



BDAV Work Readiness Course

**Building Designers
Association Victoria**

The BDAV offers a Work Readiness Course for new design staff or recent graduates who have commenced employment in a building design practice. The Course, developed in 2008, endeavours to minimise confusion for new entrants into the design workforce, to make them more 'work ready'.

The Course is a bridging program between the theory that students learn during their studies for the Building Design course undertaken at TAFE institutes in Victoria and what actually occurs, in the practical sense, in a building design firm, with the objective of improving knowledge and skills, to the benefit of both employees and employers.

It provides participants with knowledge of what happens in practice in areas such as –

- Planning and building approval processes;
- Relationships with other design consultants and disciplines;
- Preparation of drawings and specifications;
- Basic elements of contract law;
- Art of communications.

Participants in a pilot of the Course in October 2008 described it as very full and very comprehensive. They agreed it gave them a great insight into the practical aspects of building design. When asked to rate the course out of 10 (10 being highest) in terms of having met their expectations, all nine rated the course from 8 to 10.

Overall, the participants in the pilot thought the course was a great idea, with one participant commenting "The course would be good for someone just out of TAFE. TAFE gives the basics, but the course covers a lot more, in terms of 'practical' content, and so is much more involved." Another participant said "It provided lots of information and, all-round, was very interesting".

A participant in the March 2009 intake said "Much of the information I have learned (in the course) I'm able to put into practice immediately. I believe attendance should be mandatory for persons seeking registration."

To register for the course, participants must:

- be working for a BDAV Member; or
- be a recent graduate from a relevant TAFE building design course; and
- have been employed in a drafting role for up to six months.

Cost of participation is \$297.00 for two days, which includes all course notes plus a sandwich lunch on both days.

To register your interest in the next available BDAV Work Readiness Course, email info@bdav.org.au

Content - BDAV Work Readiness Course

Session One

Unit One: Planning

- ResCode
 - What is it?
 - What is its purpose?
 - Why was it introduced?
- The Planning Act
 - ResCode and the creation of clauses 54, 55, 56
- Rescode / The Planning Act / Local Council Planning Policies
 - How are they related?
 - Precedence
 - Why do councils vary their policies?
 - Policies not apparent
- Planning requirements that impact design
 - Local Planning Policy Framework
 - Municipal Strategic Statement
 - Zones
 - Overlays
 - Particular Provisions
- Standards & Objectives
 - Clauses 54 & 55
- Documentation Requirements
 - Site Analysis
 - Design Response
- Application & Approval Process
 - Pre-application
 - Design
 - Lodgement
 - Requests for further information
 - Timeframes
 - Permit (Notice of Intent)
 - Permit Conditions
 - Objectors
 - VCAT
- Consultant Roles
 - Town Planner
 - Land Surveyor
 - Heritage Advisor
 - Arborist
 - Civil Engineer
 - Traffic Engineer
- Importance of Quality Applications
 - No RFIs
 - Design resolution

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Building Designers
Association of Victoria
PO Box 174
Carlton South VIC 3053
ABN: 36 982 485 577

www.bdav.org.au

Phone: (03) 9416 0227
Fax: (03) 9416 0115
Email: info@bdav.org.au

Unit Two: Building

- ResCode impacts on Building Regulations
- Building Regulations that impact design
- Documentation requirements for Building Approval
- 5 Star Energy Ratings & your Working Drawings
- Property Information
 - Land Channel
 - Local Council
 - Dial before you dig
 - South East Water
- Detailed Working Drawings
 - Use of CAD
 - Key areas of information
 - Purposes
 - Drafting Standards
 - What makes quality documentation?
 - Standard details and their use
 - Checking
- The role of the Specification
 - Domestic Building Contracts Act
 - Tendering
 - Risk Management
 - Quality
 - Content
 - Differing specifications
- Australian Standards
 - BCA
 - Specification
 - Drawings
 - Key Standards
- Importance of Quality Documentation

Session Two

- Role and Relationship of Consultants with Building Designers:
 - Role and services of Consultant
 - What you should expect from the Consultant
 - What Consultants expect from the Building Designer
 - What issues Building Designers need to be aware of in their relationship with Consultants to ensure success and prevention of problems

Session Three

Unit Three: Copyright, Contractual Agreements and Legislation

- Copyright
 - Author of copyright
 - Rights of copyright holder
 - Protection of Copyright
 - Idea versus expression of idea
 - Reproduction and breaches of copyright
 - Provision of materials by clients
 - Providing your drawings to another designer
- Contractual Agreements
 - Essential elements of a contract
 - Need for proper contract documentation
 - Importance of the role of client brief
 - Importance of defining scope of works and services
 - Interrelationship with consultants
 - Communications and Dispute Resolution Processes
- Legislation and Duties of Building Designers
 - Occupational Health and Safety Act
 - Domestic Building Contracts Act
 - Building Act and Regulations



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