



**Australian Government**

# **CPPBDN4007 Store and retrieve building design documentation**

**Release: 1**

# CPPBDN4007 Store and retrieve building design documentation

## 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 ensure documentation relating to building design projects is filed and stored safely and effectively. It addresses managing and archiving files for future retrieval and responding to requests for copies of documentation.

The unit supports drafters who assist and work under the supervision and instruction of an architect or building designer to produce and file a range of documentation as part of the building design and approval process.

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.

- |                                   |                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Maintain filing system.</p> | <p>1.1. Project file naming, storing, saving and version control systems are identified and followed when creating, amending and filing documents.</p> <p>1.2. Hard copy and digital files are reviewed to identify and remove duplicate, outdated and unnecessary documentation, and archived as required.</p> |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

- |                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Manage file requests.              | <p>2.1. Processes for actioning file requests are identified and followed.</p> <p>2.2. File requests are assessed and confirmed according to workplace procedures.</p> <p>2.3. Digital documents are made available to others with appropriate <b>file protections</b> in place according to workplace requirements.</p> <p>2.4. Hard copy documents are retrieved, logged as removed from file, and provided to others, photocopied or scanned as necessary.</p> <p>2.5. Hard copy files are regularly monitored for missing documentation and logging systems are used to locate and replace documentation.</p> |
| 3. Back up and archive project files. | <p>3.1. Digital files are <b>backed up</b> periodically and stored in a safe and secure location for emergency access.</p> <p>3.2. Hard copy files are collated, scanned where appropriate and saved to relevant electronic project files.</p> <p>3.3. Files relating to finalised projects are <b>archived</b> in a safe, secure and accessible manner.</p> <p>3.4. Processes allowing for access to archived project files are reviewed and implemented as required.</p>                                                                                                                                        |

## 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: | <ul style="list-style-type: none"> <li>access a range of resources, information and support to develop own understanding of file management protocols and their application</li> <li>use hard copy and digital filing systems to ensure the safe storage and retrieval of files.</li> </ul> |
| Numeracy skills to: | <ul style="list-style-type: none"> <li>use version control protocols when filing and storing documentation.</li> </ul>                                                                                                                                                                      |
| Oral communication  | <ul style="list-style-type: none"> <li>review, clarify and respond to requests for files</li> </ul>                                                                                                                                                                                         |

- skills to:
- use appropriate file naming conventions when liaising with others in relation to current and archived digital and hard copy project files.
- Reading skills to:
- interpret and follow workplace file naming protocols and file management processes.
- Writing skills to:
- use appropriate vocabulary and terminology in relation to file naming and archiving.

## 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.

- File protections*** must include:
- read only format
  - password-protected
  - portable document format (PDF).
- Back-up*** must include:
- computer hard drive
  - external storage devices, including:
    - portable and non-portable hard drives:
      - CD or DVD
      - USB devices
    - off-site location
    - remote, online and managed back-up services.
- Archived*** must include:
- online storage of electronic versions of documentation
  - physical offsite storage of hard copy project files.

## 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>

# Assessment Requirements for CPPBDN4007 Store and retrieve building design documentation

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## 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.

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