



**Australian Government**

# **CPPBDN4101 Work effectively in a building design environment**

**Release: 1**

# CPPBDN4101 Work effectively in a building design environment

## Modification History

- Release 1 This version first released with CPP Property Services Training Package Release 11.0.  
New unit.

## Application

This unit specifies the skills and knowledge required to work effectively as a drafter in a building design environment. This includes completing drafting activities to support the designer, working safely and collaboratively and managing documentation for future retrieval.

The unit applies to drafters who work under the supervision and instruction of building designers or architects and use specialised knowledge to complete routine and non-routine tasks and deal with predictable and sometimes unpredictable drafting problems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil.

## Unit Sector

Building Design

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

- |                                                          |                                                                                                                                           |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Clarify roles and responsibilities in building design. | 1.1 Identify relevant external consultants and construction industry personnel and clarify their responsibilities in building design.     |
|                                                          | 1.2 Clarify drafters' role and responsibilities in building design.                                                                       |
|                                                          | 1.3 Outline duty of care responsibilities of building designer for design quality, safety and compliance in relation to intended purpose. |

- |   |                                                              |                                                                                                                                              |
|---|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|   | 1.4                                                          | Identify roles in building design project processes and sequence, including time and contingency management requirements.                    |
|   | 1.5                                                          | Identify and apply safe work practices in a building design workplace according to work health and safety requirements.                      |
| 2 | Communicate effectively in a building design workplace.      |                                                                                                                                              |
|   | 2.1                                                          | Use written skills relevant to purpose to communicate and collaborate with colleagues, clients, external consultants and permit authorities. |
|   | 2.2                                                          | Use effective communication skills to collaborate with relevant persons to support work tasks.                                               |
|   | 2.3                                                          | Compile information from a variety of sources to support project technical reports.                                                          |
|   | 2.4                                                          | Take notes and record meeting discussions and outcomes.                                                                                      |
| 3 | Maintain project information in a building design workplace. |                                                                                                                                              |
|   | 3.1                                                          | Operate business software commonly used in building design practice.                                                                         |
|   | 3.2                                                          | Follow procedures to record, store, retrieve and transmit documents and information.                                                         |
|   | 3.3                                                          | Apply naming conventions, version control, and filing systems to manage building design documentation.                                       |
|   | 3.4                                                          | Apply control methods for data security, quality assurance and risk management appropriate to building design workplace.                     |

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- written and oral skills to communicate appropriately for the audience and situation.

## Unit Mapping Information

New unit.

## Links

Companion volumes to this training package are available at the VETNet website -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

# Assessment Requirements for CPPBDN4101 Work effectively in a building design environment

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## Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by working effectively while conducting drafting activities to support two different building design projects, involving for each project:

- developing two written documents to support the project:
  - one email
  - notes from one meeting
- naming, transmitting, storing and retrieving two written documents in accordance with drafter's role and workplace procedures.

## Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- key requirements of the building design process
- file management protocols and data security controls for building design documentation
- building design project processes and sequence
- relevant workplace, industry, work health and safety (WHS), legislative, regulatory and certification requirements
- roles and responsibilities of building designer, external consultants and industry personnel in the building design process
- role and responsibilities of drafters in the building design workplace
- sources and types of information used to support project technical reports
- documentation prepared by drafters to support building design
- business software commonly used in the building design environment:
  - word processing
  - spreadsheets
  - email and calendar management.

## Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations. Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting where these skills and knowledge would be performed. This includes access to:

- computer with internet access and building design office software
- relevant workplace, industry, WHS, regulatory and policies and procedures.

## Links

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