



Australian Government

**Assessment Requirements for
CPPBDN4011 Prepare documentation for
building approval**

Release: 1

Assessment Requirements for CPPBDN4011 Prepare documentation for building approval

Modification History

Release 1. New unit.

This version first released with CPP Property Services Training Package Version 1.

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must be able to provide evidence of the ability to prepare drawings and documentation for the following three different building projects, as defined in the Building Code of Australia (BCA). At least one of the building design projects must include a Class 10 component:

- one Class 1 building
- one Class 2 building
- one building selected from Classes 3 to 9.

At least one of the above building projects must be two storeys and one building project must be three storeys or more.

For each of the building projects, the person must provide evidence of:

- confirming documentation and compliance requirements with the relevant authority, for each of the building projects specified
- preparing complete sets of compliant working drawings and documentation as required for the submission of the building application for each of the building projects specified in the performance evidence
- identifying and collecting supporting documentation from other construction professionals for each of the building projects specified in the performance evidence, and confirming that documents received are accurate and compliant
- submitting final, complete and accurate building approval application to the relevant authority within specified timeframe and monitoring its progress, responding to feedback or questions as instructed by the architect or building designer
- processing building approval permit and notifying the client.

Knowledge Evidence

A person demonstrating competency in this unit must be able to demonstrate knowledge of documentation required for building approval relevant to the three classes and types of building projects specified in the performance evidence, including knowledge of:

- processes of the relevant approving authority that must be confirmed and satisfied for each of the building projects specified in the performance evidence, including:

- range of documentation and types of drawings required for building approval applications relating to specified types of building design projects in specified locations
- technical knowledge of plans required for building approval, including knowledge of:
 - bracing
 - ceilings
 - concrete slabs
 - floor finishes
 - floor footings
 - lighting
 - timber framing
 - services
 - sites
 - sustainability requirements
 - ventilation
- sections of the BCA relevant to the classes and types of buildings specified in the performance evidence, including:
 - architectural styles and building construction terminology relevant to working with building plans specified in the building approval process
 - principles of energy efficiency and sustainable design sufficient to be able to communicate with others in relation to the designs and approval applications
- duty of care required to ensure quality and safety of designs submitted for building approval
- potential cost implications of changes to design at each stage of the building approval process
- legislation, codes and standards relevant to sustainable building design required to ensure compliance with building approval requirements.

Assessment Conditions

Assessment must be conducted in the workplace or a close simulation of the workplace.

Suitable assessment of performance requires:

- equipment:
 - computer with internet access and building information modelling (BIM)-capable building design software and business software currently used in drafting, architectural and building design practices
- materials:
 - building application forms and related documentation
 - reports from technical experts and external consultants, relevant to the building approval process for each of the building projects specified in the performance evidence

- working drawings relevant to the building approval process for each of the building projects specified in the performance evidence
- contingencies:
 - impact of variations to plans as directed by client or other stakeholders
 - implications of preparing and submitting to relevant authority insufficient or non-compliant documentation
- specifications – access to:
 - current Australian standards applicable to the building design and as required in the building approval process
 - local council planning regulations
 - National Construction Code
 - state codes and planning policies
- relationships with team members and supervisor:
 - tasks may be completed individually but may rely on information sourced from team members and supervisor as relevant to the task
- relationship with client:
 - liaison with the client is limited and only as directed by the architect or building designer
- timeframe:
 - according to the requirements for preparing and lodging documentation for building approval processes.

Assessor requirements

As a minimum, assessors must satisfy SNR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>