



Australian Government

CPCCB4028 Prepare design brief for construction works

Release: 2

CPCBC4028 Prepare design brief for construction works

Modification History

Release 2 Updated reference to general construction induction training program.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCBC4028A Prepare design brief for construction works. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to prepare a construction design brief for a client. It includes negotiating with the client, seeking feedback on the design and preparing a final design brief for client approval.

This unit of competency applies to builders, site managers, estimators, forepersons and other construction industry personnel who prepare residential and commercial project design briefs from client requests.

This unit of competency is suitable for those using specialised technical and creative skills to express ideas and perspectives and use their own judgement to deal with predictable and sometimes unpredictable problems relating to preparation of design briefs.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|---|--|
| 1 Gather client requirements. | 1.1 Discuss project requirements with client and design team. |
| | 1.2 Confirm financial expectations of the client. |
| | 1.3 Discuss preliminary design notions with team members to ensure consistency with client's vision. |
| | 1.4 Prepare a draft design brief. |
| | 1.5 Clarify and confirm draft with client and team members. |
| 2 Clarify stakeholder requirements. | |
| | 2.1 Assess input from stakeholders to confirm the responsibilities, requirements and limitations of the design brief. |
| | 2.2 Commission site survey analysis and gather and use all relevant information to inform development of the brief. |
| 3 Negotiate engagement with the client. | |
| | 3.1 Amend and formalise fee proposal and agreement. |
| | 3.2 Detail scope of services to be undertaken within the contract and fee proposal with the client, either directly or by delegation to a team member. |
| | 3.3 Present draft proposals to the client and use client feedback to modify and improve the proposal. |
| | 3.4 Finalise design brief in compliance with client and stakeholder satisfaction. |

Foundation Skills

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

- communication skills to:
 - listen and question to clarify and negotiate stakeholder and client requirements and share information
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access and extract information and develop relevant documentation.

Unit Mapping Information

Supersedes and is equivalent to CPCCB4028A Prepare design brief for construction works

Links

Companion volumes to this training package are available at the VETNet website -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCBC4028 Prepare design brief for construction works

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing client design briefs for one residential and one commercial construction project.

In doing this, the candidate must:

- prepare the brief from compiled information through consultation with client and stakeholders
- compile a comprehensive construction design brief that includes the scope, scale and core details from commencement to completion of the works.

Knowledge Evidence

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

- current project plans, building specifications, codes and standards
- relevant government legislation
- financial, legal and administrative factors affecting the contractual relationship
- roles and responsibilities of stakeholders:
 - architects and designers
 - construction managers and site supervisors
 - principals and senior management of the building and construction company
 - regulatory bodies
 - services authorities
 - subcontractors
- scope of services provided by the organisation:
 - fee proposals
 - client profile and relationship to the building and construction company
 - cost-benefit analysis

- financing options
- workplace safety requirements and workplace processes and procedures.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must be provided with:

- current relevant building and construction codes of practice and standards
- relevant government regulations
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- business equipment and technology, applications and software to prepare a design brief.

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