BLAR12050 *Contract Documentation*
Term 3 - 2021

Profile information current as at 12/10/2024 01:44 pm

All details in this unit profile for BLAR12050 have been officially approved by CQUniversity 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 - 2021

- Online

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

More tutorials should be provided to explain how to use Revit

Recommendation

ArchiStar platform will be used to assist students in learning Revit. A Revit user guide will be added to the learning resources. A video on how to install the educational version of Revit will be posted to Moodle unit page.

Feedback from Unit evaluation

Feedback

Much clearer assessment requirements are needed.

Recommendation

Rubrics will be used to show the detailed requirements for assignments.

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

— N/A Level | ● Introductory Level | ● Intermediate Level | ● Graduate Level | ○ Professional Level | ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes						
	1	2	3	4	5	6	7
1 - Presentation and Written Assessment - 30%	●	●	●	●	●	●	●
2 - Presentation and Written Assessment - 35%	●	●	●	●	●	●	●
3 - Presentation and Written Assessment - 35%	●	●	●	●	●	●	●

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

There are no required textbooks.

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)
- ArchiStar

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

Schedule

Week 1 - 08 Nov 2021

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

Week 2 - 15 Nov 2021

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

Week 3 - 22 Nov 2021

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

Week 4 - 29 Nov 2021

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

Vacation Week - 06 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
Vacation Week		**A1 Drawings and checklists as required** Due: Vacation Week Monday (6 Dec 2021) 11:45 pm AEST

Week 5 - 13 Dec 2021

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

Week 6 - 20 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4: Working drawings: Plan view Revit lecture		

Vacation Week - 27 Dec 2021

Module/Topic	Chapter	Events and Submissions/Topic
Vacation Week		

Week 7 - 03 Jan 2022

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

Week 8 - 10 Jan 2022

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5: Working drawings: Sections and elevations Revit lecture		**A2 Drawings and checklists as required** Due: Week 8 Monday (10 Jan 2022) 11:45 pm AEST

Week 9 - 17 Jan 2022

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

Week 10 - 24 Jan 2022

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

Week 11 - 31 Jan 2022

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

Week 12 - 07 Feb 2022

Module/Topic	Chapter	Events and Submissions/Topic
Topic 8: Contracts and approvals		

Exam Week - 14 Feb 2022

Module/Topic	Chapter	Events and Submissions/Topic
		A3 Written Assessment Due: Exam Week Monday (14 Feb 2022) 11:45 pm AEST

Assessment Tasks

1 A1 Drawings and checklists as required

Assessment Type
Presentation and Written Assessment

Task Description
This term you are to design and prepare working drawings for the New Safety and Training Services Building on a pre-selected site in Rockhampton and explain as per the Building Code of Australia.

Assessment Due Date
Vacation Week Monday (6 Dec 2021) 11:45 pm AEST

Return Date to Students
Week 6 Monday (20 Dec 2021)

Within two weeks of submission

Weighting
30%

Assessment Criteria
The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.
- Original thought.
- Overall presentation and the ability to communicate using correct spelling, grammar and

punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this unit and appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit to Moodle.

assessmentOutcome

- 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.

assessmentGradAttribute

- 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
You will complete the drawings set in a manner that reflects the discussion in the study guide and tutorials. In relation to the project commenced in Assignment 1 you will prepare:

1. Floor plans for each floor level of the project;
2. Foundation and slab layout plan;
3. Sections as required to fully describe the building;
4. All elevations of the building.

Assessment Due Date
Week 8 Monday (10 Jan 2022) 11:45 pm AEST

Return Date to Students
Week 10 Monday (24 Jan 2022)

Within two weeks of submission

Weighting
35%

Assessment Criteria
The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.
- Original thought.

- Overall presentation and the ability to communicate using correct spelling, grammar and punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this unit and appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- 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.

assessmentGradAttribute

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

3 A3 Written Assessment

Assessment Type
Presentation and Written Assessment

Task Description
You will complete the drawings set in a manner that reflects the discussion in the study guide and tutorials.
In relation to the project commenced in Assignment 1 you will prepare:

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

Provide a list of possible design consultants to be used and briefly explain their role. List the issues under the general heading “function” that must be considered when selecting and preparing building details. Explain the dangers associated with unlike materials?

Assessment Due Date
Exam Week Monday (14 Feb 2022) 11:45 pm AEST

Return Date to Students
Exam Week Friday (18 Feb 2022)

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

Weighting
35%

Assessment Criteria
The assessment will be assessed on the following criteria:

- Clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use of supporting information where appropriate and associated references.

- Original thought.
- Overall presentation and the ability to communicate using correct spelling, grammar and punctuation.
- Where appropriate the use of graphs, illustrations and other diagrams that visually support the context of your submission.
- Demonstration of the core knowledge associated with this unit and appropriate application of this knowledge.

Referencing Style

- Harvard (author-date)

Submission
Online

assessmentOutcome

- 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.

assessmentGradAttribute

- 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