

# 1. HR list – qualifications, competencies, licences, builder registration

For your “HR list,” the idea is to provide a clear record of what your workforce holds in terms of:

- Formal qualifications (certificates, diplomas) relevant to building and construction
- Competencies or units of competency (e.g. from a TAFE or Registered Training Organisation)
- Licences (e.g. electrician, plumbing, site supervisor licences, etc.)
- Builder registration or QBCC licence (if already held)

## Where to find/what to use:

- The *Technical Qualifications for Licensing* document from Queensland sets out what units or qualifications are required for different classes of licences. [Housing QLD+2Housing QLD+2](#)
- On the QBCC site, under “Eligibility requirements,” you can see the requirement that you must demonstrate your technical qualifications (formal or equivalent) to gain a building licence. [QBCC+1](#)
- Your training institution (TAFE, RTO) should provide you with statements of attainment or certification for units of competency.
- For builder registration / licence, you can use your licence certificate or registration document from QBCC.