STUDENT HANDBOOK 2019

ABOUT BFDA

WHO WE ARE & WHAT WE DO

Built Form Design Academy (BFDA) specialises in building design education with online courses customised to facilitate self-directed learning.

At BFDA we provide professional training and skills for the next generation of building designers and design technicians.

Our courses equip you with the skills to succeed in a career in the building design and construction industry.

BFDA equips you with skills to succeed in a rapidly evolving building design industry. As you learn you will be supported by experienced industry professionals and begin networking with like-minded people in the design community.

Contact Us

Built Form Design Academy (BFDA)

Email: info@bfda.edu.au

Phone: (02) 9589 2342

Address: PO Box 169, Jannali NSW 2226

Website: www.bfda.edu.au

Online Campus: www.learn.bfda.edu.au

Condition of Enrolment Note

Students intending to enrol in a course offered by Built Form Design Academy are required to read the contents of this Student Handbook.

Once students have read the Student Handbook, they are required to sign and date the Enrolment Agreement form on the final pages of this handbook.

The Enrolment Agreement Form must be returned to Built Form Design Academy with your completed Enrolment Form.

Registered Training Organisation No: 45170

ABN: 19 608 284 395

CERTIFICATE

CPP40115 CERTIFICATE IV IN BUILDING DESIGN DRAFTING

Course Description

Have you always dreamed about working alongside an architect or a building designer, working on crafting beautiful buildings? This qualification could be just what you have been looking for.

The CPP40115 Certificate IV in Building Design Drafting is a nationally accredited training course that teaches you the skills required to support an architect or building designer as a drafting technician. And may require you to work on a variety of projects including high rise commercial projects under the supervision of a licenced building designer or architect.

The role of the draftsperson includes using building information modelling software (BIM - 3D CAD) that is current industry standard, to produce drawings and documentation required by clients for the planning and building approval process.

As a draftsperson, you will be required to carry out research and apply relevant information to drawings and reports from other professionals, including compliance requirements relevant to the specific projects.

You will also be required to provide administrative support to the design team including data collection and storage, and file management.

Who Can I Potentially Work For?

• Building designers
• Councils (town planning)
• Architects
• Surveyors
• Interior designers
• Landscape architects
• Developers
• Self employed
• Builders

Licensing and legislation

Licensing, legislative, regulatory or certification requirements apply to building design drafting in some states. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

This course provides fundamental skills that offers the student many opportunities on its own. However, for those wishing to further their studies they can use this course as a stepping stone into architecture, building design, town planning, project management or interior design.

Course Details

Course: CPP40115 Certificate IV in Building Design Drafting
Delivery: Online (Distance)
Course Duration: 1year full time / 2 years part time
The course is flexible and self paced.
Course Intake: New enrolment intake every month
Study Load:
Over the duration of the course it is expected that students will need to complete a minimum load of 1200 hours.

Upon successful completion of 15 units of competency, students will be issued a CPP40115 Certificate IV in Building Design Drafting. Where a student withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

Units in the qualification:

The following units will be taught over six (6) learning modules:

• CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry
• CPPBDN4001 Research and evaluate construction materials and methods for building design projects
• CPPBDN4002 Research and apply compliance requirements to technical construction documentation
• CPPBDN4003 Collect, apply and store building design project information
• CPPBDN4005 Review and report structural integrity of building designs
• CPPBDN4004 Setup BIM capable software and files for building design drafting projects
• CPPBDN4006 Import and transpose information from external sources into digital building design drawings
• CPPBDN4007 Store and retrieve building design documentation
• CPPBDN4008 Produce digital building design concept drawings
• CPPBDN4009 Analyse building design drawings and review findings
• MSFID4009 Research architectural styles and movements
• CPPBDN4010 Prepare documentation for planning approval
• CPPBDN4011 Prepare documentation for building approval
• CPPBDN4013 Produce construction detail drawings
• CPPBDN5017A Produce 2-D building design drawings using CAD software

COURSE INFORMATION

Entry requirements

There are no formal prerequisites or entry requirements for entry to the CPP40115 Certificate IV in Building Design Drafting training package.

However, while it is not mandatory, Built Form Design Academy recommends that prospective students be confident that they have language, literacy and numeracy skills equivalent to Year 10 English and Maths, its equivalent, or higher.

As the course is fully online - students should also be confident in the use of computers, word processing software and internet browsers.

Course Fees

The total cost of the course includes an:

• Administration Fee: $650, and
• Course Fee: $6850

Total Course Fees: $7500

Course Fees are Inclusive of training and assessment materials and are GST free.

Payment schedule:

Course payments are made in a total of six (6) instalments, over the first year of study.

Payment 1: $1500

Includes a $650 administration fee (payable up front with the application to enrol) and an additional payment of $850 (payable to commence the course).

Payments 2-6: $1200 each

Payments are by five (5) equal bi-monthly payments, commencing sixty (60) days after Payment 1, or upon early commencement of a new learning module:

Note: All costings shown in the Student Handbook are in Australian Dollars (AUD)

Required Equipment / Software

This course is delivered online and requires students have access to a computer with internet.

Assessments are to be prepared using a combination of CAD (Computer Aided Drafting) programs and word processing programs such as Microsoft Office.

All assessments will be completed and submitted via upload on Built Form Design Academy's online campus - The HUB.

You will need access to the following:
• Computer:
  - Windows (ArchiCAD, Autodesk AutoCAD and Revit users), or
  - Mac (ArchiCAD and Autodesk AutoCAD users only - *Note Revit does not operate on Mac OS X*)
• Mouse with two (2) button and scroll wheel (Required for ArchiCAD)
• 64-bit processor with 4 or more cores
• 8GB RAM minimum (16GB RAM recommended)
• Min 15GB hard drive space
• Display 1440x900 resolution
• Video Card – OpenGL 2.0 compatible graphics card
• Either inbuilt audio visual (camera, microphone, speakers) or peripheral microphone and speaker system. (to take part in online webinars and online tutorials)
• Internet Connection
• Windows, Mac OS X
• Adobe Acrobat Reader
• Adobe Flash Player 10.3+. Visit Adobe website to get the latest version
• Microsoft Office (Word, Excel, PowerPoint & Outlook)
• Ability to use Video/Skype
• Email Account
• Personal Facebook Account (to join closed student groups)

DIPLOMA

CPP50911 DIPLOMA OF BUILDING DESIGN

Course Description

Have you always dreamed about becoming a building designer, applying your creativity to the built environment? This qualification could be just what you have been looking for.

The CPP50911 Diploma of Building Design is a nationally accredited training course that teaches you the skills required to design small scale buildings. And may require you to work on a variety of projects including high rise commercial projects under the supervision of a registered architect.

The role of the building designer includes identifying project parameters, developing client briefs and concepts for sustainable building designs, documentation processes and liaison with project stakeholders.

Building design graduates will be expected to understand how to utilise building information modelling software (BIM - 3D CAD) that is current industry standard, how to produce drawings and documentation required by clients for the planning and building approval process.

As a building designer, you will be required to carry out research and apply relevant information to drawings and reports from other professionals, including compliance requirements relevant to the specific projects.

You will also be required to provide administrative support for design projects, including data collection and storage, and file management.

Who Can I Potentially Work For?

• Building designers
• Architects
• Interior designers
• Developers
• Builders
• Self employed

Licensing and legislation

Licensing, legislative, regulatory or certification requirements apply to building design in some states. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

This course provides fundamental skills that offers the student many opportunities on its own. However, for those wishing to further their studies they can use this course as a stepping stone into architecture, construction management, town planning, or interior design.

Course Details

Course: CPP50911 Diploma of Building Design

Delivery: Online (Distance)

Course Duration: 1.5 years full time / 3 years part time

The course is flexible and self paced.

Course Intake: New enrolment intake every month

Study Load:

Over the duration of the course it is expected that students will need to complete a minimum load of 1800 hours.

Upon successful completion of 17 units of competency, students will be issued a CPP50911 Diploma of Building Design. Where a student withdraws prior to the completion of the certificate they will be issued a Statement of Attainment for all units that they have successfully completed if all due fees have been paid.

Units in the qualification:

The following units will be taught over nine (9) Learning Modules:

• CPPBDN5001A Research construction materials and methods for small-scale residential building design projects
• CPPBDN5002A Research construction materials and methods for small-scale non-residential building design projects
• CPPBDN5003A Research compliance requirements for small-scale residential building design projects
• CPPBDN5004A Research compliance requirements for small-scale non-residential building design projects
• CPPBDN5005A Recommend sustainability solutions for small-scale building design projects
• CPPBDN5006A Consult with clients to produce approved small-scale building project design briefs
• CPPBDN5007A Inspect and analyse sites and produce measured drawings for small-scale building design projects
• CPPBDN5008A Develop concepts for small-scale building design projects and finalise solutions with clients
• CPPBDN5009A Produce compliant client-approved designs for small-scale building design projects
• CPPBDN5010A Negotiate and finalise planning approval for small-scale building design projects
• CPPBDN5011A Produce compliant client-approved working drawings for small-scale residential buildings
• CPPBDN5012A Produce and present 3-D models of small-scale building designs
• CPPBDN5016A Produce and present rendered animations of 3-D models of small-scale building designs
• CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry
• CPCCSV5012A - Assess timber-framed designs for one and two storey buildings
• CPPACC5011A Prepare a concept design for accessible building work
• MSFID4009 Research architectural styles and movements

NATIONALLY RECOGNISED TRAINING

Entry requirements

There are no formal prerequisites or entry requirements for entry to the CPP50922 Diploma of Building Design training package.

However, while it is not mandatory, Built Form Design Academy recommends that prospective students be confident that they have language, literacy and numeracy skills equivalent to Year 12 English and Maths, its equivalent, or higher.

As the course is fully online - students should also be confident in the use of computers, word processing software and internet browsers.

Course Fees

The total cost of the course includes an:

• Administration Fee: $650, and

• Course Fee: $11350

Total Course Fees: $12000

Course Fees are Inclusive of training and assessment materials and are GST free.

Note: Students who have completed the CPP40115 Certificate IV in Building Design Drafting will have their course fees subtracted from the total cost of the Diploma.

Payment schedule:

Course payments are made in a total of ten (10) instalments, over the first year and a half of study.

Payment 1: $1497

Includes a $650 administration fee (payable up front with the application to enrol) and an additional payment of $847 (payable to commence the course).

Payment 2-10: $1167

Payments are by nine (9) equal bi-monthly payments, commencing sixty (60) days after Payment 1, or upon early commencement of a new Learning Module.

Note: All costings shown in the Student Handbook are in Australian Dollars (AUD)

Required Equipment / Software

This course is delivered online and requires students have access to a computer with internet.

Assessments are to be prepared using a combination of CAD (Computer Aided Drafting) programs and word processing programs such as Microsoft Office.

All assessments will be completed and submitted via upload on Built Form Design Academy's online campus - The HUB.

You will need access to the following:

• Computer:
  - Windows (ArchiCAD, Autodesk AutoCAD and Revit users), or
  - Mac (ArchiCAD and Autodesk AutoCAD users only)
  Note Revit does not operate on Mac OS X)
• Mouse with two (2) button and scroll wheel (Required for ArchiCAD and Revit)
• 64-bit processor with 4 or more cores
• 8GB RAM minimum (16GB RAM recommended)
• Min 15GB hard drive space
• Display 1440x900 resolution
• Video Card – OpenGL 2.0 compatible graphics card
• Either inbuilt audio visual (camera, microphone, speakers) or peripheral microphone and speaker system. (to take part in online webinars and online tutorials)
• Internet Connection
• Windows, Mac OS X
• Adobe Acrobat Reader
• Adobe Flash Player 10.3+. Visit Adobe website to get the latest version
• Microsoft Office (Word, Excel, PowerPoint & Outlook)
• Ability to use Video/Skype
• Email Account
• Personal Facebook Account (to join closed student groups)

Our commitment

To ensure that we provide training and assessment services that meet the needs of clients and industry, we employ sufficient suitably qualified and experienced Trainers, secure suitable facilities, ensure sufficient opportunities for learning in appropriate environments, with suitable resource and assessment that is fair and flexible.

Prior to commencement—should Built Form Design Academy cancel training before it commences, you will be offered alternate dates (if the training is being rescheduled). If the training is not rescheduled or the dates offered do not suit you, all fees paid by you will be refunded in full within 10 working days of the training being cancelled.

For training that has commenced—In the unlikely event that Built Form Design Academy is unable to deliver the training, you will be offered the option to enrol with another RTO and Built Form Design Academy will assist in both finding a suitable RTO and in the transition to the new RTO. Any fees paid in advance held by the RTO and not attributed to training completed will be refunded and a statement of attainment issued for any units successfully completed.

Student Support

Built Form Design Academy is dedicated to providing a high standard of service to Participants. You can contact BFDA by email, post or by phone during office hours.

Office Hours: Monday - Friday 9.00am - 5.00pm

We endeavour to respond to Participants as quickly as possible but you are reminded that our educators do have other Participants and cohorts to attend to.

We will provide feedback on Assessments within five (5) working days and to all queries, telephone calls and emails within two (2) working days.

Statements of Attainment/Qualifications are issued within thirty (30) calendar days of your completion.

Should you require further support, Built Form Design Academy can assist in identifying the appropriate support service as well as organising access to such services.

Services referred to may include but are not limited to language, literacy and numeracy, counselling, etc. It should be noted that such services may attract an additional fee to be paid to the service provider. Such fees are the responsibility of the Participant.

Should you or your trainer/assessor identify that you require any additional support, to be provided by Built Form Design Academy we will work with you to develop an Individual Support plan to ensure that we can provide the required support required.

Unique Student Identifier

Every participant is required to supply Built Form Design Academy with their Unique Student Identifier (USI). The USI is required at the time of enrolment. We are unable to accept enrolments without this number or notification of an exemption.

The purpose of the USI is to enable the collection and storage of your records of participation in vocational education and training on a central database. Allowing you easy access to your records.

In the event that you are unable or unwilling to get a USI please visit the following website for further information on what to do to be able to participate in training.

For more information and to apply for you USI or an exemption go to: apply for you USI go to:

https://www.usi.gov.au/students/create-usi

Step 1 You will need to get one form of ID from the list below ready:

• Medicare Card

• Australian Passport

• Visa (with Non-Australian Passport) for international students

• Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient

• Certificate Of Registration By Descent

• Citizenship Certificate

• ImmiCard

IMPORTANT: The details a student enters when they create their USI must match exactly with those shown on the ID.

Step 2 Then go to 'Create your USI' on the USI website and agree to the Terms and Conditions.

Step 3 Then click on 'Create USI'.

Step 4 Then fill in some personal and contact details which must match exactly the details shown on your ID.

Step 5 You will then be asked to enter the details from you ID from the list above.

Step 6 You will be required to set their USI account password and questions for security purposes. More information about security check questions can be found on the Student USI check questions page.

Step 7 Your USI will be displayed on the screen.

Step 8 You should write down your USI somewhere safe or enter it into their phone for safe keeping.

Step 9 Students will also receive their USI by either email, phone or by mailing address (which ever they chose as their preferred contact method when creating their USI.

POLICIES & PROCEDURES

International Students

International students are required to pay the same fees as domestic students.

Built Form Design Academy requires international students to:

• Obtain a USI
Note: BFDA is unable to issue a qualification to students who do not have a USI.

• All fee payments are to be paid in Australian Dollars (AUD)
Note: BFDA is unable to accept payments made in foreign currencies. International students are solely responsible for all conversion and transactions fees.

Refund Policy

• $650 of your fees is an administration, non-refundable fee.

• Built Form Design Academy does not collect fees of more than $1500 in advance.

• Once training has commenced in the course, no refund is available after twenty-eight (28) days to participants who leave before finishing the course unless the Participant can provide a medical certificate or show extreme personal hardship.

• Deferment of training can be negotiated.

• Should participants wish to finalise incomplete competencies in a future course, the original fee payment can be used as credit towards that course within six months of initial payment.

• Should Built Form Design Academy cancel the course, participants are entitled to a full refund (or an appropriate adjusted refund if the course has commenced) or to transfer to another/future course. In this event Participants will be given their preferred option.

• No refund is available to Participants who remain enrolled and do not progress. Should you decide not to continue with your course you need to notify us of your intention to withdraw or defer.

Student Progression and Invoicing - Certificate IV

The CPP40115 Certificate IV in Building Design Drafting course will be studied over a total of six (6) Learning Modules, with all invoices for course fees to be issued within the first year of study, unless other arrangements have been agreed with BFDA.

All enrolled students are automatically allocated two (2) years to complete all modules of study.

As learning is self-paced students may complete the course in less time.

BFDA assumes that a student studying full time will complete a Learning Module every two (2) months, completing the course in one (1) years (12 months). Bi-monthly Invoicing for course fees is timed to coincide with a full time course load for completion of Learning Modules.

Please note: If a student studying full time and completes a Learning Module earlier than the allocated two (2) months, BFDA will invoice the student before they enrol in the next Learning Module.

If a participant completes their study in under 12 months, the qualification testamur and record of results will not be issued until full fees for the qualification have been received from the participant.

Each Learning Module must be successfuly completed in numerical order - before following Learning Modules can be accessed.

Student Progression and Invoicing - Diploma

The CPP50911 Diploma of Building Design course will be studied over a total of nine (9) Learning Modules, with all invoices for course fees to be issued within the first year and a half of study, unless other arrangements have been agreed with BFDA.

All enrolled students are automatically allocated three (3) years to complete all modules of study.

As learning is self-paced students may complete the course in less time.

BFDA assumes that a student studying full time will complete a Learning Module every two (2) months, completing the course in one and a half (1.5) years (18 months). Bi-monthly Invoicing for course fees is timed to coincide with a full time course load for completion of Learning Modules.

Please note: If a student studying full time completes a Learning Module earlier than the allocated two (2) months, BFDA will invoice the student before they enrol in the next Learning Module.

If a participant completes their study in under 18 months, the qualification testamur and record of results will not be issued until full fees for the qualification have been received from the participant.

Each Learning Module must be successfuly completed in numerical order - before the following Learning Module can be accessed.

Access and Equity

Built Form Design Academy upholds the principle that all applicants seeking to enrol are treated fairly and equitably

and ensure that throughout the process of selection and admission, applicants are treated courteously and expeditiously.

Built Form Design Academy reserves the right to suspend from their training courses participants who are:

• Unable to actively participate in the course activities as a result of injury.

• Disruptive

• Affected by drugs or alcohol

Should this situation arise, immediate and discreet contact will be made with the participant to discuss future training options for the individual(s) concerned.

Expectations of Participants

To avoid any confusion in the future, the following expectations of behaviour are provided. Compliance with these expectations is required by all Participants. Failure to do so may result in cancellation of your enrolment.

• Abide by Copyright and Plagiarism laws and legislation.

• Comply with workplace health and safety regulations at all times.

• Comply with anti-discrimination legislation at all times. This includes but is not limited to equal opportunity, racial vilification and disability discrimination.

• Comply with workplace harassment, victimisation and bullying regulations at all times.

• Ensure that behaviour is of a level acceptable to the workplace at all times.

• Complete training and assessment activities within agreed time frames.

• Communicate any difficulties with completion of activities or assessment with your Trainer.

• Inform your Trainer immediately should you be unable to progress in your studies due to illness or other reasons.

• Inform your Trainer if you have a medical condition that may affect your participation or affect those with whom you may be training.

Competency Based Training and Assessment

Participants enrolled in training which will lead to either a Statement of Attainment, Certificate IV or Diploma are required to complete Assessments to demonstrate competency. Competency based assessment is the process of gathering evidence to confirm that Participants can perform required skills and knowledge.

Assessments undertaken may include:

• Written/oral Assessments

• Practical demonstrations

• Completion of case studies and similar activities

• Development of a portfolio

• Work samples

• Third party reports

You will be given feedback on all Assessment Activities. Competency based assessment does not use a marking scale rather you are deemed "competent" or "not yet competent".

Please note that by submitting your Assessment submissions on the Built Form Design Academy online campus - The HUB, you are agreeing that the work submitted is your own original work, appropriately referenced and not plagiarised.

Credit Transfer

You may be eligible for a Credit Transfer if you have previously undertaken training through a Registered Training Organisation or other accredited institution.

Credit Transfer may be granted for one or more units. Three (3) major factors need to be considered:

1. How current the Qualification/Statement of Attainment is,

2. Mapping to the current training, and

3. If the training was undertaken with a Registered Training Organisation or other accredited institution.

If you think you may be eligible for a Credit Transfer you will need to provide the following:

• The original Statement of Attainment and/or Certificate for your BFDA to sight

• A copy of the Statement of Attainment and/or Certificate

• Or a certified copy of your signed Statement of Attainment and/or Certificate by a Justice of the Peace (JP)

• There is no charge for Credit Transfer

All applications for Credit Transfer will need to be verified with the issuing RTO to ensure its validity. In order to do this the Student will need to complete a "Release of Information form". This form will be sent to the issuing RTO to gain confirmation that they issued the qualification/statement of attainment, accompanied by a copy of your qualification or statement of attainment.

Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process of formal recognition for skills and knowledge gained through previous learning such as:

• Life experiences
• Previous formal learning
• Employment

• Recreational or personal interests

You may be eligible for RPL for part or all of your intended study, based on your previous experiences and learning. For more information regarding RPL and how to apply, please discuss this with your Trainer.

RPL may be applied for in one of two ways:

Partial RPL:
Partial RPL can be applied for either at enrolment into a full qualification or after enrolment in a full Qualification.

Partial RPL cost:
Students intending to apply for partial RPL for some of the units of competency in the qualification, will still be required to pay full fees.

Students granted partial RPL will not have to undertake assessment for units for which they have been granted RPL. However, they will still have full access to all learning materials for the RPL units.

Full RPL:
Where an applicant is confident that they can demonstrate full competency in all the units of the qualification, they should apply for Full RPL.

For instance an individual who has:
• Completed the same, an equivalent, or higher relevant qualification
• Professional work experience

Note: Full details of qualifications and individual units of competency are available at: www.training.gov.au

Full RPL cost:
Enrolment administration fee of $650 (non-refundable) plus:
• Certificate IV: $2850
Total: $3500
• Diploma: $2850
Total: $3500

Where an applicant for Full RPL is unable to demonstrate full competency in a unit, they will be required to enrol in the individual unit/s and undertake assessment to demonstrate competency.

Applicants will have access to learning materials and assessment for the unit only and will not be able to access learning materials in units they have not enrolled in.

Built Form Design Academy will charge applicants for individual unit/s on the following basis:

CPP40115 - Certificate IV in Building Design Drafting:
Enrolment Administration Fee: $650 (non-refundable), plus:

Core Units:
• CPPBDN4001 - Research and evaluate construction materials and methods for building design projects: $375
• CPPBDN4002 - Research and apply compliance requirements to technical construction documentation: $375
• CPPBDN4003 - Collect, apply and store building design project information: $375
• CPPBDN4004 - Set up BIM-capable software and files for building design drafting projects: $375
• CPPBDN4005 - Review and report structural integrity of building designs: $375
• CPPBDN4006 - Import and transpose information from external sources into digital building design drawings: $200
• CPPBDN4007 - Store and retrieve building design documentation: $375
• CPPBDN4008 - Produce digital building design concept drawings: $750
• CPPBDN5017A - Produce 2-D building design drawings using CAD software: $275

Electives:
• CPPBDN4009 - Analyse building design drawings and review findings: $375
• CPPBDN4010 - Prepare documentation for planning approval: $750
• CPPBDN4011 - Prepare documentation for building approval: $750
• CPPBDN4013 - Produce construction detail drawings: $750
• MSFID4009 - Research architectural styles and movements: $375
• CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry : $375

CPP50911 - Diploma of Building Design:
Enrolment Administration Fee: $650 (non-refundable)

Core Units:
• CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry: $375
• CPPBDN5001A - Research construction materials and methods for small-scale residential building design projects: $650
• CPPBDN5003A - Research compliance requirements for small-scale residential building design projects: $650
• CPPBDN5005A - Recommend sustainability solutions for small-scale building design projects: $650
• CPPBDN5008A - Develop concepts for small-scale building design projects and finalise solutions with clients: $1150
• CPPBDN5009A - Produce compliant client-approved designs for small-scale building design projects: $800
• CPPBDN5011A - Produce compliant client-approved working drawings for small-scale residential buildings: $1150

Electives

• CPPBDN5002A - Research construction materials and methods for small-scale non-residential building design projects: $650
• CPPBDN5004A - Research compliance requirements for small-scale non-residential building design projects: $650
• CPPBDN5006A - Consult with clients to produce approved small-scale building project design briefs: $375
• CPPBDN5007A - Inspect and analyse sites and produce measured drawings for small-scale building design projects: $325
• CPPBDN5010A - Negotiate and finalise planning approval for small-scale building design projects: $900
• CPPBDN5012A - Produce and present 3-D models of small-scale building designs: $800
• CPPBDN5016A - Produce and present rendered animations of 3-D models of small-scale: $800
• CPPACC5011A - Prepare a concept design for accessible building work: $400
• CPCCSV5012A - Assess timber-framed designs for one and two storey buildings: $650
• MSFID4009 - Research architectural styles and movements: $375

Note: Students enrolled directly into individual units of competency, will only have access to learning materials for those competencies. They will not be able to access learning materials for units they have not paid for.

Applications for Special Consideration - Extensions / Deferment of Study

Special consideration is available to students who have suffered misadventure during the course of their studies. This misadventure may include:

• Illness (physical / mental)
• Bereavement
• Financial hardship
• Work related issues which may have a detrimental effect on your studies
• Legal issues which may have a detrimental effect on your studies

To apply for an extension to your enrolment in a module of study you will need to provide evidence supporting the grounds for your application. For instance:

• A medical certificate or letter from your practitioner
• Certificate of death
• Letter from your accountant
• Letter from your employer
• An affidavit

The maximum extension period that will be granted by Built Form Design Academy is two (2) months. Students may reapply for a further extension if they are suffering from continuing hardship. Any further extensions to study is to the discretion of Built Form Design Academy.

Students may also apply for a deferment of their study. The maximum extension that will be granted by Built Form Design Academy is six (6) months. Students may reapply for a further six (6) months if the reasons for applying continue to be an issue. Any further deferment of study is to the discretion of Built Form Design Academy.

To apply for Special Consideration, you will need to review the Built Form Design Academy policy for Special Consideration and complete an Application for Special Consideration form.

Complaints and Appeals

Built Form Design Academy is dedicated to providing a high standard of service. Should you have a complaint or wish to appeal an assessment result, you are encouraged to do so by using the following processes:

Complaints

Complaints are the expression of the dissatisfaction with the quality or any aspect of the business operations and service, including nuisances, discrimination or similar against another person, inclusive of Participants, Staff and Contractors.

The following are examples of issues for which you may

lodge a complaint:

• Enrolment

• Training delivery

• Training and/or assessment, including Recognition of Prior Learning

• Any other activities associated with the delivery of training and assessment services

• Issues such as discrimination, sexual harassment, participant amenities, etc.

First instance: You are encouraged to speak immediately with your Trainer. If you are not comfortable addressing the issue with the Trainer you are encouraged to contact the Training Manager.

Second instance: If the issue is not resolved you are encouraged to either speak to or contact in writing the Managing Director.

Third instance: If the matter is still not resolved an independent third party will be requested to assist with resolution. Third parties may include relevant training representative(s), legal representative(s) e.g. Anti-discrimination board or other relevant personnel.

Outcomes of complaints will be provided to you in writing within fifteen (15) working days of the decision.

In the event that a complaint has been lodged, an Incident/Complaint Form must be completed and forwarded to the Managing Director immediately, even if the situation has been resolved to the satisfaction of all parties.

Fourth instance: If you are not satisfied with the outcome of this procedure have the right to contact the Australian Skills Quality Authority (ASQA) by completing the complaints form at: **https://www.asqa.gov.au/complaints/getting-started-making-complaint-about-training-provider**

Appeals

Appeals are the expression of the dissatisfaction of an assessment result. This would occur when a Participant has been deemed not yet competent and does not agree with this decision.

There are various grounds for lodging an assessment appeal. These include, but are not limited to:

• Not being fully informed of the assessment process

• Participant's needs not taken into consideration

• The assessment process is different to that outlined by the Trainer/Assessor

• Assessment process not based on Training Package/Unit of Competence requirements

• An inappropriate method used to assess the Training Package/Unit of Competence

• Alleged bias of the Trainer/Assessor

• Alleged incompetence of the Trainer/Assessor

• Faulty or inappropriate equipment or facilities

Step 1: You must discuss appealing an assessment outcome and/or the assessment process with your Trainer/Assessor involved.

(This step must commence within ten (10) working days of the assessment outcome being advised).

Step 2: If still not satisfied, you must complete the Assessment Appeals Form - Part A and forward to the Managing Director.

(This should occur within five (5) working days of Step 1)

Step 3: The assessment is to be reviewed by a different Assessor and the results of the review summarised on the Assessment Appeals Form. You are to be advised of the appeals outcome within ten (10) working days.

(This should occur within ten 10 working days of Step 2)

Step 4: If still not satisfied with the outcome of the appeal, your appeal is to be reviewed by the Managing Director. The Managing Director will send an acknowledgement letter to you, record the receipt of the Assessment Appeals Form, then review. The Managing Director if necessary will convene a review panel to thoroughly examine the appeal.

(You are to be advised of the outcome within ten (10) working days).

Step 5: If you are not satisfied with the outcome of this procedure have the right to contact the Australian Skills Quality Authority (ASQA) by completing the complaints form at: **https://www.asqa.gov.au/complaints/getting-started-making-complaint-about-training-provider**

Access to Participant Records

You may wish to access your records to check on work completed, progress or for other reasons. Please organise with your Trainer a time suitable to view your training records.

Excepting audit authorities such as ASQA, no other parties will be permitted to access your files without written consent from you.

Release of Contact Details and Information

To ensure that Registered Training Organisations meet the national standards and offer quality training to Participants, ASQA conducts regular audits. The audit process involves a review of a training organisation's Policies, Procedures, Record keeping and practices. On occasions ASQA may contact past and present training Participants to conduct an interview to confirm that the organisation is complying with its obligations and providing a service which meets the needs of Participants and industry.

Upon request Built Form Design Academy is required to supply the following information to ASQA:
• Contact details including address, telephone numbers and email address.

For audit purposes and in the event of a complaint or appeal, ASQA may request to view your files. The purpose of this is to ensure compliance with regulations and standards.

Privacy Policy

Built Form Design Academy will collect information, manage, use it and disclose it in a way that complies with the Privacy Act 1988 (Commonwealth), as amended in the Privacy Amendment (Private Sector 2000)

Built Form Design Academy will:
• Where information is provided by another person, ensure that collection has been authorised by the individual concerned, or by someone who is legally authorised to act on their behalf.
• Only collect information by lawful and fair means and not in an unreasonably intrusive way
• Protect archived personal information from loss or unauthorised access, use, disclosure, or misuse and from inappropriate modification

Change of Personal Details

Should you change any of your personal details please request a Change of Enrolment Information Form from your Trainer. Such details include, address, surname, contact telephone number etc.

Results

You will receive your Assessment feedback and result within five (5) working days of submission.

On completion of a Qualification or Unit of Competence, Built Form Design Academy will issue Statements of Attainment/ Certificates within thirty (30) calendar days.

Please note: If you require a Statement of Attainment to be issued during your enrolment, you will need to notify the Built Form Design Academy office: admin@bfda.edu.au

You will then receive a Tax Invoice for $20 plus GST.

This must be paid prior to receiving your Statement of Attainment and can be paid via Direct Debit, Credit Card or cheque.

What if I need my Certificate or Statement of Attainment to be re-issued?

In the event of a lost or damaged Certificate or Statement of Attainment, please complete the Change of Enrolment Information Form to request re-issuance of a Certificate or Statement of Attainment and return with payment of $77 inclusive of GST.

Evaluation

Your feedback is particularly important to our commitment to ongoing improvement.

Throughout your training you will be asked to provide your thoughts and comments on the training received.

Built Form Design Academy encourages all Participants to make contact should they wish to provide feedback or comments on any aspect of the service received.

Assessment

Assessments have been designed to progressively build on knowledge and skills and emulate tasks you would be asked to perform in the workplace.

Students are required to complete all assessments in a Learning Module in consecutive order. Students will not

be able to progress to later Learning Modules without successfully completing all assessments for their current module.

Competency Based Assessment

Competency based assessment is the type of assessing that allows us to determine a student's competency in a particular task based on their ability to apply the knowledge they have learnt and the skills required to complete work activities to the standard that is expected in the workplace.

Students complete a unit of competency when the tasks can be performed to a competent level.

Competency is an ongoing process of continually adding to your knowledge for a particular task or skill. For this reason, your ability to perform a task will increase as you work through to the more complex projects. It is for this reason that you are required to complete all of Project A units prior to moving through to Project B and then C.

If you are unable to demonstrate your ability in any of the assessments you can be reassessed. Reassessment may involve, redoing the whole assessment, or redoing a part of the assessment that focuses on a particular skill which requires more work.

Students can submit up to a total of three (3) attempts of an assessment, without further payment being required. If a student is unable to demonstrate competency after the three (3) submissions, they should speak with their trainer to determine how to move forward with that unit.

Notes Regarding Assessments

1. Students must keep a copy of all work submitted

2. All assessments are to be submitted online by uploading/submitting on the online campus The HUB. No submissions will be excepted through email or mail.

Feedback

Students will receive feedback on assessment activities within five (5) working days of uploading the assessment.

Plagiarism

Although we encourage students to discuss assessments with other students the submitted assignments must be your own work.

Plagiarism is where you present another person's work as if it was your own. Plagiarism is considered cheating and is a serious offence. If you are found to have plagiarised you could find yourself excluded from a particular unit or from the course.

If you have any doubts about including information that may be considered plagiarised it is always best to discuss this with your trainer prior to submitting the work.

Some of the activities that can be considered plagiarism include:

1. Presenting another student's work as your own

2. Handing in work that is very similar to or copied from another student

Copyright / Intellectual Property

Breach of copyright and intellectual property occurs when you use the work of others and do not make attribution of their work. In effect you are passing off someone elses work as your own.

Websites, blogs, textbooks, newspapers, magazines, drawings, photographs, etc. are all subject to copyright and intellectual property and a failure to attribute these sources of information to their original authors is regarded as plagariasm.

BFDA requires students to acknowledge all sources of information utilised in assessments.

These acknowledgements should be in the form of 'in text references' and 'reference lists' utilising The Harvard system of referencing. There are numerous guides to Harvard Referencing online.

RELEVANT LEGISLATION

Relevant legislation to be complied with:

Work Health and Safety Act 2011

The Work Health and Safety Act 2011 provides a framework for managing health and safety risks in Australian workplaces. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this Act, regardless of the types of services and/or products they provide or sell. For more information visit:

https://www.legislation.gov.au/Series/C2011A00137

Occupational Health and Safety Act 2004 (Vic)

Occupational Health and Safety Act 2004 provides a framework for managing health and safety risks in the workplace. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this Act, regardless of the types of services and/or products they provide or sell. For more information visit:

http://www.austlii.edu.au/au/legis/vic/consol_act/ohasa2004273/

Occupational Safety and Health Act 1984 (WA)

The Act provides a framework for managing health and safety risks in Western Australian workplaces. The objective of the Act is to prevent fatalities, injuries and illness caused by a workplace, by workplace activities or by a specified high risk plant - this is achieved by preventing or minimising exposure to risk. All organisations must comply with this Act, regardless of the types of services and/or products they provide or sell. For more information visit:

https://www.legislation.wa.gov.au/legislation/statutes.nsf/main_mrtitle_650_homepage.html

Industrial Relations Act 1988

The principal objective of the Industrial Relations Act 1988 is the provision of a framework for industrial relations that supports economic prosperity and social justice. For more information visit:

https://www.legislation.gov.au/Series/C2004A03679

Privacy Act 1988

The Privacy Act 1988 makes provisions to protect the privacy of individuals, and for related purposes. It should be noted, however, that the Federal Privacy Act does not regulate state or territory agencies (except for the ACT).

For information on privacy regulations in other states and territories, visit:

http://www.privacy.gov.au

Copyright Act 1968

The Copyright Act 1968 is an Act relating to Copyright and the protection of certain performances, and for other purposes. For more information regarding the Copyright Act 1968, go to:

www.aph.gov.au/library/pubs/rn/1998-99/99rn26.htm

National Vocational Education and Training Regulator Act 2011

This Act was introduced in 2011 to establish a consistent registration and accreditation framework for Vocational Education and Training, by applying nationally agreed standards. For more information visit:

https://www.legislation.gov.au/Details/C2017C00245

Equal Employment Opportunity

- New South Wales Anti-Discrimination Act 1977
- Queensland Anti-Discrimination Act 1991
- South Australia Equal Opportunity Act 1984
- Victoria Equal Opportunity Act 2010
- Western Australia Equal Opportunity Act 1984

The objectives of Equal Opportunity legislation are to encourage the identification and elimination of discrimination, sexual harassment and victimisation and their causes, and to promote and facilitate the progressive realisation of equality. For more information go to:

https://www.legislation.gov.au/Series/C2004A03429

Australian Consumer Law (ACL) 2011

Australian Consumer Law (ACL) 2011 aims to provide an equitable, competitive, informed and safe market place. It makes provisions in respect to certain unfair or undesirable trade practices, and aims at regulating the supply of goods and services. For more information visit:

https://www.legislation.gov.au/Details/C2019C00119

Competition and Consumer Act (CCA) 2010

The object of the Competition and Consumer Act (CCA) 2010 is to enhance the welfare of Australians through the promotion of competition and fair trading, and through a provision for consumer protection. For more information visit:

https://www.legislation.gov.au/Details/C2019C00119

ENROLMENT AGREEMENT

Enrolment Agreement Form Details

The Enrolment Agreement Form must be returned to Built Form Design Academy with your filled out application to enrol (*on the following pages*). This form must be signed and dated for your application to be valid.

Read the below statement and confirm that you agree the outlined conditions.

Conditions of Enrolment

I, ...
(Student: Write your full name above)

Have read Built Form Design Academy's Student Handbook and agree to all of the Handbook's clauses and instructions.

I also agree to all terms and conditions of enrolment that have been given to me, either in writing or verbal agreements.

As a student enrolled at Built Form Design Academy, I agree to:

1. Follow Built Form Design Academy (BFDA) Policies and Procedures as outlined in the Student Handbook and provided on the BFDA online campus - The HUB.

2. Follow revised Policies and Procedures that are created during my enrolment at Built Form Design Academy.

Note: Any changes to BFDA Policies and Procedures will be communicated to me via an email notification.

3. Understand that my enrolment at Built Form Design Academy may be suspended if I breach any Policies or Procedures.

4. Agree to pay course fees on time as per the arranged payment schedule outlined by Built Form Design Academy at enrolment.

5. If I am unable to pay fees on time, I agree that I will contact Built Form Design Academy seven (7) calendar days before payment is due. I understand that Built Form Design Academy reserves the right to suspend my enrolment and access to the online campus - The HUB, if no solution is reached to both parties satisfaction.

6. Give permission for my trainers, BFDA administrative staff and any internal or external auditing bodies to view the contents of my file.

....
(Student: Place your signature above)

............../.............../...............
(Student: Write the date above)

Applicants Under 18

Applicants under the age of 18 are required to have their parent, guardian or financial supporter sign and date the below agreement.

1,...
(Parent, Guardian or Financial supporter: Write your full name and business name - if applicable, above)

At the postal address:

....

....

Email Address:..
(Note: This will be the email address that Built Form Design Academy will send invoices to for course fees)

Telephone No:..

As the...
(Write your relationship to the student above)

I agree that:

1. The student has permission to enrol at Built Form Design Academy.

2. The student has access to the required computer equipment, internet access and software, to download / utilise required programs for the course - as outlined in the Student Handbook.

3. Course fees will be paid on time as per the arranged payment schedule outlined by Built Form Design Academy (BFDA) at enrolment, or to a pre-arranged plan, negotiated with BFDA a minimum of seven (7) calendar days prior to the payment due date.

....
(Parent, Guardian or Financial supporter: Place your signature above)

Date: ..../.............../...............
(Parent, Guardian or Financial supporter: Write the date above)

Enrolment Form

Enrolment Form					
COURSE NAME					
Qualification / Course Name:					
PERSONAL DETAILS					
Surname:			First Name:		
Address:					
State:			Post Code:		
Phone:			Date of Birth:		
Mobile:			Email Address:		
Gender:	Male (√):		Female (√):	City & State of Birth:	
				Country of Birth:	

Are you an Australian Citizen?			If you are not an Australian Citizen – write below your country of citizenship	Are you in Australia on a Visa?		
Yes (√):		No (√):		Yes (√):		No (√):
				If you answered yes, what kind?:		

Are you of Aboriginal or Torres Strait Islander origin? (√)	No (√):		Yes (√): Aboriginal		Yes (√): Torres Strait Islander	
What language do you mainly speak at home?						

How well do you speak English?	Very Well (√)	Well (√)	Not Well (√)	Not At All (√)

Qualification:	

EMPLOYER (if relevant)	
Contact Name:	
Business Name:	
Address:	

State:		Post Code:	
Phone:		Email:	

STATISTICAL DETAILS	
This information is used for statistical purposes only. Please state, circle or highlight.	
Are you still attending secondary schooling?	
Name of School you are attending:	

Enrolment Form

What is your highest completed school level?	
In what year did you complete that school level?	
Since leaving school have you completed any qualifications?	
Qualification Name:	
In what year did you complete that qualification?	

Current Employment Status:	Full-time (√)	Part-time (√)	Self employed (√)	Employer (√)	Unpaid family (√)	Unemployed (√)

Job Title and industry your job is classified under (if relevant)	

Do you consider yourself to have a permanent and significant disability?   Yes   /   No

Visual / Sight (√):		Intellectual (√):		Hearing (√):		Chronic Illness (√):		Physical (√):		Other (specify below)

If other disability please specify:	

Of the following categories, which BEST describes your main reason for undertaking this course?

To get a job (√):		To develop my existing business (√):		To start my own business (√):		To try for a different career (√):		To get a better job or promotion (√):	
To get into another course of study (√):		For personal interest or self-development (√):		It was a requirement of my job (√):		I wanted extra skills for my job (√):	

Please specify other reasons:	

USI (Unique Student Identifier) Number:
Write your USI below – if you do not have a USI or can't remember it visit: https://www.usi.gov.au/

I have received the Student Handbook containing all of the following information:

- Nationally Recognised Training Offered
- Our Service Commitment
- Access and Equity Policy
- Expectations of Participants
- Participant Support
- Refund Policy
- Competency Based Training and Assessment
- Credit Transfer
- Recognition of Prior Learning

- Access to Participant Records
- Release of contact details and information
- Change of Personal Details
- Complaints and Appeals
- Results
- Reissuance of Certificate/Statement of Attainments
- Course Evaluation
- Relevant Legislation – to be complied with

Enrolment Form

DECLARATION		
I have read the Student Handbook and agree to the conditions	**YES**	**NO**
I declare that I give permission for Built Form Design Academy to disclose my contact details to ASQA if requested for quality assurance purposes.	**YES**	**NO**
I declare that the information above is true and correct.		

Signature:		Date:	

☐ A copy of Photo ID has been provided or the original sighted.

NB: Proof of ID is required. Enrolments must provide certified (by Justice of the Peace) copy of Photo ID if original is not sighted. Certificates will only be issued when acceptable certified ID is provided.

TERMS AND CONDITIONS

The following terms and conditions apply to all participants:

1. Course work progression - participants are required to notify Built Form Design Academy as soon as it is practical of any event or any difficulties impacting the progress of their training and completion of their unit of competence, and if necessary apply for an extension.
2. Reenrollment in the unit and pay of the unit fee will be charged if more than three (3) resubmissions for assessment is required.
3. Replacement of a Statement of Attainment/Certificate or reissuance while progressing $77 inclusive GST
4. Full payment of fees is required prior of the issuance of the Statement of Attainment or Certificate.
5. Participants who successfully complete the requirements prior to the planned finished date can receive their Statement of Attainment/Certificate on completion, as long as all course fees are paid in full.