



Australian Government

Department of Education, Employment and Workplace Relations

CPPBDN5006A Consult with clients to produce approved small-scale building project design briefs

Release: 1

CPPBDN5006A Consult with clients to produce approved small-scale building project design briefs

Modification History

New unit

Unit Descriptor

This unit of competency specifies the outcomes required to consult with clients to identify and clarify parameters, such as their vision for service level and requirements, preferences and budget for new building design projects covered by the Building Code of Australia (BCA), except construction Type A buildings.

It also covers researching and presenting information that may affect the clients' requirements, preferences and budget; applying knowledge of construction materials and methods; offering and negotiating creative design solutions; and developing a client-approved design brief for the new building design project.

Application of the Unit

This unit of competency supports building designers who consult with clients to prepare finalised and approved design briefs for small-scale commercial, industrial and residential building design projects.

Licensing/Regulatory Information

Work in this area must be completed according to relevant legislative, industry and organisational requirements, including occupational health and safety (OHS) policies and procedures.

Different states and territories may have regulatory mechanisms that apply to this unit. Users are advised to check for regulatory limitations.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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| 1 | Prepare for design brief consultations | 1.1 | <i>Preliminary data</i> for <i>small-scale building design projects</i> is gathered and documentation and files are created according to workplace procedures. |
| | | 1.2 | Preliminary data is reviewed to identify broad project <i>parameters</i> . |
| | | 1.3 | Parameters are considered and <i>information</i> is gathered to assist communications in design brief consultations with client. |
| | | 1.4 | Individuals to be involved in deciding and approving the project design brief are clarified with client and consultations are scheduled. |
| | | 1.5 | Strategies to establish and maintain client trust and respect are developed. |
| | | 1.6 | Files and organisational marketing material for consultations are prepared. |
| 2 | Consult clients to develop draft design brief | 2.1 | Basic understanding of building design project objectives and ability of own organisation to fulfil design role are demonstrated to client. |
| | | 2.2 | <i>Client is encouraged to give details</i> about vision, preferences and budget for building design projects and notes are taken to inform next stage of consultation. |
| | | 2.3 | Questioning techniques and sketching skills are used to expand notes and clarify details of client's design requirements. |
| | | 2.4 | Budgetary constraints are explored with client and innovative design ideas are proposed. |

- 2.5 Details of draft design brief are reviewed with client and level of service and associated fees are discussed.
 - 2.6 Approval to proceed with finalisation of design brief is obtained from client, or deferral or termination of services is confirmed.
- 3 Finalise design brief
 - 3.1 Design consultation notes are reviewed and requirements challenged in relation to design constraints specific to location of project.
 - 3.2 Design brief is formally documented according to workplace procedures.
 - 3.3 Details of design brief are presented to and negotiated with client, and modifications are accurately documented.
 - 3.4 Approval of final design brief is obtained from client.
 - 3.5 ***Fee structure and terms and conditions of service*** are established according to workplace procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- administration and management skills to:
 - manage documents
 - manage time, including planning and prioritising work
- analytical and problem-solving skills to:
 - evaluate cost-effectiveness of construction materials and methods
 - research construction materials and methods
- interpersonal skills to build trust and rapport with clients and other project stakeholders
- language, literacy and numeracy skills to:
 - communicate with colleagues and contacts, including:
 - marketing
 - negotiating
 - note taking
 - writing formal design briefs
 - explain budgetary constraints
 - interpret complex information
 - present information to clients
- self-management skills to behave with professional integrity in dealings with clients
- technical skills to:
 - apply creative, practical and sustainable design principles to clients' design visions
 - interpret verbal descriptions and visualise clients' concepts to inform production of sketches
 - use fine hand drawing to produce preliminary concept sketches
- technology skills to use information technology and relevant software

Required knowledge

- building designers' duty of care to ensure quality and safety of designs
- basic principles of structural engineering
- construction materials and methods applicable to clients' projects
- creative, practical and sustainable design principles
- design constraints and opportunities relating to particular types of building design projects and locations
- information to be elicited from clients in order to produce comprehensive design briefs

- organisational protocols and procedures for interaction and negotiation with clients
- range of organisational services and nominal fees

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person should demonstrate the ability to: • prepare for client consultations, including: • gathering and reviewing relevant information • confirming stakeholders to be consulted • consult successfully with clients, including: • establishing rapport with clients • explaining budgetary constraints • obtaining sufficient information to produce design briefs that clients approve • explaining service fees • winning contracts for design work • develop and finalise design briefs • complete client service agreements.
Context of and specific resources for assessment	Assessment of this unit: • must be in the context of the work environment • may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills • must meet relevant compliance requirements. Resource implications for assessment include: • access to: • suitable assessment venue and equipment • suitable simulated or real opportunities and resources to demonstrate competence • assessment instruments.
Method of assessment	Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods:

	• written and/or oral assessment of the candidates required knowledge for the unit • observed, documented and/or firsthand testimonial evidence of the candidates • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes.
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Guidance information for assessment	This unit could be assessed on its own or in combination with other units relevant to the job function. Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.
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Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Preliminary data</i> may include:	• brief prepared by clients prior to consultation • communications with clients • documentation from past projects for same client • information relating to location of project.
<i>Small-scale building design projects:</i>	• include buildings covered by the BCA, except construction Type A buildings • may be residential projects, such as: • additions and renovations • heritage restoration • new buildings • may be commercial or industrial projects, such as: • factories • motels • offices • restaurants • retail and service outlets • warehouses.
<i>Parameters</i> may include:	• budget • functional analysis of building use • level of service requested, for example: • concept sketches only • design drawings for planning approval • working drawings for construction approval

	• contract administration • location • size and type of project • timelines.
Information may include basic details of:	• budgetary opportunities and constraints • environmental requirements • planning limitations.
Clients may be encouraged to give details by:	• active listening • attentiveness • enthusiasm • note taking • questioning.
Fee structure and terms and conditions of service may be established by:	• building designer • building designer in consultation with principal designer • principal designer.

Unit Sector(s)

Building design

Custom Content Section

Not applicable.