



Australian Government

Assessment Requirements for CPPBDN4003 Collect, apply and store building design project information

Release: 1

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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 collect, apply and store information for the following three different types of building design 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.

The person must provide evidence of:

- applying and maintaining project file naming and storage systems, including hard copy and digital drawing files and back-ups
- applying systems for monitoring file removals and amendments
- collecting, reviewing and filing digital and hard-copy documentation relating to:
 - client requirements
 - compliance requirements
 - site location characteristics
 - existing site infrastructure and services
- providing summarised information to project designer and team
- following procedures as directed to ensure relevant information is incorporated into the design process.

Knowledge Evidence

A person demonstrating competency in this unit must be able to demonstrate knowledge of collecting, applying and storing information for three building design projects specified in the performance evidence, including:

- construction terminology required to summarise and discuss types and content of internally and externally-sourced information with colleagues and designer
- building design project file naming and storing systems for:
 - digital information, including:

- incoming drawing files
- internal and external text, database, spreadsheet and presentation files
- hard-copy documentation, including:
 - internal and externally-sourced drawing files
 - internal and external text, database, spreadsheet and presentation files
- file management processes for tracking both digital and hard-copy building design project information
- types and sources of information required at the initiation of building design projects, including:
 - client requirements
 - site-specific compliance requirements
 - site location characteristics
 - existing site infrastructure and services.

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 storage capacity for a range of typical building design project information
 - electronic file storage devices
 - hard copy file storage system
- relationships with team members and supervisor:
 - tasks may be completed as an individual and as a team member, under the direction of an architect, building designer or other relevant person
- specifications – access to:
 - project information relating to the three buildings design projects specified in the performance evidence
 - National Construction Code (NCC) and relevant Australian standards relating to the three building design projects specified in the performance evidence.

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>