Draft 0.1

This is our work-in-progress update to CPCCBC4026A Arrange building applications and approvals: https://training.gov.au/Training/Details/CPCCBC4026A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Re-templated to meet Standards for Training Packages 2012.

Sequenced Elements and Performance Criteria.

Specified what and how performance is demonstrated in Performance Evidence.

Captured critical Range Statement items and included industry relevant knowledge in Knowledge Evidence.

Stated mandatory conditions and specific requirements for assessment.

CPCCBC4026
Arrange building applications and approvals

Application

This unit of competency specifies the skills and knowledge required to prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval. It includes communicating effectively with clients, building professionals and planning officers.

The unit applies to builders, project managers and related construction industry professionals responsible for coordinating and managing the building approval process for residential or commercial projects.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems relating to building application approvals.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Plan the application process.	1.1	Develop a submission plan for Identify project stages requiring approval.
	1.2	Determine level and type of information and documentation needed for each stage of approval.
	1.3	Develop applications and consult with external specialists to facilitate document certification.
	1.4	Examine submission plan ensuring client needs are addressed and met.
2. Prepare and lodge application.	2.1	Prepare documentation and supporting information for compliance with the requirements of the building approval authority.
	2.2	Adopt strategies to minimise impact on stakeholders and maintain their support for the application.
	2.3	Lodge necessary appropriate application and supporting documentation with approval authority.
	2.4	Notify relevant person for payment of fees within the due dates and terms.
3.Manage application process.	3.1	Seek confirmation of application status at appropriate intervals to ensure continuing progress.
	3.2	Assess building approval progress and inform stakeholders.
	3.3	Evaluate minor amendments, to determine impact on project.

	3.4 Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals.

Foundation Skills

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

- communication skills to:
  - select appropriate channels, format, tone and content for the intended audience
- technology skills to:
  - use digital tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access, extract information and develop relevant documentation

Unit Mapping Information

Supersedes and equivalent to CPCCBC4026A Arrange building applications and approvals.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC4026 Arrange building applications and approvals

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by preparing, submitting and managing two applications for approval. One for a residential project and one for a commercial project.

In doing this, the candidate must:

- develop a submission plan, which includes:
    - stages and dates for submission of application
    - forms, documents and supporting evidence required to be submitted
    - application fees, charges and costs.

Knowledge Evidence

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

- relevant government building legislation, codes and standards
- plans, specifications and contracts
- local authority building application processes:
    - full approval
    - staged approval
    - development applications
    - sustainability requirements
    - fees and levies
    - complaints and appeals
- documentation requirements of building approval submissions:
    - design briefs
    - specialist's reports
    - working drawings, plans, details and specifications
- organisational quality assurance processes and practices
- specialist services for certification of documentation:
    - building surveyors, quantity surveyors and site surveyors
    - geotechnical and environmental specialists
    - structural, mechanical and electrical engineers

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment.

Candidates must be provided with:

- relevant government regulations, codes and standards

- current project plans, specifications and manufacturer's product information
- organisational quality assurance documents
- local authority building approval processes and application forms
- sufficient materials and equipment to facilitate arrange building applications and approvals.

Links

Companion Volume Implementation Guide: to be added.