



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPCCBC4026A Arrange building applications and approvals**

**Release: 1**

## **CPCCBC4026A Arrange building applications and approvals**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to prepare documentation and submit a building approval application or submission to appropriate authorities and the management of the submission through to its final approval.

To successfully manage building approvals requires a detailed understanding of the technical documentation that must be prepared, including building plans and specifications together with knowledge of the current regulatory and planning processes. The unit requires the ability to communicate effectively with related building professionals, planning officers and clients.

### **Application of the Unit**

#### **Application of the unit**

This unit of competency supports builders, project managers and related construction industry professionals responsible for coordinating and managing the building approval process. The unit has application to residential and commercial building projects. Although the building approval process is highly structured, there is a significant degree of variability between building approval submissions, which requires problem solving and effective communications to achieve the required outcomes.

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

**Prerequisite units** Nil

## Employability Skills Information

**Employability skills** 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

ELEMENT	PERFORMANCE CRITERIA
1. Plan the process for lodging approval applications.	<p>1.1. <b>Approvals</b> required for each project stage are identified.</p> <p>1.2. Level and type of <b>information and documentation</b> needed for the application are determined and confirmed, where appropriate, in consultation with <b>external specialists</b>.</p> <p>1.3. Plan is developed and submitted for approval, recognising scheduling requirements and client needs.</p> <p>1.4. External specialists are consulted, as required, to facilitate certification of documents.</p>
2. Prepare and lodge applications for approval.	<p>2.1. Necessary documentation and supporting information are prepared and checked for compliance with the requirements of the building approval authority.</p> <p>2.2. Impact of planning application on range of <b>stakeholders</b> is analysed and strategies are adopted to maximise the likelihood of their support for the application.</p> <p>2.3. Necessary documentation and supporting information are lodged with approval authority.</p> <p>2.4. Confirmation of application status is sought at appropriate intervals to ensure continuing progress.</p>
3. Evaluate and review outcome of application.	<p>3.1. Outcome of building approval application is assessed to determine impact on project.</p> <p>3.2. Where required, minor amendments are negotiated in accordance with client, organisation and approval authority requirements.</p> <p>3.3. Rejected submissions are analysed to determine likely success of an appeal or a resubmission, and course of action is determined with the client.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

## **REQUIRED SKILLS AND KNOWLEDGE**

Required skills for this unit are:

- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - liaise with clients, stakeholders, specialists and approval authorities
  - negotiate amendments
  - read and interpret:
    - codes of practice
    - plans, specifications and drawings
    - regulations
    - reports
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
  - written skills to prepare planning submission.

### **Required knowledge**

Required knowledge for this unit is:

- building approval processes
- documentation requirements of building approval submissions
- organisation document control processes
- organisation policy relevant to building approval submissions
- industry code of practice
- range of planning approval types
- relevant Australian standards
- specialist services for certification of documentation.

# Evidence Guide

## 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.

### Overview of assessment

This unit of competency could be assessed by the preparation, submission and management of a building approval.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- submit planning documents in a logical, accurate and complete manner
- demonstrate sound document control processes
- apply relevant Australian standards
- manage a range of approval types, for example fire safety compliance, sustainability or other approvals that may be required by the local authority
- interpret building approval requirements and processes.

### Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- documentation, including client briefs, designing concepts, construction schedules and necessary supporting documentation
- client file and information for review.

## EVIDENCE GUIDE

---

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

## EVIDENCE GUIDE

---

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

## Range Statement

### 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.

***Approvals*** include:

- building approval applications for:
  - full approval
  - staged approval
- development applications
- sustainability requirements
- fees and levies.

***Information and documentation*** include:

- design briefs
- specialist's reports
- working drawings, plans and specifications.

***External specialists*** include:

- building surveyors, quantity surveyors and site surveyors
- geotechnical and environmental specialists
- structural, mechanical and electrical engineers.

***Stakeholders*** include:

- clients
- employees/staff
- existing tenants
- finance providers
- interest groups
- local community
- neighbours.



## **Unit Sector(s)**

**Unit sector** Construction

## **Co-requisite units**

**Co-requisite units** Nil

## **Functional area**

**Functional area**