



Australian Government

CPPBDN8105 Lead the building design team

Release: 1

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Modification History

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

Supersedes and is equivalent to CPPBDN8004A Lead the building design team.
Updated to meet the Standards for Training Packages 2012.

Application

This unit specifies the knowledge and skills required to lead and manage a building design team including establishing and coordinating team technical and creative skills to meet client needs. It includes responding to staff development needs, complying with employment processes, providing comprehensive and appropriate role definitions and monitoring staff performance.

This unit is suitable for experienced building designers who apply broad and coherent theoretical and technical knowledge and highly specialised skills to manage building design projects with autonomy and judgement and to deal with sometimes complex and unpredictable contingencies.

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 Determine staffing requirements. | 1.1 Analyse workplace goals and requirements of work to be undertaken. |
| | 1.2 Assess existing staff skill mix and identify gaps for effective completion of projects. |

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| | 1.3 | Establish need for additional staff or contractors to meet project requirements. |
| | 1.4 | Apply organisational human resource policies to support effective team operation. |
| 2 Measure and monitor staff performance. | 2.1 | Establish objectives and key performance indicators for individual roles in response to workplace requirements. |
| | 2.2 | Review staff performance using a structured performance appraisal system. |
| | 2.3 | Analyse performance appraisals to identify resource requirements and professional development needs of staff. |
| | 2.4 | Provide support to individuals and teams to enhance performance and achievement workplace goals. |
| | 2.5 | Manage performance in line with workplace and legislative requirements. |
| 3 Respond to professional development needs of staff. | 3.1 | Identify current and future professional development needs of staff. |
| | 3.2 | Provide opportunities for staff members to develop their creative, design and technical skills within the workplace. |
| | 3.3 | Budget and plan to meet training and development needs of staff. |
| 4 Manage team effectiveness. | 4.1 | Establish and maintain effective communication channels with staff and contractors. |
| | 4.2 | Communicate workplace plans and projects and involve staff in planning processes. |
| | 4.3 | Guide teams and individuals to establish objectives, responsibilities and accountabilities. |
| | 4.4 | Trial and implement strategies to enhance team growth and motivation. |

Foundation Skills

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

- reading skills to:
 - interpret and apply complex information in legislation, employment agreements and contracts
 - analyse staff and skill profiles
- written and oral skills to communicate appropriately for the audience and situation
- oral skills to manage conflict.

Unit Mapping Information

Supersedes and is equivalent to CPPBDN8004A Lead the building design team.

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 CPPBDN8105 Lead the building design team

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Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- analysing and establishing the staffing requirements of a design team
- monitoring and measuring performance of at least two members of the building design team
- determining and meeting skill development requirements for at least two members of the building design team

for one building design project involving building of Type A construction, as defined in the National Construction Code (NCC).

Knowledge Evidence

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

- relevant local, state/territory and national legislative, industry and workplace requirements:
 - work health and safety (WHS)
 - employment and workplace legislation
- processes and procedures for human resource planning:
 - enterprise bargaining agreements
 - administration of records and databases
 - induction processes
 - position descriptions
 - leave entitlements
 - recruitment and selection
 - remuneration practices
 - rewards and recognition practices
 - termination procedures
- performance appraisal models and their application:

- formal appraisals
- informal one-on-one review discussions
- probationary reviews
- leadership models and styles:
 - types of leaders
 - delegation
- motivation and coaching:
 - theories of motivation
 - mentoring
- strategies to facilitate team development and effectiveness:
 - on or off job training and development
 - problem solving
 - communication processes.

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, standards and workplace policies and procedures
- relevant building design information and team details.

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