



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM6013A Prepare project design brief and documentation in the property industry

Release: 1

CPPDSM6013A Prepare project design brief and documentation in the property industry

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to prepare a design brief in the property industry. It requires the ability to analyse specific site documentation, determine facility requirements, and establish design parameters and project costings.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of those involved in preparing project design briefs in the property industry.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the required performance needed to demonstrate achievement of the element. Where <i>bold italicised</i> text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine facility requirements.	1.1 Facility requirements are confirmed and agreed with relevant people. 1.2 Relevant information, including applicable industry, legislative and organisational requirements is reviewed to ensure compliance with critical planning requirements. 1.3 Project objectives and time lines are developed, negotiated and confirmed according to organisational policies and procedures. 1.4 Special client requirements are determined and expert industry advice is sought as required.
2 Establish design concepts.	2.1 Design parameters are established based on examination of research and feasibility data. 2.2 Design documentation and specifications are prepared according to client and industry requirements. 2.3 Relevant codes and standards are examined to establish their impact on design concepts and human and environmental needs.
3 Prepare design brief.	3.1 Design brief is prepared that addresses client and project requirements and is in an appropriate format for dissemination to relevant people. 3.2 Project costings are established and a construction budget negotiated and confirmed in consultation with relevant people. 3.3 Constructive feedback is reviewed and adjustments are made to design brief as appropriate. 3.4 Final design brief is lodged within designated time lines and relevant documentation is securely maintained according to organisational and legislative requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- communication skills to discuss issues that may impact on others, include relevant people in the design process, receive feedback and evaluate design brief
- computing skills to access the internet and web pages, prepare and complete online

REQUIRED SKILLS AND KNOWLEDGE

forms, lodge electronic documents and search online databases

- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- literacy skills to prepare required documentation and information for those involved in design process and to access and interpret relevant design information, plans and specifications
- organisational skills to plan and arrange activities to prepare a design brief and to schedule and meet time lines
- technical skills to complete reports, use and understand design software such as CAD, and use planning and scheduling software.

Required knowledge and understanding:

- a range of building types and the use best suited to each type of building
- basic knowledge of property contracts and administrative requirements
- building codes and practices relating to fit-out
- building construction practices
- building control legislation, codes and relevant Australian standards
- building structures and their benefits and drawbacks
- industry practices and benchmarks for contracts
- organisational and professional procedures, ethical practices and business standards
- planning and scheduling techniques and software
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - privacy
 - property sales, leasing and management.

Evidence Guide

EVIDENCE GUIDE

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

Overview of assessment This unit of competency could be assessed through practical demonstration of preparing design briefs. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for assessment and evidence required to demonstrate competency in this unit A person who demonstrates competency in this unit must be able to provide evidence of:

- accurately determining facility design requirements and special client needs through consultation activities
- determining design budget and project costings
- knowledge of organisation's practices, ethical standards and legislative requirements associated with preparing design briefs
- producing a design brief that clearly sets out requirements for completion of design
- reviewing relevant codes and standards and developing design concepts that incorporate budget requirements and design parameters.

Context of and specific resources for assessment Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment
- workplace documentation.

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.

Validity and sufficiency of evidence require that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice with a decision of competence only taken at the point when the assessor has complete confidence in the person's competence
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

In all cases activity and must include evidence relating to each of the where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

Range Statement

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 in the performance criteria is detailed below. Add any 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.

Facility requirements may relate to:

- aspect
- building useable space
- fit-out and finishes
- special purpose building.

Relevant people may include:

- architects and designers
- bankers and financiers
- builders
- business consultants
- clients
- investment consultants
- planners
- project management consultants
- property owners
- quantity surveyors
- real estate agents
- solicitors
- surveyors
- tenants
- valuers.

Legislative requirements may be outlined and reflected in:

- Australian standards
- environmental and zoning laws affecting access security, access and property use
- freedom of information
- home building requirements
- privacy and confidentiality requirements and laws applying to owners, contractors and tenants
- public health
- quality assurance and certification requirements
- relevant common law
- relevant federal, and state or territory legislation and regulations affecting organisational operation, including:

- anti-discrimination and diversity
- environmental issues
- EEO
- industrial relations
- OHS
- relevant industry codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law
- relevant local government policies and regulations
- strata, community and company titles
- tenancy agreements
- trade practices laws and guidelines.

Organisational

requirements may be outlined and reflected in:

- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- emergency and evacuation procedures
- employer and employee rights and responsibilities
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- policies and procedures relating to own role and responsibility
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals
- records and information systems and processes.

Design parameters may relate to:

- aesthetics
- financial constraints
- maximum and best asset use
- tenancy possibilities.

Design documentation may include:

- artwork
- bills of quantity
- computer models
- forms of contracts
- plans and specifications
- schedules.

Design brief may include:

- estimated project costings
- preliminary cost limitations
- project concept and objective
- sketch plans and layouts
- time lines
- user and client needs.

Construction budget may include:

- consultants' fees
- contingencies
- costings of all component construction parts
- council fees
- development management fees
- leases
- other allowances.

Feedback may include:

- formal and informal discussions, reviews and evaluations with:
 - existing and previous clients

- peers, colleagues and managers
- information provided by others involved in a professional capacity, both internal and external to the organisation.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development