



BUILDING DESIGNERS  
ACCREDITATION & TRAINING

ACCREDITATION FOR BUILDING DESIGNERS

# ACCREDITATION MANUAL

# CONTENTS

Introduction

**3**

1.1 Assessment Process

**5**

2.1 Accreditation Process Schematic

**11**

3.1 Competency Unit Matrix

**13**

This document is to be read in conjunction with the BDA&T  
Accreditation Competency Standards for the Provision of Building Design Services

Endorsed & Published by Building Designers Accreditation & Training on behalf of  
Building Designers Association of Australia

Version 09.07.2018



## INTRODUCTION

Building Designers Accreditation & Training (BDA&T) in association with Building Designers Association of Australia (BDA Australia), has established an accreditation program (the Program) 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) commensurate with their level of industry participation and engage in a system of Industry Best Practice (IBP) within their design practice.

# INTRODUCTION

## 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
- Class 2 buildings up to a maximum of two storeys (not including levels below ground provided for car parking or storage, or both, that does not protrude more than 1.2 metres above ground level)

Note: This category of accreditation does not include Type A construction 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 and:
- The design and documentation of Class 2 – 9 buildings up to a maximum rise of 3 storeys and a maximum floor area of 2,000m<sup>2</sup> and:
- 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 2000m<sup>2</sup>

## OPEN ACCREDITATION

### SCOPE OF WORK

The design and documentation of all Classes and Types of buildings as defined by the National Construction Code series/Building Code of Australia classifications

### NOTE:

In NSW multi storey residential buildings containing 3 or more storeys and 4 or more units may only be designed under the direction of a registered architect. Building Designers in NSW who wish to be assessed for this type of design may undergo assessment under the Built Works Program of Assessment (BWPrA) conducted by the NSW Architects Registration Board

## UPGRADING OF ACCREDITATION

Accredited Building Designers may make an application to upgrade to a higher level at any time

## 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)

## IMPORTANT NOTE

Applicants applying for higher levels of accreditation are also required to satisfy all the competency standards listed for the each of the lower level(s) of accreditation preceding the level applied for.



## ASSESSMENT PROCESS

The BDA&T accreditation 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.

# ASSESSMENT PROCESS REQUIREMENTS



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.



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.



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.

# ASSESSMENT PROCESS

1

## 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

2

## 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)

An 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 cognisance 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

## 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:

Building Designer - LOW RISE	Building Designer - MEDIUM RISE	Building Designer - OPEN
<ul style="list-style-type: none"> <li>• Diploma of Building Design</li> <li>• Diploma or Advanced Diploma in Architectural Technology and required experience</li> <li>• or approved equivalent subject to assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate Certificate of Building Design</li> <li>• Degree in Architecture and required experience</li> <li>• Advanced Diploma in Architectural Technology and required experience or</li> <li>• Associate Degree in Building Design</li> <li>• approved equivalent subject to assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate Diploma of Building Design</li> <li>• Degree in Architecture and required experience</li> <li>• Degree In Building Design and required experience</li> <li>• or approved equivalent subject to assessment</li> </ul>

**TABLE 4.1** Prescribed Experience Component (Years)

	PRESCRIBED QUALIFICATION		NO PRESCRIBED QUALIFICATION	
	Within Scope of Work Experience	Beyond Scope of Work Experience	Within Scope of Work Experience	Beyond Scope of Work Experience
LOW RISE	3	5	7	9
MEDIUM RISE	5	7	9	11
OPEN	7	9	11	13
	<b>TYPE A ASSESSMENT</b>	<b>TYPE B ASSESSMENT</b>	<b>TYPE C ASSESSMENT</b>	<b>TYPE C ASSESSMENT</b>

# ASSESSMENT PROCESS

5

## 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

6

## 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

7

## SELF ASSESSMENT REPORT

Applications under Assessment Types 'B' and 'C' are required to complete the Self Assessment Report

**Note:** The Self Assessment Report is a comprehensive document with a certain amount of latitude is available to the assessors. For example: holding a current 'White Card' issued by a suitable RTO would normally satisfy Competency Standard No1- Apply WHS requirements, policies and procedures in the construction industry. If the applicant is wishing to use the assessment for the issuance of a building design qualification under the Recognition of Prior Learning (RPL) provisions, then all elements of each Competency Standard MUST be fully satisfied

# ASSESSMENT PROCESS



## COMPETENCY ASSESSMENT

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 (i.e. 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)

Applications under Assessment Types 'B' and 'C' must complete the Self Assessment Report

# ASSESSMENT PROCESS

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 recognised industry standard CPD Program that satisfies this requirement and is recommended to applicants

Regular random audits will be carried out to ensure compliance with the above requirements

# ASSESSMENT PROCESS

11

## PROFESSIONAL INDEMNITY INSURANCE

It is recognised that a competent Building Designer must maintain a level of Professional Indemnity Insurance (PI) commensurate 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.

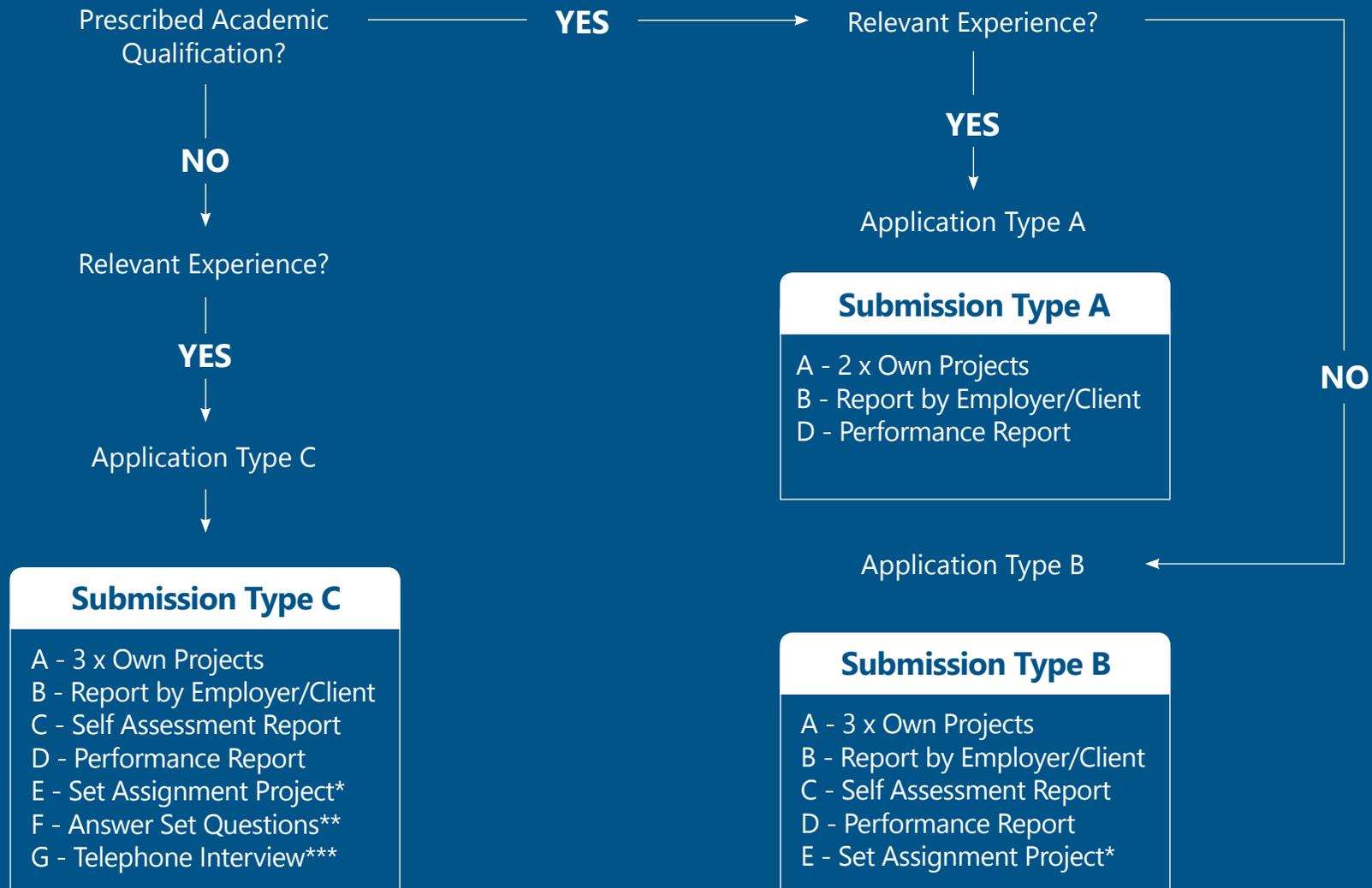
12

## TERMINATION OF ACCREDITATION

The accrediting body will issue Accreditation for a period of 3 years. Annual renewals 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 being undertaken?



# ACCREDITATION PROCESS SCHEMATIC

What type of application process is required?

## DESCRIPTION OF SUBMISSION TYPES

**A**

Working drawings (and specifications where required) for at least two or three projects of the building Type as specified for the Accreditation level being applied for

**C**

The completion of the Self Assessment Report for the level of Accreditation sought

**E**

A 'Set Assignment Project' prepared from a brief set by the Assessment Panel

**G**

Interview – Will test knowledge of the building industry and legislation and communication skills

**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

**D**

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

**F**

Answers to set questions on ethical practice and financial management

## 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))

COMPETENCY STANDARD		Low Rise	Medium Rise	Open
<b>No1</b>	Apply OHS requirements, policies and procedures in the construction industry (includes elements 1.1 - 1.7)	x	x	x
<b>No2</b>	Research construction materials and methods for small-scale residential building design projects (includes elements 2.1 - 2.3)	x	x	x
<b>No3</b>	Research compliance requirements for small-scale residential building design projects (includes elements 3.1 - 3.4)	x	x	x
<b>No4</b>	Recommend sustainability solutions for small-scale building design projects (includes elements 4.1 - 4.3)	x	x	x
<b>No5</b>	Develop concepts for small-scale building design projects and finalise solutions with clients (includes elements 5.1-5.4)	x	x	x
<b>No6</b>	Produce compliant client-approved designs for small-scale building design projects (includes elements 6.1 - 6.4)	x	x	x
<b>No7</b>	Produce compliant client-approved working drawings for small-scale residential buildings (includes elements 7.1 - 7.4)	x	x	x
<b>No8</b>	Prepare specifications for all construction works (includes elements 8.1 - 8.3)	x	x	x
<b>No9</b>	Apply principles of energy efficient design to buildings (includes elements 9.1 - 9.4)	x	x	x
<b>No10</b>	Produce 2-D architectural drawings using CAD software (includes elements 10.1 - 8.3)	x	x	x
<b>No11</b>	Research construction materials and methods and research compliance requirements for small-scale non-residential building design projects (includes elements 11.1 -11.6)	x	x	x
<b>No12</b>	Consult with clients to produce approved small-scale building project design briefs (includes elements 12.1 - 12.4)	x	x	x
<b>No13</b>	Inspect and analyse sites and produce measured drawings for small-scale building design projects (includes elements 13.1 - 13.4)	x	x	x
<b>No14</b>	Negotiate and finalise planning approval for small-scale building design projects (includes elements 14.1 - 14.4 )	x	x	x

# COMPETENCY UNIT MATRIX

(excerpt from BDA&T Competency Standards (the Standard))

COMPETENCY STANDARD		Low Rise	Medium Rise	Open
<b>No15</b>	Produce compliant client-approved working drawings for non-residential buildings (includes elements 15.1 - 15.4)	x	x	x
<b>No16</b>	Prepare a concept design for accessible building work (includes elements 16.1 - 16.8)	x	x	x
<b>No17</b>	Produce and present rendered animations of 3-D models of small-scale building designs (includes elements 17.1 - 17.3)	x	x	x
<b>No18</b>	Research and evaluate construction materials and methods for complex building design projects (includes elements 18.1 - 18.5)		x	x
<b>No19</b>	Research compliance requirements for complex building design projects (includes elements 19.1 - 19.4)		x	x
<b>No20</b>	Manage the design of Type A constructions (includes elements 20.1 - 20.4)		x	x
<b>No21</b>	Plan and manage complex projects (includes elements 21.1 - 21.4)		x	x
<b>No22</b>	Scope and initiate large and complex building design projects (includes elements 22.1 - 22.4)			x
<b>No23</b>	Manage the quality of projects and processes (includes elements 23.1 - 23.4)			x
<b>No24</b>	Lead the building design team (includes elements 24.1 - 24.4)			x
<b>No25</b>	Manage the tendering and construction process for a client (including elements 25.1 - 25.5)			x



Phone: 1300 669 854  
Email: [accreditation@bda.training](mailto:accreditation@bda.training)

PO Box 592  
HRMC NSW 2310  
[www.bda.training](http://www.bda.training)

VERSION: 20.03.2018



**BUILDING DESIGNERS  
ACCREDITATION & TRAINING**



**BUILDING DESIGNERS  
ASSOCIATION OF AUSTRALIA**

BDA&T is the Accreditation and Training Arm of the BDA Australia