BLSV13022 *Building Services Auditing*
Term 3 - 2019

Profile information current as at 01/05/2024 12:15 pm

All details in this unit profile for BLSV13022 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

The unit provides an introduction to: building auditing and professional responsibilities associated with undertaking services audits; processes associated with auditing building services for compliance with BCA, relevant legislation and codes for automated systems, fire services, and so on; the regulatory requirements in approaching auditing; best practice application of building service audits; and the application of audits during both design and refurbishment of buildings. N.B. Students should have completed introductory studies in building services to ensure an adequate level of entry knowledge.

Details

Career Level: *Undergraduate*
Unit Level: *Level 3*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites

Prereq: BLAR11043 or [BLAR12001 & BLAR12005]
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 - 2019

- 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. **Written Assessment**
Weighting: 5%
2. **Written Assessment**
Weighting: 20%
3. **Online Quiz(zes)**
Weighting: 5%
4. **Written Assessment**
Weighting: 30%
5. **Written Assessment**
Weighting: 5%
6. **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 "Have your say" student unit evaluation survey

Feedback

Assessments flowed nicely into each other and the lecturer gave the freedom to make the assessments as close to what would be experienced in the work environments as possible.

Recommendation

Lecturer to maintain the same delivery strategy.

Feedback from "Have your say" student unit evaluation survey

Feedback

The assignment debrief lectures were great but a bit of extra individual feedback on the assignments would of been helpful even as simple as pointing out particular parts of the debrief lecture that especially applied to where we had lost marks ie 'See debrief session in relation to referencing' just because sometimes in the debrief students were unsure where marks were lost.

Recommendation

The lecturer can elaborate the comment specifically applying to the particular student.

Feedback from "Have your say" student unit evaluation survey

Feedback

The format for the online lectures was a great idea, simple, to the point and questions were answered with clarity.

Recommendation

Lecturer to maintain the same delivery strategy.

Unit Learning Outcomes

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

1. Demonstrate building auditing and professional responsibilities associated with undertaking services audits.
2. Apply processes associated with auditing building services for compliance with BCA, relevant legislation, Australian Standards and industry codes.
3. Interpret and apply the regulatory requirements in approaching auditing.
4. Use "best practice" procedures for building service audits.
5. Appraise and apply different audits during both design and refurbishment of buildings.

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
1 - Written Assessment - 5%	●				
2 - Written Assessment - 20%	●	●	●		

Assessment Tasks	Learning Outcomes				
	1	2	3	4	5
3 - Online Quiz(zes) - 5%			●	●	
4 - Written Assessment - 30%		●	●	●	
5 - Written Assessment - 5%			●	●	
6 - Written Assessment - 35%		●	●	●	●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes				
	1	2	3	4	5
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 - Written Assessment - 5%	●		●	●						
2 - Written Assessment - 20%	●	●	●	●		●		●		
3 - Online Quiz(zes) - 5%		●	●	●						
4 - Written Assessment - 30%	●	●	●	●		●		●		
5 - Written Assessment - 5%	●	●	●	●						

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

Textbooks and Resources

Textbooks
BLSV13022

Prescribed

National Construction Code Complete Series
(2019)
Authors: The Australian Building Codes Board
The Australian Building Codes Board
Canberra , ACT , Australia
Binding: Hardcover

Additional Textbook Information

- National Construction Code (2019) Complete series is available to students online.
- Visit the Australian Building Codes Board at http://www.abcb.gov.au/ for registration and download.

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Micorsoft Office or equivalent (wordprocessing) software for preparation of assessment items in the appropriate format
- Microphone and headset (and prefereably a camera) to participate in Zoom sessions

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Pushpitha Kalutara Unit Coordinator
p.kalutara@cqu.edu.au

Schedule

Week 1 - 11 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
Introduction to building services auditing	Topic 1	

Week 2 - 18 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
Regulatory requirements and professional responsibilities in auditing	Topic 2	

Week 3 - 25 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
Approaches to building auditing	Topic 3	**Assessment 1 (A1)** Due: Week 3 Monday (25 Nov 2019) 11:45 pm AEST

Week 4 - 02 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
Fire safety and services auditing	Topic 4	

Vacation Week - 09 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
No online session - enjoy the break!		**Assessment 2 (A2)** Due: Vacation Week Monday (9 Dec 2019) 11:45 pm AEST

Week 5 - 16 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
Fire safety and services auditing (continued)	Topic 4	

Week 6 - 23 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
Undertaking an energy efficiency audit	Topic 5	

Week 7 - 06 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
Undertaking an energy efficiency audit (continued)	Topic 5	**Assessment 3 (A3)** Due: Week 7 Monday (6 Jan 2020) 11:45 pm AEST

Week 8 - 13 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
Auditing HVAC systems	Topic 6	

Week 9 - 20 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
Auditing lighting and electrical services	Topic 7	**Assessment 4 (A4)** Due: Week 9 Monday (20 Jan 2020) 11:45 pm AEST

Week 10 - 27 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
Auditing lighting and electrical services (continued)	Topic 7	

Week 11 - 03 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic
Auditing water services	Topic 8	**Assessment 5 (A5)** Due: Week 11 Monday (3 Feb 2020) 11:45 pm AEST

Week 12 - 10 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic
Refurbishment, maintenance and sustainability auditing	Topic 9	

Review/ Exam Week (Week 13) - 17 Feb 2020

Module/Topic	Chapter	Events and Submissions/Topic

Assessment Tasks

1 Assessment 1 (A1)

Assessment Type
Written Assessment

Task Description
This assessment will research a topical subject drawn from topic 1.

Assessment Due Date
Week 3 Monday (25 Nov 2019) 11:45 pm AEST
Submit via the assessment portal on the Moodle home page

Return Date to Students
Vacation Week Monday (9 Dec 2019)
Within two weeks of submission.

Weighting
5%

Assessment Criteria
The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

Your assessment should be produced in electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions.
Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the submission is your own and that any cited work has been correctly referenced as per the CQU requirements.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit as a single PDF file to the Moodle.

Learning Outcomes Assessed

- Demonstrate building auditing and professional responsibilities associated with undertaking services audits.

Graduate Attributes

- Communication
- Critical Thinking
- Information Literacy

2 Assessment 2 (A2)

Assessment Type
Written Assessment

Task Description
This assessment has three questions.
Q1 requires students to apply learning from Topic 1.
Q2 requires students to apply learning from Topic 2.
Q3 requires students to apply learning from Topic 3.

Assessment Due Date
Vacation Week Monday (9 Dec 2019) 11:45 pm AEST
Submit via the assessment portal on the Moodle home page

Return Date to Students
Week 6 Monday (23 Dec 2019)
Within two weeks of submission

Weighting
20%

Assessment Criteria
  The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

  Your assessment should be produced in electronic format.
  Before or on the nominated due date, upload your work following the on-screen instructions.
  Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
  You must ensure that the submission is your own and that any cited work has been correctly referenced as per the CQU requirements.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit a single PDF file to Moodle.

Learning Outcomes Assessed

- Demonstrate building auditing and professional responsibilities associated with undertaking services audits.
- Apply processes associated with auditing building services for compliance with BCA, relevant legislation, Australian Standards and industry codes.
- Interpret and apply the regulatory requirements in approaching auditing.

Graduate Attributes

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

3 Assessment 3 (A3)

Assessment Type
Online Quiz(zes)

Task Description
This assessment is a quiz drawn from topics 1-4.

Number of Quizzes
1

Frequency of Quizzes
Other

Assessment Due Date
Week 7 Monday (6 Jan 2020) 11:45 pm AEST
See Moodle instructions

Return Date to Students
Week 7 Monday (6 Jan 2020)
within 24 hours of completion

Weighting
5%

Assessment Criteria
The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

Your assessment should be produced in electronic format.
Before or on the nominated due date, complete the quiz following the on-screen instructions.

Referencing Style

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

Submission
Online

Submission Instructions
Access quiz via Moodle.

Learning Outcomes Assessed

- Interpret and apply the regulatory requirements in approaching auditing.
- Use "best practice" procedures for building service audits.

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy

4 Assessment 4 (A4)

Assessment Type
Written Assessment

Task Description
This assessment has two questions to answer:
Q1 requires students to apply learning from Topic 4.
Q2 requires students to apply learning from Topic 5.

Assessment Due Date
Week 9 Monday (20 Jan 2020) 11:45 pm AEST
Submit via the assessment portal on the Moodle home page

Return Date to Students
Week 11 Monday (3 Feb 2020)
Within two weeks of submission.

Weighting
30%

Assessment Criteria
The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

Your assessment should be produced in electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions.
Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the submission is your own and that any cited work has been correctly referenced as per the CQU requirements.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit a single PDF file.

Learning Outcomes Assessed

- Apply processes associated with auditing building services for compliance with BCA, relevant legislation, Australian Standards and industry codes.
- Interpret and apply the regulatory requirements in approaching auditing.
- Use "best practice" procedures for building service audits.

Graduate Attributes

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

5 Assessment 5 (A5)

Assessment Type
Written Assessment

Task Description
This assessment will research a topical subject drawn from topics 5 or 6.

Assessment Due Date
Week 11 Monday (3 Feb 2020) 11:45 pm AEST
Submit via the assessment portal on the Moodle home page

Return Date to Students
Exam Week Monday (17 Feb 2020)
Within 2 weeks of submission

Weighting
5%

Assessment Criteria
The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

Your assessment should be produced in electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions.
Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the submission is your own and that any cited work has been correctly referenced as per the CQU requirements.

Referencing Style

- Harvard (author-date)

Submission
Online

Submission Instructions
Submit a single PDF file to Moodle.

Learning Outcomes Assessed

- Interpret and apply the regulatory requirements in approaching auditing.
- Use "best practice" procedures for building service audits.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

6 Assessment 6 (A6)

Assessment Type
Written Assessment

Task Description
This assessment has five questions.
Q1 requires students to apply learning from Topic 6.
Q2 requires students to apply learning from Topic 7.
Q3 requires students to apply learning from Topic 7.
Q4 requires students to apply learning from Topic 8.
Q5 requires students to apply learning from Topic 9.

Assessment Due Date
Exam Week Friday (21 Feb 2020) 11:45 pm AEST
Submit via the assessment portal on the Moodle home page

Return Date to Students
Exam Week Friday (21 Feb 2020)
Within two weeks of submission but before the certification of grades

Weighting
35%

Minimum mark or grade
Minimum mark of 50 is required to obtain for this assessment (A6) along with overall cumulative result of 50% or more from all assessments to pass the unit

Assessment Criteria
The assessment will address the following attributes:

- 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 course and appropriate application of this knowledge.

Your assessment should be produced in electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions.
Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report.
You must ensure that the submission is your own and that any cited work has been correctly referenced as per the CQU requirements.

Referencing Style

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

Submission
Online

Submission Instructions
Submit a single PDF file to Moodle.

Learning Outcomes Assessed

- Apply processes associated with auditing building services for compliance with BCA, relevant legislation, Australian Standards and industry codes.
- Interpret and apply the regulatory requirements in approaching auditing.
- Use "best practice" procedures for building service audits.
- Appraise and apply different audits during both design and refurbishment of buildings.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- 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