



Competencies

Draftsperson

Building Design – Architectural
Building Design – Interior
Building Design – Services



REGISTERED
Building Practitioner

Registration enquiries 1300 360 320
Facsimile 03 9285 6490
www.buildingcommission.com.au



Building
Practitioners Board

Competencies

Draftsperson Building Design – Architectural

Scope of work

Draftspersons Building Design – Architectural design, develop and prepare plans and documentation for all components of building work relating to permits or permit applications, complying with all planning and building legislation. They also advise clients on building materials, specifications and construction methods.

Assessment

Further to an application for registration being lodged, and prior to registration being approved, an applicant may need to be assessed by a board member/industry expert or qualified workplace assessor/industry expert. The Board will determine whether an assessment will take place at the Building Commission or on-site. The assessment may include the following:

- an interview, involving questions and answers
- the tabling of documentation, including
 - a site plan or drawing, site induction plan etc.
 - a business plan or financial plan etc.
- an on-site assessment, involving a visit to a current work site.

Competencies

The applicant should provide evidence demonstrating knowledge and skill in the following competencies:

Work practice

Knowledge of:

- the planning approval process
- building approval process
- contractual and legal obligations to clients
- obligations when acting as an agent for an owner
- the appointment of a Building Surveyor
- the engagement of other consultants by a client or registered practitioner
- forms and principles for project contract administration.

Ability to:

- define scope of works and services
- apply drawing office administration processes
- conduct a site analysis and develop a design response
- carry out a site investigation and accurately document existing conditions
- carry out a site survey and record site levels
- obtain property information from authorities (sewer, gas, water, power, easements etc.)
- prepare town planning applications and drawings
- understand and coordinate consultant information into project documentation
- prepare detailed specifications
- produce detailed working drawings and documentation for residential dwellings and commercial buildings
- evaluate construction costs to ensure a final design within the client's budget
- provide design solutions for residential dwellings and commercial buildings.

Construction technology

Knowledge of:

- general construction terms
- local council requirements
- Building Code of Australia (BCA) 2004
- relevant Australian Standards
- Victorian Building Commission's *Essential Services Maintenance Manual*.

Ability to:

- evaluate materials and methods for construction of residential dwellings and commercial buildings
- apply principles of construction technology to residential dwellings and commercial buildings
- apply principles of environmental sustainability to building design.

Professional practice

Knowledge of:

- business planning
- financial planning
- business taxes
- communication practice
- organisational skills
- conflict resolution
- problem solving
- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
 - registration
- business technology
- quality assurance systems
- self-development principles.

Legislation

Knowledge of and ability to apply the following legislation:

- *Building Act 1993*
- Building Regulations 1994
- *Planning and Environment Act 1987*
- *Occupational Health and Safety Act 1985*.

Knowledge of the following legislation:

- *Domestic Building Contracts Act 1995*
- *Building and Construction Industry Security of Payment Act 2002*
- *Environment Protection Act 1970*
- Environment Protection Regulations
- *Disability Services Act 1991*
- *Health Act 1958*
- Health Regulations
- *Heritage Act 1995*
- Heritage (General) Regulations 1996.

Disclaimer:

The competencies herewith are specific to the registration category and class of building practitioner, for the purpose of registration with the Building Practitioners Board, under section 170 of the *Building Act 1993*.

Competencies

Draftsperson Building Design – Interior

Scope of work

Draftspersons Building Design – Interior design, develop and prepare plans and documentation for the interior fit-out of buildings relating to permits or permit applications, complying with all planning and building legislation. They also advise clients on building materials, specifications and construction methods.

Assessment

Further to an application for registration being lodged, and prior to registration being approved, an applicant may need to be assessed by a board member/industry expert or qualified workplace assessor/industry expert. The Board will determine whether an assessment will take place at the Building Commission or on-site. The assessment may include the following:

- an interview, involving questions and answers
- the tabling of documentation, including
 - a site plan or drawing, site induction plan etc.
 - a business plan or financial plan etc.
- an on-site assessment, involving a visit to a current work site.

Competencies

The applicant should provide evidence demonstrating knowledge and skill in the following competencies:

Work practice

Knowledge of:

- the planning approval process
- the building approval process
- contractual and legal obligations to clients
- obligations when acting as an agent for an owner
- the appointment of a Building Surveyor
- the engagement of other consultants by a client or registered practitioner
- forms and principles for project contract administration.

Ability to:

- define scope of works and services
- apply drawing office administration processes
- carry out a site investigation and accurately document existing conditions
- obtain property information from authorities (sewer, gas, water, power, easements etc.)
- understand and coordinate consultant information into project documentation
- prepare detailed specifications
- produce detailed working drawings and documentation
- evaluate construction costs to ensure a final design within the client's budget
- provide design solutions.

Construction technology

Knowledge of:

- general construction terms
- local council requirements
- Building Code of Australia (BCA) 2004
- relevant Australian Standards
- Victorian Building Commission's *Essential Services Maintenance Manual*.

Ability to:

- evaluate materials and methods for construction
- apply principles of construction technology
- apply principles of environmental sustainability to building design.

Professional practice

Knowledge of:

- business planning
- financial planning
- business taxes
- communication practice
- organisational skills
- conflict resolution
- problem solving
- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality assurance systems
- self-development principles.

Legislation

Knowledge of and ability to apply the following legislation:

- *Building Act 1993*
- Building Regulations 1994
- *Planning and Environment Act 1987*
- *Occupational Health and Safety Act 1985*
- *Disability Services Act 1991*.

Knowledge of the following legislation:

- *Domestic Building Contracts Act 1995*
- *Building and Construction Industry Security of Payment Act 2002*
- *Environment Protection Act 1970*
- Environment Protection Regulations
- *Health Act 1958*
- Health Regulations
- *Heritage Act 1995*
- Heritage (General) Regulations 1996.

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Competencies

Draftsperson Building Design – Services

Scope of work

Draftspersons Building Design – Services design, develop and prepare plans and documentation for the design of services for buildings relating to permits or permit applications, complying with all planning and building legislation. They also advise on building materials, specifications and construction methods.

Assessment

Further to an application for registration being lodged, and prior to registration being approved, an applicant may need to be assessed by a board member/industry expert or qualified workplace assessor/industry expert. The Board will determine whether an assessment will take place at the Building Commission or on-site. The assessment may include the following:

- an interview, involving questions and answers
- the tabling of documentation, including
 - a site plan or drawing, site induction plan etc.
 - a business plan or financial plan etc.
- an on-site assessment, involving a visit to a current work site.

Competencies

The applicant should provide evidence demonstrating knowledge and skill in the following competencies:

Work practice

Knowledge of:

- the planning approval process
- the building approval process
- contractual and legal obligations to clients
- obligations when acting as an agent for an owner
- the appointment of a Building Surveyor
- the engagement of other consultants by a client or registered practitioner
- forms and principles for project contract administration.

Ability to:

- define scope of works and services
- apply drawing office administration processes
- carry out a site investigation and accurately document existing conditions
- obtain existing and proposed property services information
- understand and coordinate consultant information into project documentation
- prepare detailed specifications
- produce detailed working drawings and documentation
- evaluate construction costs to ensure final design within the client's budget
- prepare site information
- carry out a site survey and record site levels.

Construction technology

Knowledge of:

- general construction and building services terms and methods
- local council requirements
- Building Code of Australia (BCA) 2004
- relevant Australian Standards
- Victoria Building Commission's *Essential Services Maintenance Manual*.

Ability to:

- apply building services principles and technology
- size services in accordance with prescriptive regulations and/or standards
- evaluate materials and methods
- apply principles of environmental sustainability to building design.

Professional practice

Knowledge of:

- business planning
- financial planning
- business taxes
- communication practice
- organisational skills
- conflict resolution
- problem solving
- human resource management
- occupational health and safety
- insurances
 - professional practice
 - employees
- information technology
- quality assurance systems
- self-development principles.

Legislation

Knowledge of and ability to apply the following legislation:

- *Building Act 1993*
- Building Regulations 1994
- *Environment Protection Act 1970*
- Environment Protection Regulations
- *Gas Safety Act 1997*
- Gas Safety Regulations
- *Electricity Safety Act 1998*
- Electricity Safety Regulations
- *Essential Services (Year 2000) Act 1999*
- Essential Services Commission Regulations 2001
- Plumbing Regulations and Standards
- *Occupational Health and Safety Act 1985*
- *Health Act 1958*
- Health Regulations 1991
- *Planning and Environment Act 1987*.

Knowledge of the following legislation:

- *Domestic Building Contracts Act 1995*
- *Building and Construction Industry Security of Payment Act 2002*
- *Disability Services Act 1991*.

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