



Australian Government

Department of Education, Employment and Workplace Relations

CPPBDN5014A Contribute to construction and building design project finalisation processes

Release: 1

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Modification History

New unit

Unit Descriptor

This unit of competency specifies the outcomes required to finalise small-scale building design projects covered by the Building Code of Australia (BCA), except construction Type A buildings.

It also covers supporting the construction process, conducting defect inspections of buildings, and communicating with the builder regarding defects on behalf of the client. It also covers finalising and archiving the design project and reviewing processes and outcomes to inform improved quality assurance.

Application of the Unit

This unit of competency supports building designers who assist in the satisfactory completion of small-scale building design projects and contribute to organisational process improvement.

Licensing/Regulatory Information

Work in this area must be completed according to relevant legislative, industry and organisational requirements, including occupational health and safety (OHS) policies and procedures.

Different states and territories may have regulatory mechanisms that apply to this unit. Users are advised to check for regulatory limitations.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|--|-----|--|
| 1 | Provide professional advice and support to clients and contractors during construction | 1.1 | Contractual obligations to act on behalf of client during construction of <i>small-scale building design projects</i> are determined and clarified according to workplace procedures. |
| | | 1.2 | Clarification of, and amendments to, construction drawings and specifications are provided to client and contractors according to contractual obligations and workplace procedures. |
| | | 1.3 | Advice is provided on sourcing of <i>professionals</i> to support the construction process according to contractual obligations and workplace procedures. |
| | | 1.4 | Advice is provided on processes and costings to inform the client during negotiations to vary a contract. |
| 2 | Inspect defects on behalf of clients | 2.1 | Buildings are inspected at <i>stages of building completion</i> according to contractual obligations, and defects are identified, discussed with contractors and noted. |
| | | 2.2 | Defect resolution strategies are negotiated with contractors and client, and detailed solutions, including costs, are agreed and noted. |
| | | 2.3 | Defect resolution is formally documented and processed according to contractual obligations and workplace procedures. |

- 3 Finalise building design projects
 - 3.1 Professional support is provided to client and relevant professionals, within limits of competence and legal responsibility, to assist in obtaining certificates of completion for building design projects.
 - 3.2 Project documentation is reviewed, issues that arose and agreed solutions are accurately noted, and documentation is processed according to workplace procedures.
 - 3.3 Project issues and solutions are discussed with relevant workplace personnel and process improvement strategies are explored.
 - 3.4 Project planning, methodologies and quality assurance systems are amended to incorporate agreed process improvement strategies.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- administration and management skills to:
 - manage documents
 - manage time, including planning and prioritising work
- analytical and problem-solving skills to:
 - evaluate defect resolution strategies
 - review and evaluate project processes
- interpersonal skills to interact with clients, contractors and other professionals
- language, literacy and numeracy skills to:
 - communicate with clients, colleagues and project contacts, including:
 - negotiating
 - note taking
 - writing formal letters and reports
 - interpret complex information
 - take measurements and perform calculations at site inspections
- technical skills to:
 - amend drawings and specifications
 - identify building defects
- technology skills to use information technology and relevant software

Required knowledge

- architectural styles and terminology
- construction materials and methods applicable to clients' projects
- construction project completion processes
- defects arising in construction projects and potential solutions
- key features of building life cycles
- legislation, codes and standards relevant to small-scale building design projects, including:
 - contract compliance
 - drawing standards
 - OHS duties of designers
- organisational scope of business, service levels and fees
- principles of building design, including sustainable design

- range of organisational services and nominal fees

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>A person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • provide technical advice and support to clients and contractors according to contractual obligations and workplace procedures • conduct defect inspections and negotiate defect resolutions • finalise project documentation • contribute to building design process improvement strategies.
<p>Context of and specific resources for assessment</p>	<p>Assessment of this unit:</p> <ul style="list-style-type: none"> • must be in the context of the work environment • may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills • must meet relevant compliance requirements. <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • access to: <ul style="list-style-type: none"> • suitable assessment venue and equipment • suitable simulated or real opportunities and resources to demonstrate competence • assessment instruments.
<p>Method of assessment</p>	<p>Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidates required knowledge for the unit • observed, documented and/or firsthand testimonial evidence of the candidates • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes

	<ul style="list-style-type: none"> • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes.
Guidance information for assessment	<p>This unit could be assessed on its own or in combination with other units relevant to the job function.</p> <p>Where applicable, physical resources should include equipment modified for people with disabilities.</p> <p>Access must be provided to appropriate learning and/or assessment support when required.</p> <p>Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.</p>

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Small-scale building design projects:</i>	<ul style="list-style-type: none"> • include buildings covered by the BCA, except construction Type A buildings • may be residential projects, such as: <ul style="list-style-type: none"> • additions and renovations • heritage restoration • new buildings • may be commercial or industrial projects, such as: <ul style="list-style-type: none"> • factories • motels • offices • restaurants • retail and service outlets • warehouses.
<i>Professionals</i> may include:	<ul style="list-style-type: none"> • access consultants • building surveyors • certifiers • quantity surveyors.
<i>Stages of building completion</i> may include:	<ul style="list-style-type: none"> • practical completion • final completion or handover • end of defect liability period.

Unit Sector(s)

Building design

Custom Content Section

Not applicable.