



**Australian Government**

# **Assessment Requirements for CPPBDN4007 Store and retrieve building design documentation**

**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. The person must also be able to provide evidence of the ability to maintain current and accurate files of documents for the following three different types of building design projects, as defined by 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.

Within the context described above, a person must provide evidence of:

- using file naming, storage, saving and version control systems when managing documentation
- forwarding digital and hard copy documents and files to relevant personnel as requested, in relevant formats and according to workplace procedures
- reviewing files for missing, duplicate and outdated information and following up or removing as required, according to workplace requirements
- backing up project files according to accepted workplace file management procedures
- archiving files for the three different projects, with one in hard copy, ensuring safety and security and future accessibility of documentation.

## **Knowledge Evidence**

A person demonstrating competency in this unit must be able to demonstrate knowledge of:

- building construction techniques and processes in order to recognise the relevance of documentation in the project files of those buildings specified in the performance evidence
- construction and technical terminology required to discuss appropriate file management processes applicable to the various documentation in files
- recognising plans from other disciplines, including land surveys, hydraulics and fire engineering, and determining appropriate file management processes for those plans
- workplace protocols addressing file naming, storing, back-up and retrieval.

## 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 business software currently used in drafting, architectural and building design practice
    - storage capacity for a range of typical building design project information
  - electronic file saving devices
- materials – access to:
  - electronic and hard copy project files for a range of building projects
  - lockable filing cabinet
  - password-protected digital files
- 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 applicable codes and standards and local planning requirements
- timeframe:
  - completion of required tasks within timeframes specified by the workplace.

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>