



Australian Government

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.

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.

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|-----------------------------------|---|
| <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 Hard copy and digital files are reviewed to identify and remove duplicate, outdated and unnecessary documentation, and archived as required.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> |
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| 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 file protections 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 backed up 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 archived 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:	- access a range of resources, information and support to develop own understanding of file management protocols and their application - use hard copy and digital filing systems to ensure the safe storage and retrieval of files.
Numeracy skills to:	use version control protocols when filing and storing documentation.
Oral communication	review, clarify and respond to requests for files

- 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>