



**Australian Government**

# **CPPBDN4101 Work effectively in a building design environment**

**Release: 1**

# CPPBDN4101 Work effectively in a building design environment

## Modification History

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

New unit.

## Application

This unit specifies the skills and knowledge required to work effectively as a drafter in a building design environment. This includes completing drafting activities to support the designer, working safely and collaboratively and managing documentation for future retrieval.

The unit applies to drafters who work under the supervision and instruction of building designers or architects and use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable drafting problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil.

## Unit Sector

Building Design

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Clarify roles and responsibilities in building design.

1.1 Identify relevant external consultants and construction industry personnel and clarify their responsibilities in building design.

1.2 Clarify drafters' role and responsibilities in building design.

1.3 Outline duty of care responsibilities of building designer for design quality, safety and compliance in relation to intended purpose.

- 1.4 Identify roles in building design project processes and sequence, including time and contingency management requirements.
  - 1.5 Identify and apply safe work practices in a building design workplace according to work health and safety requirements.
- 2 Communicate effectively in a building design workplace.
- 2.1 Use written skills relevant to purpose to communicate and collaborate with colleagues, clients, external consultants and permit authorities.
  - 2.2 Use effective communication skills to collaborate with relevant persons to support work tasks.
  - 2.3 Compile information from a variety of sources to support project technical reports.
  - 2.4 Take notes and record meeting discussions and outcomes.
- 3 Maintain project information in a building design workplace.
- 3.1 Operate business software commonly used in building design practice.
  - 3.2 Follow procedures to record, store, retrieve and transmit documents and information.
  - 3.3 Apply naming conventions, version control, and filing systems to manage building design documentation.
  - 3.4 Apply control methods for data security, quality assurance and risk management appropriate to building design workplace.

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- written and oral skills to communicate appropriately for the audience and situation.

## **Unit Mapping Information**

New unit.

## **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>