



Australian Government

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.

Application

This unit of competency specifies the outcomes required to set up project filing systems for documentation relevant to different residential, commercial and industrial building design projects as defined in the Building Code of Australia (BCA).

The unit covers setting up digital filing systems for documentation other than the building design project's design drawings; and hard copy filing systems, for both internal and externally-sourced documents. It also covers collecting and filing relevant documentation required at the initiation of building design projects, reviewing the contents of documentation, and applying the information to the progress of the building design project.

The unit supports the work of drafters who assist and work under the instruction and supervision of architects, building designers and other personnel, such as home sustainability assessors.

Licensing, legislative, regulatory or certification requirements apply to building design drafting in some states. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Drafting

Unit Sector

Building design

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

1. Set up project files.
 - 1.1. Building design project naming and version control system is confirmed and applied to project filing systems for incoming hard copy and digital documents from internal and external sources.
 - 1.2. Folders are created and named for storage of different types of documentation.
 - 1.3. Systems for recording file removal from storage and amendments or additions to content are confirmed and applied.
2. Collect, store and maintain information.
 - 2.1. Sources of information relating to client requirements for building design projects are identified and information is collected and stored.
 - 2.2. Sources of information relating to **compliance requirements** are identified and information is collected and stored.
 - 2.3. Sources of information relating to site location characteristics are identified and information is collected and stored.
 - 2.4. Sources of information relating to existing site infrastructure and services are identified and information is collected and stored.
 - 2.5. Building engineers' documents are collected and stored in relevant files.
 - 2.6. Files are reviewed periodically to ensure storage is correct, contents are complete and up-to-date, and files are backed up according to workplace procedures.
3. Apply building design project information.
 - 3.1. Information contained in documentation is summarised, with accurate references and discussed with designer and project team, as required.
 - 3.2. Procedures for ensuring relevant information is incorporated into building design project drawings and documentation are confirmed with project manager and followed.

Foundation Skills

This section describes core skills that are essential to performance and not explicit in the performance criteria. Employment skills essential to performance are explicit in the performance criteria of this unit of competency.

Skill	Performance feature
Learning skills to:	• access a range of resources, information and support to assist in developing understanding of file management systems • use hard copy and digital filing systems to collect, analyse, store, organise and facilitate ongoing access to information.
Numeracy skills to:	• apply version control systems to project files • use mathematical language to discuss with colleagues information gathered from documentation.
Oral communication skills to:	• participate in workplace discussions using specialised technical vocabulary relating to building design projects.
Reading skills to:	• interpret building design project information with specialised vocabulary and technical content in graphic form • check own understanding of texts and use strategies to clarify meaning.
Writing skills to:	• integrate information from a variety of sources to create summary of information gathered • use specialised vocabulary relating to building design projects when summarising information.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Compliance requirements</i> must include:	• current Australian standards applicable to the building design • federal, state or territory, and local authority legislation and regulations applicable to the building design • National Construction Code.
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Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>