VBA) including the application, exam and interview.
* A detailed explanation of each of the Domestic Builder Registration categories, what they mean, what experience and knowledge is required and the process on how to apply for the respective categories.
* A breakdown of the application form and explanation on how to complete each section.
* A detailed breakdown of the statement of experience, work history and evidence portfolio.
* An explanation on how to complete these sections and examples to demonstrate the level of detail required.
* An explanation on Domestic Building Insurance (Homeowners Warranty Insurance), what it is, why you need it and how it works.
* An opportunity to ask questions as required.
* A list of topics and areas that they will need to study in preparation for the exam and interview.

### Who is eligible for the program?

Only current Builders Academy students within Victoria studying the CPC40120 Certificate IV in Building and Construction (Building) and/or the CPC50220 Diploma of Building and Construction (Building) are eligible to undertake this program.