



Australian Government

**Assessment Requirements for
CPPBDN4101 Work effectively in a
building design environment**

Release: 1

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Modification History

Release 1 This version first released with CPP Property Services Training Package Release 11.0.

New unit.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by working effectively while conducting drafting activities to support two different building design projects, involving for each project:

- developing two written documents to support the project:
 - one email
 - notes from one meeting
- naming, transmitting, storing and retrieving two written documents in accordance with drafter's role and workplace procedures.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- key requirements of the building design process
- file management protocols and data security controls for building design documentation
- building design project processes and sequence
- relevant workplace, industry, work health and safety (WHS), legislative, regulatory and certification requirements
- roles and responsibilities of building designer, external consultants and industry personnel in the building design process
- role and responsibilities of drafters in the building design workplace
- sources and types of information used to support project technical reports
- documentation prepared by drafters to support building design
- business software commonly used in the building design environment:
 - word processing
 - spreadsheets
 - email and calendar management.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations. Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed. This includes access to:

- computer with internet access and building design office software
- relevant workplace, industry, WHS, regulatory and policies and procedures.

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>