# BLSV13022 *Building Services Auditing*

## Term 3 - 2021

Profile information current as at 12/10/2024 03:43 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 - 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. **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 Student Unit Teaching Evaluation (SUTE) data

**Feedback**

Overall the assignments were interesting and useful, with the requirements for real-world audits making it interesting. The lectures were well-prepared and the lecturer was very responsive with questions on the forums and by email.

**Recommendation**

The same delivery strategy will be adopted for the next delivery.

#### Feedback from Student Unit Teaching Evaluation (SUTE) data

**Feedback**

Having six assessment tasks to complete for the unit is found to be overwhelming especially since some tasks are supposed to complete over the Christmas break.

**Recommendation**

A thorough review will be conducted to check the potential of reducing the number of assessment tasks by combining minor assessment tasks into one major assessment task. Simultaneously, it will be checked about the shifting of the due date over a week from the Christmas break for the assessment task previously supposed to be completed during the Christmas break.

## 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% | • | • | • | | |
| 3 - Online Quiz(zes) - 5% | | | • | • | |
| 4 - Written Assessment - 30% | | • | • | • | |

| Assessment Tasks | Learning Outcomes | | | | |
|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| 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% | • | • | • | • | | | | | | |
| 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)
- Zoom app on your smart phone or access to Zoom on your laptop
- 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
- MS Teams

## 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 - 08 Nov 2021**

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

**Week 2 - 15 Nov 2021**

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

**Week 3 - 22 Nov 2021**

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

| | | |
|---|---|---|
| Approaches to building auditing | Topic 3 | **Assessment 1 (A1)** Due: Week 3 Monday (22 Nov 2021) 11:45 pm AEST |

**Week 4 - 29 Nov 2021**

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

**Vacation Week - 06 Dec 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| No online session - enjoy the break! | | **Assessment 2 (A2)** Due: Vacation Week Monday (6 Dec 2021) 11:45 pm AEST |

**Week 5 - 13 Dec 2021**

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

**Week 6 - 20 Dec 2021**

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

**Vacation Week - 27 Dec 2021**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| No online session - enjoy the break! | | |

**Week 7 - 03 Jan 2022**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Undertaking an energy efficiency audit (continued) | Topic 5 | **Assessment 3 (A3)** Due: Week 7 Monday (3 Jan 2022) 11:45 pm AEST |

**Week 8 - 10 Jan 2022**

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

**Week 9 - 17 Jan 2022**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Auditing lighting and electrical services | Topic 7 | **Assessment 4 (A4)** Due: Week 9 Monday (17 Jan 2022) 11:45 pm AEST |

**Week 10 - 24 Jan 2022**

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

**Week 11 - 31 Jan 2022**

| Module/Topic | Chapter | Events and Submissions/Topic |
|---|---|---|
| Auditing water services | Topic 8 | **Assessment 5 (A5)** Due: Week 11 Monday (31 Jan 2022) 11:45 pm AEST |

**Week 12 - 07 Feb 2022**

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

**Review/ Exam Week (Week 13) - 14 Feb 2022**

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

No exams for this unit. Relax!

**Assessment 6 (A6)** Due: Exam Week Monday (14 Feb 2022) 11:45 pm AEST

## 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 (22 Nov 2021) 11:45 pm AEST

Submit via the assessment portal on the Moodle home page

**Return Date to Students**
Vacation Week Monday (6 Dec 2021)

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.

**assessmentOutcome**

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

**assessmentGradAttribute**

- 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 (6 Dec 2021) 11:45 pm AEST

Submit via the assessment portal on the Moodle home page

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

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.

**assessmentOutcome**

- 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.

**assessmentGradAttribute**

- 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 (3 Jan 2022) 11:45 pm AEST

See Moodle instructions

**Return Date to Students**

within 24 hours of completion

**Weighting**
5%

**Assessment Criteria**
The assessment will address the following attributes:

- Original thought.
- Demonstration of the core knowledge associated with this course and appropriate application of this knowledge.

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.

**assessmentOutcome**

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

**assessmentGradAttribute**

- 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 (17 Jan 2022) 11:45 pm AEST

Submit via the assessment portal on the Moodle home page

**Return Date to Students**
Week 11 Monday (31 Jan 2022)

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.

**assessmentOutcome**

- 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.

**assessmentGradAttribute**

- 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 and 6.

**Assessment Due Date**
Week 11 Monday (31 Jan 2022) 11:45 pm AEST

Submit via the assessment portal on the Moodle home page

**Return Date to Students**
Exam Week Monday (14 Feb 2022)

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.

**assessmentOutcome**

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

**assessmentGradAttribute**

- 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 Monday (14 Feb 2022) 11:45 pm AEST

Submit via the assessment portal on the Moodle home page

**Return Date to Students**

Before the school's certification of grades meeting

**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.

**assessmentOutcome**

- 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.

**assessmentGradAttribute**

- 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