



# BLAR12050 Contract Documentation

## Term 3 - 2017

Profile information current as at 02/05/2024 01:49 am

All details in this unit profile for BLAR12050 have been officially approved by CQU University and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### General Information

#### Overview

This unit will develop your understanding of the roles and responsibilities associated with the preparation of contract documents including: Working Drawings; Specifications and specified bills; Schedules including fixtures, door and colour schedules; Integration of Australian Standards in the documentation package. It will introduce requirements for: Client sign-off; Coordination of design and consultancy team members; Implementation of quality procedures; Approvals processes; This unit will also consider the role of: non-traditional documentation forms; performance-based documentation.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 2*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Prerequisite: BLAR12036 Building Design 1

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

#### Offerings For Term 3 - 2017

- Distance

#### Attendance Requirements

All on-campus students are expected to attend scheduled classes - in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

#### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Presentation and Written Assessment**

Weighting: 30%

#### 2. **Presentation and Written Assessment**

Weighting: 35%

#### 3. **Presentation and Written Assessment**

Weighting: 35%

### Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the [University's Grades and Results Policy](#) for more details of interim results and final grades.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Previous Student Feedback

### Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

#### Feedback from Unit evaluation

##### Feedback

Give replies and feedback slowly during the festive season.

##### Recommendation

Respond to students' questions within 48 hours and provide feedback on assignments at least one week before the next assignment is due.

#### Feedback from Unit evaluation

##### Feedback

Unless CQU gets with the times and includes a cad unit in the early semesters of the Building Design degree the value of completing this degree is extremely limited.

##### Recommendation

Include a CAD or BIM unit before students take this unit.

## Unit Learning Outcomes

### On successful completion of this unit, you will be able to:

1. Prepare working drawings from a design sketch
2. Formulate and implement quality management policies for documentation
3. Identify and discuss the role of members of the design team including consultants
4. Identify and prepare the documentation required to obtain a building approval
5. Solve routine and unfamiliar problems using information, technology, logic and ethical decision making
6. Practice personal and interpersonal skills
7. Use effectively a range of appropriate communication modes.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes



### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
<b>1 - Presentation and Written Assessment - 30%</b>	•	•	•	•	•	•	•
<b>2 - Presentation and Written Assessment - 35%</b>	•	•	•	•	•	•	•
<b>3 - Presentation and Written Assessment - 35%</b>	•	•	•	•	•	•	•

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Communication	•	•	•	•	•	•	•
2 - Problem Solving	•	•	•	•	•	•	•
3 - Critical Thinking	•	•	•	•	•	•	•
4 - Information Literacy	•	•	•	•	•	•	•
5 - Team Work							
6 - Information Technology Competence	•	•	•	•	•	•	•
7 - Cross Cultural Competence							
8 - Ethical practice	•	•	•	•	•	•	•
9 - Social Innovation							
10 - Aboriginal and Torres Strait Islander Cultures							

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Presentation and Written Assessment - 30%	•	•	•	•		•		•		
2 - Presentation and Written Assessment - 35%	•	•	•	•		•		•		
3 - Presentation and Written Assessment - 35%	•	•	•	•		•		•		

## Textbooks and Resources

### Textbooks

BLAR12050

#### Prescribed

##### **AS1100 Technical drawing Part 301: Architectural drawing**

(2008)

Authors: Standards Australia

Standards Association of Australia

Homebush , Australia

Binding: Hardcover

[CQUni Bookshop](#)

BLAR12050

#### Prescribed

##### **Risk management program**

(2003)

Authors: Building Designers Association

Building Designers Association of Queensland

Brisbane , Australia

Binding: Hardcover

[CQUni Bookshop](#)

#### Additional Textbook Information

The BDAQ Risk Management Handbook will be made available to students on the Moodle website for this unit.

[View textbooks at the CQUniversity Bookshop](#)

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- USB Headset (speakers and microphone combination)
- Web camera (webcam)

## Referencing Style

All submissions for this unit must use the referencing style: [Harvard \(author-date\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Bill Zhao** Unit Coordinator

[b.zhao@cqu.edu.au](mailto:b.zhao@cqu.edu.au)

## Schedule

### Week 1 - 06 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 1 : Introduction to documentation		

### Week 2 - 13 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
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Topic 2: Introduction to quality management

### Week 3 - 20 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3: Working drawings: Site plans		

### Week 4 - 27 Nov 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3: Working drawings: Site plans		A1 due on 27 Nov 2017 <b>A1 Drawings and checklists as required</b> Due: Week 4 Monday (27 Nov 2017) 11:45 pm AEST

### Vacation Week - 04 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
Vation Week - Please check the Moodle website for activities during this week		

### Week 5 - 11 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: Working drawings: Plan views		

### Week 6 - 18 Dec 2017

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: Working drawings: Plan views		

### Week 7 - 01 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Working drawings: Sections and elevations		

### Week 8 - 08 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Working drawings: Sections and elevations		A2 due on 8 Jan 2018 <b>A2 Drawings and checklists as required</b> Due: Week 8 Monday (8 Jan 2018) 11:45 pm AEST

### Week 9 - 15 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6: Working drawings: Detailing		

### Week 10 - 22 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6: Working drawings: Detailing		

### Week 11 - 29 Jan 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 7: Other documentation		

### Week 12 - 05 Feb 2018

Module/Topic	Chapter	Events and Submissions/Topic
Topic 8: Contracts and approvals		A3 due on 5 Feb 2018 <b>A3 Presentation and Written Assessment</b> Due: Week 12 Monday (5 Feb 2018) 11:45 pm AEST

**Review/Exam Week - 12 Feb 2018**

Module/Topic	Chapter	Events and Submissions/Topic
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**Exam Week - 12 Feb 2018**

Module/Topic	Chapter	Events and Submissions/Topic
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## Assessment Tasks

### 1 A1 Drawings and checklists as required

**Assessment Type**

Presentation and Written Assessment

**Task Description**

#### Task 1 - Drawings

This assignment requires you to prepare a design and site plans for the work. For submission purposes you must draw:

- Location plan
- Existing site plan
- Demolition site plan
- Proposed site plan - a combination of the detail survey plan and site layout plan
- A site works plan - plan indicated external works, concrete extents, proposed site levels etc
- A conceptual services plan (It is not necessary to show actual pipe sizes, traps or the like. Just an idea of services to forward to consultants.)

#### Task 2 - Written

**Question 1:**

Name the four general principles of a quality management system.

**Question 2:**

Provide your indication and explanation of the proposed building as per the Building Code of Australia.

**Question 3:**

Provide your indication and explanation of the type of construction for the proposed building as per the Building Code of Australia.

**Assessment Due Date**

Week 4 Monday (27 Nov 2017) 11:45 pm AEST

**Return Date to Students**

Week 6 Monday (18 Dec 2017)

Within two weeks of submission.

**Weighting**

30%

**Assessment Criteria**

Evidence of understanding of the scope of work for the required drawings	6
Clarity and readability of line work, dimensioning and text.	6
Accuracy of scale and dimensions	6
Compliance with Risk Management checklists	2
Evidence of understanding of the requirements of the relevant parts of AS1100	2
Relevance to the client brief	2
Question 1	2
Question 2	2

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Submission Instructions**

Submit to Moodle.

**Learning Outcomes Assessed**

- Prepare working drawings from a design sketch
- Formulate and implement quality management policies for documentation
- Identify and discuss the role of members of the design team including consultants
- Identify and prepare the documentation required to obtain a building approval
- Solve routine and unfamiliar problems using information, technology, logic and ethical decision making
- Practice personal and interpersonal skills
- Use effectively a range of appropriate communication modes.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## 2 A2 Drawings and checklists as required

**Assessment Type**

Presentation and Written Assessment

**Task Description**

### Task Description

This is the second of three assignments which complete the working drawings required for the project. You must complete the drawings set in a manner that reflects the discussion in the study guide and tutorials.

### Task 1 Drawings

In relation to the project commenced in Assignment 1 you must prepare:

- a) Floor plans for each floor level of the project;
- b) Foundation and slab layout plan;
- c) Sections as required to fully describe the building;
- d) All elevations of the building.

**Assessment Due Date**

Week 8 Monday (8 Jan 2018) 11:45 pm AEST

**Return Date to Students**

Week 10 Monday (22 Jan 2018)  
Within two weeks of submission

**Weighting**

35%

**Assessment Criteria**

Evidence of understanding of the scope of work for the required drawings	12
Clarity and readability of line work, dimensioning and text.	6
Accuracy of scale and dimensions	5
Compliance with Risk Management checklists	4



Evidence of understanding of the requirements of the relevant parts of AS1100	4
Relationship between plans, elevations and sections	2
Understanding of the BCA and relevance to the project	2

### Referencing Style

- [Harvard \(author-date\)](#)

### Submission

Online

### Learning Outcomes Assessed

- Prepare working drawings from a design sketch
- Formulate and implement quality management policies for documentation
- Identify and discuss the role of members of the design team including consultants
- Identify and prepare the documentation required to obtain a building approval
- Solve routine and unfamiliar problems using information, technology, logic and ethical decision making
- Practice personal and interpersonal skills
- Use effectively a range of appropriate communication modes.

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## 3 A3 Presentation and Written Assessment

### Assessment Type

Presentation and Written Assessment

### Task Description

#### Task Description

This is the third of three assignments which complete the working drawings required for the project. You must complete the drawings set in a manner that reflects the discussion in the study guide and tutorials.

### Task 1 Drawings

In relation to the project commenced in Assignment 1 you must prepare:

- Any special details required to fully describe the building, including sectional details, plan call-out details;
- Conceptual electrical plan.

### Task 2 Written

#### Question 1:

Provide a list of possible design consultants to be used and briefly explain their role.

#### Question 2:

List the issues under the general heading "function" that must be considered when selecting and preparing building details.

#### Question 3:

What are some of the dangers associated with unlike materials?

#### Question 4:

Develop a "Table of Contents" for a typical specification for a house.

### Assessment Due Date

Week 12 Monday (5 Feb 2018) 11:45 pm AEST

### Return Date to Students

Exam Week Friday (16 Feb 2018)

After certification of grades, or within two weeks of submission, which ever occurs later.

### Weighting

35%

**Minimum mark or grade**

. Must achieve 50% or more to pass this course.

**Assessment Criteria**

Evidence of understanding of the scope of work for the required drawings	8
Clarity and readability of line work	5
Accuracy of scale and dimensions	5
Relationship between details and rest of documentation	2
The x-factor = Use of clever and sustainable materials and techniques	3
Question 1	3
Question 2	3
Question 3	3
Question 4	3

**Referencing Style**

- [Harvard \(author-date\)](#)

**Submission**

Online

**Learning Outcomes Assessed**

- Prepare working drawings from a design sketch
- Formulate and implement quality management policies for documentation
- Identify and discuss the role of members of the design team including consultants
- Identify and prepare the documentation required to obtain a building approval
- Solve routine and unfamiliar problems using information, technology, logic and ethical decision making
- Practice personal and interpersonal skills
- Use effectively a range of appropriate communication modes.

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem