ACCREDITATION FOR
BUILDING DESIGNERS

ACCREDITATION MANUAL
## CONTENTS

<table>
<thead>
<tr>
<th>Introduction</th>
<th>03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment Process</td>
<td>04</td>
</tr>
<tr>
<td>Accreditation Process Schematic</td>
<td>07</td>
</tr>
<tr>
<td>Competency Unit Matrix</td>
<td>07</td>
</tr>
<tr>
<td>Competency Standards</td>
<td>11</td>
</tr>
</tbody>
</table>

This document is to be read in conjunction with the BDA&T Accreditation Standards for the Provision of Building Design Services Endorsed & Published by Building Designers Accreditation & Training

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INTRODUCTION

Building Designers Accreditation & Training (BDA&T) in association with the Building Designers Association of Australia (BDAA) has established an accreditation scheme (the scheme) to measure the professional competencies of all providers of building design services and that these individual professionals may become accredited, and maintain their accreditation, by engaging in Continuing Professional Development (CPD), have a level of Professional Indemnity Insurance (PI) consummate with their level of industry participation and engage in a system of industry Best Practice (BP) within their design practice.

LEVELS OF ACCREDITATION

The Building Designers Accreditation & Training program issues accreditation in three categories levels as follows:

LOW RISE ACCREDITATION

SCOPE OF WORK
The design and documentation of Class 1 & 10 buildings as defined by the National Construction Code series / Building Code of Australia Classifications.

MEDIUM RISE ACCREDITATION

SCOPE OF WORK
The design and documentation of Class 1 & 10 buildings as defined by the National Construction Code series / Building Code of Australia Classifications.

The design and documentation of Class 2 buildings up to a maximum rise of 3 stories and a maximum floor area of 2,000m²;

Buildings with a maximum rise in storeys of 4 storeys in the case of a building that comprise of only a single storey of class 7a car park located at the ground floor level or basement level and with 3 storeys of class 2 above and with a maximum floor area of 2000m².

OPEN ACCREDITATION

SCOPE OF WORK
The preparation of building design plans and specifications for all Classes of buildings and Types of Construction under the National Construction Code series / Building Code of Australia Classifications.

NOTE:
In NSW this Level of Accreditation does not permit the design of SEPP 65 type developments (3 or more storeys and 4 or more units. These developments must be designed under the direction of a registered architect)

COMPETENCIES

The BDA&T assessment process is based on competency as promoted by the Australian National Training Authority (ANTA) in conjunction with the BDA&T Competency Standards (the Standard).
ASSESSMENT PROCESS

The Building Designers Accreditation & Training program prescribes an assessment model using three types of Assessment, commensurate with the level of qualifications and experience of the applicant. This model is applicable to all three categories of Accreditation.

<table>
<thead>
<tr>
<th>ASSESSMENT PROCESS</th>
<th>REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type A</td>
<td>Experience in the building design industry, within the Scope of Work, in accordance with Table 4.1 (minimum 3 years), plus Prescribed Educational Qualification. Portfolio submission and Self Assessment Report required.</td>
</tr>
<tr>
<td>Type B</td>
<td>Experience in the building design industry beyond the Scope of Work, in accordance with Table 4.1 (minimum 5 years), plus Prescribed Educational Qualification. Portfolio submission and Self Assessment Report required.</td>
</tr>
<tr>
<td>Type C</td>
<td>Experience in the building design industry within or beyond the Scope of Work, in accordance with Table 4.1 (minimum 7 years), and no Prescribed Educational Qualification. Portfolio submission and Self Assessment Report required. Interview, written test and/or assignment may also be required.</td>
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01. COMPETENCY ASSESSMENT PROCESS

The accreditation process is to consist of a series of interrelated processes, which the applicant must undergo to achieve a positive result. The processes are described below and how they relate in the Assessment Process is illustrated in the accompanying flow chart.

This Assessment Process may be utilised in the accreditation for new applicants or for those applying for an upgraded class of Accreditation.

02. ASSESSMENT

Assessment under this package relates to three categories of accreditation: “Low Rise” “Medium Rise” and “Open”. (Refer note previous page for SEPP 65 type developments)

A successful applicant must complete the BDA&T ‘Self Assessment Report’ to demonstrate competency in each prescribed unit from the Standard to a level which ensures that the applicant possesses sufficient knowledge and skills to provide a professional and ethical service and a product to accepted industry practice at the level of Accreditation sought. Each unit is to be specifically addressed, whether it pertains to the submitted projects or not.

The Assessment must be conducted with cognizance of the Scope of Work allowed under the category of accreditation, which is the subject of the application.

3. ASSESSMENT PANELS

Assessment will be carried out by an Assessment Panel consisting of:

a) One accredited workplace assessor (as Chair);

b) Two building designers highly experienced in the relevant scope of work;

c) One other panel member from a related field, either professional or academic, capable of assessing design and technical skills.

The Assessment Panel will be appointed by, be responsible to, and report directly to BDA&T management.
ASSESSMENT PROCESS Continued

4. PRESCRIBED EDUCATIONAL QUALIFICATION
Educational courses and resulting qualifications are approved from time to time. Current approved courses relating to assessment of building designers are:

<table>
<thead>
<tr>
<th>PRESCRIBED QUALIFICATION</th>
<th>WITHIN SCOPE OF WORK EXPERIENCE</th>
<th>BEYOND SCOPE OF WORK EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW RISE</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>MEDIUM RISE</td>
<td>5</td>
<td>7</td>
</tr>
<tr>
<td>OPEN</td>
<td>7</td>
<td>9</td>
</tr>
</tbody>
</table>

- **BD - LOW RISE**
  - Diploma of Building Design
  - Diploma or Advanced Diploma in Architectural Technology and required experience or approved Equivalent.

- **BD - MEDIUM RISE**
  - Graduate Certificate of Building Design
  - Advanced Diploma in Architectural Technology and required experience or approved Equivalent.

- **BD – OPEN**
  - Graduate Diploma of Building Design
  - Degree in Architecture and required experience or approved Equivalent.

5. PRESCRIBED EXPERIENCE COMPONENT
Applicants are required to have a minimum number of years experience in the building design industry as per Table 4.1.

<table>
<thead>
<tr>
<th>PRESCRIBED QUALIFICATION</th>
<th>WITHIN SCOPE OF WORK EXPERIENCE</th>
<th>BEYOND SCOPE OF WORK EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOW RISE</td>
<td>3</td>
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<td>5</td>
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<tr>
<td>OPEN</td>
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- **TYPE A ASSESSMENT**
- **TYPE B ASSESSMENT**
- **TYPE C ASSESSMENT**

6. RELEVANT EXPERIENCE
Relevant experience is defined as experience in the Scope of Work being applied for. Relevant experience is specific experience of a design and technical nature, gained under the direction of a building designer or architect or as a self-employed building designer, or other experience which the Assessment Panel deems to be the equivalent.

7. WORK EXAMPLES
Applicants with relevant experience are required to submit examples of work they have authored. The examples must be accompanied by a written report explaining the full nature and extent of the applicant’s involvement in the work.
8. COMPETENCY ASSESSMENT

Competency assessment must be carried out by a qualified assessor, Registered Training Organisation (RTO) or other approved body in accordance with national assessment principles. It can be expected to include (at the discretion of the assessors or the assessment panel) any or all of the following:

- Interview;
- Submission of work examples along with a background reports;
- Written test or assignments.

The fundamental task of the Assessment Panel is to ascertain the competency of the applicant (ie to ensure they have the competencies set out in the relevant matrices on Page 8). It is not relevant how or where these competencies were gained. The procedures for assessment outlined herein are for guidance only.

Given that applicants will present with a very wide range of backgrounds, skills, formal qualifications and experience, Assessment Panels are given wide discretion as to the exact form of assessment required, particularly in unusual circumstances while maintaining the competency level as set out in the Standard.

At all times, preference should be given to the assessment of built works and the relevant documentation, rather than the setting of theoretical academic tests or assignments. Wherever possible, for all classes of assessment, the Assessment Panel is to assess the competency of the applicant by means of the submission of work examples, photographs of built work, references and an interview (if deemed necessary).

9. WRITTEN TEST OR ASSIGNMENTS

When applying for assessment Type C, and only when the applicant cannot demonstrate the required competencies by the above means, then a test or assignment may be prescribed by the Assessment Panel. When tests or assignments are considered necessary, they should follow as far as possible a ‘real life’, ‘actual office scenario’ with ‘open book’ type testing. The Assessment Panel will set a reasonable time for the test or assignment to be completed. If the test or assignment is not completed within the prescribed time, an extension may be applied for in writing. The request for extension is to be received 14 days before the expiration of the deadline.

Nothing in these assessment guidelines is intended to preclude the Assessment Panel from using innovative methods for assessment in unusual circumstances. For instance, Assessment Panels may, at their discretion, agree to visit the office of the applicant, or the sites of the applicant's built works, subject to financial considerations being satisfied.

10. CONTINUING PROFESSIONAL DEVELOPMENT

It is recognised that a competent building designer must maintain a level of competence in an ever-changing industry environment. To do so the person must undertake Continuing Professional Development (CPD). This must be a continuous process throughout the term of accreditation. The CPD must be an approved program conducted by an accepted industry body. Renewal of Accreditation is dependent upon satisfactory completion of a CPD Program. Building Designers Association of Australia has a recognized industry standard CPD program which is recommended to applicants.

10. PROFESSIONAL INDEMNITY INSURANCE

It is recognised that a competent building designer must maintain a level of Professional Indemnity Insurance (PI) consummate with their level of industry participation and the type of designs undertaken by the building designer. The PI insurance must be held with a recognised insurer and evidence of the policy must be provided when applying for accreditation and at each anniversary of renewal.

11. TERMINATION OF ACCREDITATION

The accrediting body will issue accreditation for a period of 12 months. Renewal will be based on successful completion of an approved CPD scheme. Persons who fail to undertake CPD and carry PI insurance to the required level will be asked to show cause why their Accreditation should be renewed. Accredited persons must also comply with the Code of Practice published from time to time by the accrediting body as well as those of their professional association. Repeated non-compliance with the Code of Practice may also result in termination of accreditation by the accrediting body. A decision to terminate an accreditation must be taken following careful consideration and may be subject to appeal.
ACCREDITATION PROCESS SCHEMATIC
What Type of Application Process is Required?

PRESCRIBED ACADEMIC QUALIFICATION?

YES

Relevant Experience?

YES

Application Process A

SUBMISSION TYPE A
A - 2 x Own Projects
B - Report by Employer/Client
C - Self Assessment Report
D - Performance Report

NO

Application Process B

Submission Type B
A - 3 x Own Projects
B - Report by Employer/Client
C - Self Assessment Report
D - Performance Report
E - Set Assignment Project*

NO

Application Process C

Submission Type C
A - 3 x Own Projects
B - Report by Employer/Client
C - Self Assessment Report
D - Performance Report
E - Set Assignment Project*
F - Answer Set Questions**

DESCRIPTION OF SUBMISSION TYPES

A. Working drawings (and specification where required) for at least two or three projects of the building type as specified for the accreditation level being applied for.

B. A written report certified by the applicant’s employer or supervisor detailing the scope of the applicant’s involvement in the projects (for own projects) or self-certification that the work is by the applicant (set assignment projects) and a statutory declaration that the applicant is the author of the work.

C. The completion of the Self Assessment Report for the level of accreditation sought.

D. Supporting documentation supplied by one or more of the client, builder / project manager, or building surveyor indicating satisfactory performance of the work (for own projects).

E. A ‘Set Assignment Project’ prepared from a brief set by the assessment panel.

F. Answers to set questions on ethical practice and financial management.

G. INTERVIEW – Will test knowledge of the building industry and legislation and communication skills.

DEFINITIONS

Own project: A project which the applicant has designed during the prescribed experience period.

(It is anticipated that projects submitted will be an "own project").

* As may be required at the discretion of the assessment panel
### COMPETENCY UNIT MATRIX
(excerpt from BDA&T Competency Standards (the Standard))

<table>
<thead>
<tr>
<th>COMPETENCY STANDARD</th>
<th>LOW RISE</th>
<th>MEDIUM RISE</th>
<th>OPEN</th>
</tr>
</thead>
</table>
| Competency Standard No 1  
Apply OHS requirements, policies and procedures in the construction industry | X | X | X |
| Competency Standard No 2  
Research construction materials and methods for small-scale residential building design projects | X | X | X |
| Competency Standard No 3  
Research compliance requirements for small-scale residential building design projects | X | X | X |
| Competency Standard No 4  
Recommend sustainability solutions for small-scale building design projects | X | X | X |
| Competency Standard No 5  
Develop concepts for small-scale building design projects and finalise solutions with clients | X | X | X |
| Competency Standard No 6  
Produce compliant client-approved designs for small-scale building design projects | X | X | X |
| Competency Standard No 7  
Produce compliant client-approved working drawings for small-scale residential buildings | X | X | X |
| Competency Standard No 8  
Prepare specifications for all construction works | X | X | X |
| Competency Standard No 9  
Apply principles of energy efficient design to buildings | X | X | X |
| Competency Standard No 10  
Produce 2-D architectural drawings using CAD software | X | X | X |
| Competency Standard No 11  
Research construction materials and methods and research compliance requirements for small-scale non-residential building design projects | X | X | X |
| Competency Standard No 12  
Consult with clients to produce approved small-scale building project design briefs | X | X | X |
| Competency Standard No 13  
Inspect and analyse sites and produce measured drawings for small-scale building design projects | X | X | X |
## COMPETENCY UNIT MATRIX Continued

<table>
<thead>
<tr>
<th>COMPETENCY STANDARD</th>
<th>LOW RISE</th>
<th>MEDIUM RISE</th>
<th>OPEN</th>
</tr>
</thead>
</table>
| Competency Standard No 14  
Negotiate and finalise planning approval for small-scale building design projects | X | X | X |
| Competency Standard No 15  
Produce compliant client-approved working drawings for non-residential buildings | X | X | |
| Competency Standard No 16  
Prepare a concept design for accessible building work | X | X | X |
| Competency Standard No 17  
Produce and present rendered animations of 3-D models of small-scale building designs | X | X | X |
| Competency Standard No 18  
Produce and present 3-D models of small scale building designs | X | X | X |
| Competency Standard No 19  
Contract Administration | X | X | X |
| Competency Standard No 20  
Research compliance requirements for small-scale non-residential building design projects | X | X | X |
| Competency Standard No 21  
Research and evaluate construction materials and methods for complex building design projects | X | X | |
| Competency Standard No 22  
Research compliance requirements for complex building design Projects | X | X | |
| Competency Standard No 23  
Manage the design of Type A constructions | X | X | |
| Competency Standard No 24  
Plan and manage complex projects | X | X | |
| Competency Standard No 25  
Scope and initiate large and complex building design projects | X | | |
| Competency Standard No 26  
Manage the quality of projects and processes | X | | |
| Competency Standard No 27  
Lead the building design team | X | | |
| Competency Standard No 28  
Manage the tendering and construction process for a client | X | | |

**Note:** Only 10 Competency Standards need be assessed from Standards 8 – 20. Candidates may select their preferred Standards to be assessed on.