CPPDSM5011A Determine space utilisation

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency specifies the outcomes required to develop design briefs for the use of space. It requires the ability to analyse client requirements, develop design concepts and prepare a design brief using appropriate technology.
	The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit	This unit of competency supports the work of those involved in developing design briefs for the utilisation of space.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units   Nil

Employability Skills Information

Employability skills   The required outcomes described in this unit of
competency contain applicable facets of employability
skills. The Employability Skills Summary of the
qualification in which this unit of competency is
packaged, will assist in identifying employability skills
requirements.

Elements and Performance Criteria Pre-Content

Elements describe the
essential outcomes of a unit
of competency.

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine space utilisation requirements.	1.1 **Consultative processes** are used to confirm occupancy requirements and retain specialist property personnel according to organisational requirements.
	1.2 Project processes, objectives and time lines are negotiated and agreed with **relevant people** according to **organisational requirements**.
	1.3 **Relevant documentation** and **legislative requirements** are sourced and reviewed to identify critical requirements of occupancy process.
	1.4 **Space** occupancy plan is developed detailing suitable activities that reflect **client** needs.
	1.5 Situations requiring **specialist advice** are identified and support is sought as required according to organisational requirements.
2 Establish design concepts.	2.1 Design concepts are established based on examination of research and feasibility data according to organisational requirements.
	2.2 Design specifications are prepared according to client needs and organisational and legislative requirements.
	2.3 Relevant codes and standards are identified and examined to ensure compliance with design concepts.
	2.4 **Concept plan** is produced that summarises design recommendations and **design limitations** according to organisational requirements.
	2.5 Design recommendations are developed that include a review of **user** requirements in order to determine the **human environmental** needs.
3 Prepare design brief.	3.1 Design brief is developed that includes clear and concise documentation of information sufficient to allow design plans for space to be completed.
	3.2 **Business equipment and technology** are used to compile and prepare relevant information in a suitable format according to organisational requirements.
	3.3 Draft design brief is presented to relevant people to ensure information is accurate and meets project requirements.
	3.4 **Feedback** is sought and where appropriate incorporated into the design brief according to organisational requirements.
	3.5 Final design brief is lodged within designated time lines and copies are securely maintained according to

ELEMENT	PERFORMANCE CRITERIA
	organisational and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- analytical skills to interpret documentation, assess risk, estimate costings and budget needs, and provide cost analysis applied to space occupation
- communication skills to negotiate client and user requirements, and communicate problems and delays
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- literacy skills to interpret written and oral information
- organisational skills to plan and schedule time lines and objectives and to manage project processes
- technical skills to use software for planning and managing space (e.g. CAD and CAFM), use planning and scheduling software, and develop design brief.

Required knowledge and understanding:

- basic building services and elements
- building and workplace standards for space use
- building construction practice
- building control legislation, codes and relevant Australian standards
- codes of practice
- limitations of work role, responsibility and professional abilities
- OHS issues and requirements
- organisational and professional procedures, ethical practices and business standards
- planning requirements
- relevant federal and state or territory legislation and local government regulations related to:
  - anti-discrimination
  - consumer protection
  - environmental issues

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REQUIRED SKILLS AND KNOWLEDGE

- equal employment opportunity (EEO)
- financial probity
- franchise and business structures
- industrial relations
- OHS
- privacy
- property sales, leasing and management
- space use design principles.

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, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment	This unit of competency could be assessed through practical demonstration of developing design briefs for the utilisation of space. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.
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:

- developing a design brief using appropriate technology which incorporates feedback received from relevant people
- knowledge of organisation's practices, ethical standards and legislative requirements associated with developing design briefs for the utilisation of space
- reviewing and preparing a design concept plan that incorporates detailed recommendations on design costings, limitations and human environmental needs
- sourcing relevant documentation and negotiating with relevant parties to determine occupancy requirements.

Context of and specific resources for assessment	Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment
- workplace documentation.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require 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 of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases activity and must include evidence relating to each of the where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the

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requirements of the competency and the work being performed.

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 in the performance criteria is detailed below. Add any 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.

Consultative processes may include:	• face-to-face meetings • telephone, facsimile and written communication.
Relevant people may include:	• architects • builders • clients • management and colleagues • consultants • legal representatives • members of industry associations • principals • service providers • users.
Organisational requirements may be outlined and reflected in:	• access and equity principles and practice guidelines • business and performance plans • complaint and dispute resolution procedures • goals, objectives, plans, systems and processes • legal and ethical requirements and codes of practice • mission statements and strategic plans • OHS policies, procedures and programs • policies and procedures in relation to client service • quality and continuous improvement processes and standards • quality assurance and procedure manuals.
Relevant documentation may include information relating to:	• agreements • building codes • cash flow restrictions • certificates of occupancy • contracts • identification of formal and informal barriers and borders • leases • legislative constraints

	• licences
	• overall cost ceiling
	• permits
	• plans
	• specifications
	• time constraints.
Legislative requirements may be outlined and reflected in:	• Australian standards, and quality assurance and certification requirements
	• award and enterprise agreements
	• codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law
	• home building requirements
	• privacy requirements
	• relevant federal, and state or territory legislation that affects organisational operation, including:
	• anti-discrimination and diversity
	• environmental issues
	• EEO
	• industrial relations
	• OHS
	• strata, community and company titles
	• tenancy agreements
	• trade practices laws and guidelines.
Space may include:	• buildings
	• car parking
	• facilities
	• land
	• lettable areas
	• properties.
Clients may include:	• company management
	• government and legal instruments or agencies
	• institutions
	• internal and external property groups
	• owner-occupiers
	• private investors
	• property agents
	• property owners
	• users.
Specialist advice may be	• architects
	• builders

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sought from:	• communication providers • designers • engineers • government officials • investment consultants • members of industry associations • planners • real estate agents • solicitors • technical experts • utilities providers • valuers.
Concept plan may include:	• fire precaution facilities • floor plan • services availability.
Design limitations may relate to:	• available facilities • floor layouts • government planning criteria • legal constraints • structure uses • tenant mix • tenant requirements.
Users may include:	• bankers • clients • company boards • fund managers • institutions • internal and external property groups • owner-occupiers • private investors • tenants.
Human environment may include:	• common areas • gardens • natural light • rest areas • toilets.
Business equipment and technology may include:	• computers • data storage devices • email • facsimile machines • internet, extranet and intranet

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- photocopiers
- printers
- scanners
- software applications, such as databases and word applications.

Feedback may be sought from:

- clients and their legal representatives
- supervisors and colleagues
- formal and informal performance appraisals
- workplace assessment.

Unit Sector(s)

Unit sector   Property development, sales and management

Competency field

Competency field   Property operations and development