Draft 0.1

This is our work-in-progress update to CPCCBC4028A Prepare design brief for construction works: https://training.gov.au/Training/Details/CPCCBC4028A.

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.

CPCCBC4028
Prepare design brief for construction works

Application

This unit of competency specifies the outcomes required to prepare a construction design brief for a client. It includes negotiating with the client, seeking feedback on the design and preparing a final design brief for client approval.

This unit of competency applies to builders, site managers, estimators, forepersons and other construction industry personnel who prepare residential and commercial project design briefs from client requests.

This unit is suitable for those using specialised technical and creative skills to express ideas and perspectives and use their own judgement to deal with predictable and sometimes unpredictable problems relating to preparation of design briefs.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Gather client requirements.	1.1	Discuss project requirements with client and design team.
	1.2	Outline fee proposal and financial expectations of the client.
	1.3	Discuss preliminary design notions with team members to ensure consistency with client's vision.
	1.4	Prepare a draft design brief.
	1.5	Clarify and confirm draft with client and team members.
2. Clarify stakeholder requirements.	2.1	Assess input from stakeholders to confirm the responsibilities, requirements and limitations of the design brief.
	2.2	Commission site survey analysis and gather and use all relevant information to inform development of the brief.
3. Negotiate engagement with the client.	3.1	Amend and formalise fee proposal and agreement.
	3.2	Detail scope of services to be undertaken within the contract with the client, either directly or by delegation to a team member.
	3.3	Present draft proposals to the client and use client feedback to modify and improve the proposal.
	3.4	Finalise design brief in compliance with client and stakeholder satisfaction.

Foundation Skills

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

- 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 CPCCBC4028A Prepare design brief for construction works.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC4028 Prepare design brief for construction works

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by preparing two client design briefs for one residential and commercial construction project work.

In doing this, the candidate must:

- prepare the brief from compiled information through consultation with client and stakeholders
- compile a comprehensive construction design brief that includes the scope, scale and core details from commencement to completion of the works.

Knowledge Evidence

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

- current project plans, building specifications, codes and standards
- relevant government authority legislation
- financial, legal and administrative factors affecting the contractual relationship
- roles and responsibilities of stakeholders:
    - architects and designers
    - construction managers and site supervisors
    - principals and senior management of the building and construction company
    - regulatory bodies
    - services authorities
    - subcontractors
- scope of services provided by the organisation:
    - fee proposals
    - client profile and relationship to the building and construction company
    - cost-benefit analysis
    - financing options

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:

- current plans, specifications, codes and standards
- relevant government regulations
- organisation's quality assurance documentation
- sufficient materials and equipment to facilitate prepare a design brief for construction works.

Links

Companion Volume Implementation Guide: to be added.