



Australian Government

CPPBDN5107 Manage contracts for small-scale building design projects

Release: 1

CPPBDN5107 Manage contracts for small-scale building design projects

Modification History

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

Supersedes and equivalent to CPPBDN5014A Contribute to construction and building design project finalisation processes. Updated to meet the Standards for Training Packages 2012.

Application

This unit specifies the skills and knowledge required to manage contracts for small-scale building design projects involving residential, commercial and industrial projects up to 2,000m² floor area. It includes supporting the construction process, conducting defect inspections of buildings, and communicating with builders on behalf of clients regarding defects. It also includes finalising the design project and reviewing processes and outcomes to inform improved quality assurance.

The unit does not apply to construction Type A buildings as defined in the National Construction Code (NCC).

This unit is suitable for drafters and building designers who apply technical and theoretical knowledge and skills to building design work tasks.

This unit forms part of the licensing requirements for people engaged in building design in some states and territories. For further information, check with the relevant regulatory authority.

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.

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| 1 Advise and support clients and contractors | 1.1 Determine contractual obligations to act on behalf of client during construction of small-scale building design |
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during administration of a building construction contract.		projects.
	1.2	Provide client and contractors with clarification and amendments to construction drawings and specifications as required.
	1.3	Identify relevant persons to support the construction process according to contractual obligations and workplace requirements.
	1.4	Inform client of contract variance and process and cost implications.
	1.5	Advise client of project progress and budget changes.
2 Monitor defect resolution on behalf of clients.	2.1	Monitor stages of building completion and quality.
	2.2	Discuss defects identified during inspections at stages of building completion with contractors and client.
	2.3	Negotiate defect resolution with contractors and client and agree and detail solutions and costs.
	2.4	Document formal defect resolution and process according to contractual obligations and workplace requirements.
3 Finalise and evaluate building design project.	3.1	Assist client and relevant persons, within limits of competence and legal responsibility, to obtain certificates of completion for building design project.
	3.2	Review and process project documentation noting issues that arose and agreed solutions according to workplace requirements.
	3.3	Discuss project issues and solutions with relevant persons and explore process improvement strategies.

Foundation Skills

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

- reading skills to interpret complex technical information in project contracts

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

Unit Mapping Information

Supersedes and equivalent to CPPBDN5014A Contribute to construction and building design project finalisation processes.

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 CPPBDN5107 Manage contracts for small-scale building design projects

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by providing technical advice, support and defect resolution to clients and contractors for one residential building design project and one commercial or industrial building design project, each to a maximum floor area of 2,000m².

Knowledge Evidence

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

- legislation, codes and standards relevant to small-scale building design projects
- contract compliance and management
- drawing standards
- work health and safety (WHS) responsibilities of designers
- construction materials and methods
- construction project completion processes:
 - practical completion
 - final completion or handover
 - end of defect liability period
- potential solutions for defects arising in construction projects.

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 word processing software
- relevant legislation, regulations, codes and standards
- technical references

- relevant workplace procedures and policies
- building project documentation:
 - construction drawings
 - specifications
 - contract documents
 - inspection reports.

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