



# BLAR12050 Contract Documentation

## Term 3 - 2022

Profile information current as at 30/04/2024 11:33 am

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 - 2022

- 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

The requirements of the assignment should be clearer.

##### Recommendation

The lecturer will explain the detailed expectations on assignments in the tutorials. The 1st tutorial of this unit will include a Q&A session on the rubrics to ensure that students and lecturer have a common understanding of the rubrics.

## 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 |
| 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 | •                 | • | • | • | • | • | • |

| Graduate Attributes                                 | Learning Outcomes |   |   |   |   |   |   |
|---|-------------------|---|---|---|---|---|---|
|   | 1                 | 2 | 3 | 4 | 5 | 6 | 7 |
| 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](mailto:b.zhao@cqu.edu.au)

## Schedule

### Week 1 - 07 Nov 2022

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

### Week 2 - 14 Nov 2022

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

### Week 3 - 21 Nov 2022

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

### Week 4 - 28 Nov 2022

| Module/Topic   | Chapter | Events and Submissions/Topic |
|--|---------|------------------------------|
| Topic 3: Working drawings: Site plans<br>Revit lecture |         |                              |

### Vacation Week - 05 Dec 2022

| Module/Topic  | Chapter | Events and Submissions/Topic  |
|---------------|---------|---|
| Vacation Week |         | <b>A1 Drawings and checklists as required</b> Due: Vacation Week Tuesday (6 Dec 2022) 11:45 pm AEST |

### Week 5 - 12 Dec 2022

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

### Week 6 - 19 Dec 2022

| Module/Topic  | Chapter | Events and Submissions/Topic |
|---|---------|------------------------------|
| Topic 4: Working drawings: Plan view<br>Revit lecture |         |                              |

### Vacation Week - 26 Dec 2022

| Module/Topic  | Chapter | Events and Submissions/Topic |
|---------------|---------|------------------------------|
| Vacation Week |         |                              |

### Week 7 - 02 Jan 2023

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

### Week 8 - 09 Jan 2023

| Module/Topic  | Chapter | Events and Submissions/Topic  |
|---|---------|---|
| Topic 5: Working drawings: Sections and elevations<br>Revit lecture |         | <b>A2 Drawings and checklists as required</b> Due: Week 8 Tuesday (10 Jan 2023) 11:45 pm AEST |

**Week 9 - 16 Jan 2023**

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

**Week 10 - 23 Jan 2023**

| Module/Topic  | Chapter | Events and Submissions/Topic |
|---|---------|------------------------------|
| Topic 6: Working drawings: Detailing<br>Revit lecture |         |                              |

**Week 11 - 30 Jan 2023**

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

**Week 12 - 06 Feb 2023**

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

**Exam Week - 13 Feb 2023**

| Module/Topic | Chapter | Events and Submissions/Topic  |
|--------------|---------|---|
|              |         | <b>A3 Written Assessment</b> Due: Exam Week Tuesday (14 Feb 2023) 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 Tuesday (6 Dec 2022) 11:45 pm AEST

**Return Date to Students**

Week 6 Tuesday (20 Dec 2022)

**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.

**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**

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 Tuesday (10 Jan 2023) 11:45 pm AEST

**Return Date to Students**

Week 10 Tuesday (24 Jan 2023)

**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

**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 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 Tuesday (14 Feb 2023) 11:45 pm AEST

**Return Date to Students**

Exam Week Friday (17 Feb 2023)

After certification of grades, or within two weeks of submission, whichever 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

**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