



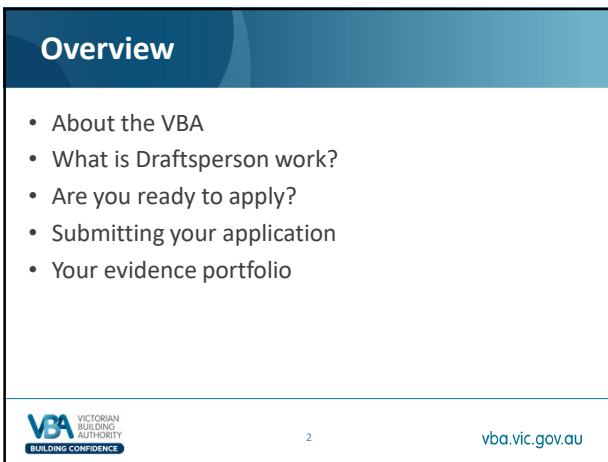
VBA VICTORIAN BUILDING AUTHORITY
BUILDING CONFIDENCE

Draftsperson Building Design (Architectural)

Registration information seminar

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Overview

- About the VBA
- What is Draftsperson work?
- Are you ready to apply?
- Submitting your application
- Your evidence portfolio

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About the VBA


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About the VBA

The VBA regulates for a quality-built environment in Victoria

- Registering, regulating and disciplining building and plumbing practitioners
- Undertaking inspections, investigations and audits to enforce compliance with relevant legislation
- Providing expert technical advice and informed solutions to industry


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About the VBA

Our objectives

- Protect our community
- Empower industry, practitioners and consumers
- Respond to risks and concerns
- Influence industry and key decision-makers


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What are the categories of building practitioner?

Victorian Building Regulations 2018 define 10 categories of building practitioner:

1. Building Surveyor (Unlimited)
2. Building Surveyor (Limited)
3. Building Inspector (Unlimited)
4. Building Inspector (Limited)
5. Quantity Surveyor
6. Engineer
7. Draftsperson
8. Erector or Supervisor (Temporary Structures)
9. Person Responsible for a Building Project (Project Manager)
10. Builder

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What is draftsperson work?

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What is a Draftsperson?

Registered Draftspersons are responsible for preparing plans for building work or preparing documentation relating to building permits or permit applications.

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Classes of Draftsperson

1. Building Design (Architectural)
2. Building Design (Interior)
3. Building Design (Services)



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Classes of Draftsperson

Building Design (Architectural) DP-AD
 Produce plans and documentation for architectural work
 Includes work covered under *Building Design (Interior)* registration
 All classes of building & type of construction (A, B, C)

Building Design (Interior) DP-ID
 Produce plans and documentation for building interiors
 All classes of building

Building Design (Services) DP-SD
 Produce plans and documentation for building services
 All classes of building & type of construction (A, B, C)


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Draftsperson Work

What is Draftsperson work?

This guide outlines the responsibilities of draftsperson work. It covers the skills, knowledge and experience required for registration.

What are the three classes of draftsperson?

The classes of draftsperson are:

- 1. Building Design (Architectural) DP-AD
- 2. Building Design (Interior) DP-ID
- 3. Building Design (Services) DP-SD

Building design (Architectural)

Draftspersons producing design documents are responsible for producing plans and documentation for building work. This includes the preparation of building permits and other permits associated with the construction of all classes of buildings.

Building design (Interior)


Draftspersons producing design documents are responsible for producing plans and documentation for building interiors. This includes the preparation of building permits and other permits associated with the construction of all classes of buildings.

Building design (Services)

Draftspersons producing design documents are responsible for producing plans and documentation for building services. This includes the preparation of building permits and other permits associated with the construction of all classes of buildings.

This guide provides an overview of the skills, knowledge and experience applicants require for registration

Available on the VBA website



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Building Design (Architectural)

Responsibilities

- Produce plans and documentation associated with construction of all **building classes** and **types of construction**:
 - ✓ building work
 - ✓ applications for permits
- Develop plans and documentation to enable builders to **tender** for construction
- Inform builders and tradespeople about **construction methods** and **manufacturer specifications**
- Prepare plans and supporting documentation, including specifications and schedules
- Ensure construction decisions are consistent with design intent


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Building Design (Architectural)


Apply knowledge of relevant legislation, regulations and standards to the design of all classes of building and types of construction

Initiate applications for building permits

Act in a competent manner to a professional standard

Provide advice on building materials and construction methods

Prepare plans and documents for use in relation to building permits, with enough detail for tender and contractual use

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Building Design (Architectural)

Prepare documentation to enable builders to prepare tenders


Project administration and monitoring

Act in a competent manner to a professional standard

Consider energy rating reports

Consider BAL (Bushfire Attack Level)

Brief and coordinate secondary consultants


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Draftsperson work

You do not need to be registered, if you are:

- Only preparing plans/documentation for permits for domestic building work valued at \$10,000 or less
- Preparing civil, mechanical or electrical plans or other documentation for permits if that work is done for an engineer (Reg 270)
- Preparing plans that are not part of the building permit process – such as: Town planning permit drawings

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Am I ready to apply?


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Qualification

VBA must grant registration:

- if it is satisfied that the applicant holds the appropriate 'prescribed qualification'
- or*
- where the applicant holds a qualification the VBA considers is equal to the prescribed qualification (an 'equivalent qualification')



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Prescribed Qualification

Building Design (Architectural)

Prescribed qualification refers to the **education** and **experience** requirements needed to be registered as a building practitioner.

For this class the prescribed qualification are:

- ✓ **Advanced Diploma of Building Design (Architectural)** (22268VIC or 22477VIC)
- and
- ✓ At least **2 years** practical experience.



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Equivalent Qualification

The following may be considered combined with relevant Victorian experience & knowledge:

- International Architect / Architect
- Interstate Building Design Qualification
- Former prescribed qualification (Diploma of Building Design)
- Partial completion of prescribed qualification
- Other relevant qualification

The VBA assess this with a Computer Based Test (CBT) and/or a formal interview.



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Qualification

No Relevant Qualification

We **STRONGLY** suggest the prescribed qualification is obtained.

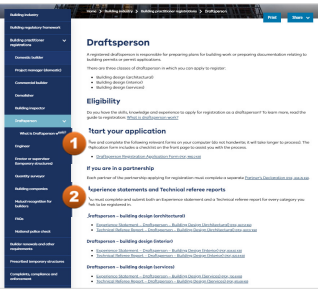

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Where to download the forms

**Building industry>
Building practitioner registrations>
Draftsperson**

- 1 Application form
- 2 Experience statement & Technical referee report




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Submitting your application

Submit

1. A printed hard copy of the application forms **plus**
2. Hard copies of supporting documents

Remember
Sign your Application Forms **including** the Part L: Experience Statement.

How to submit
By mail or in person

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After you apply

The VBA will

1 Check all the necessary information is submitted

If your application is incomplete, we will:

- Return your application, or
- Request further information

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After you apply


The VBA will

1 Check all the necessary information is submitted

2 Assess your application and supporting documents

We may require you to:

- Provide further information
- Sit an open book multiple choice computer based **exam**
- Attend a face-to-face **interview**


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After you apply

The VBA will

- 1** Check all the necessary information is submitted
- 2** Assess your application and supporting documents
- 3** Make a decision on your application

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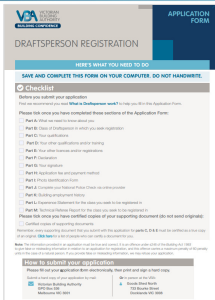
Application form


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Application form

The application form can be found on the VBA website, under the 'Building Practitioner Registrations' section.



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Application form

Part E
Other Licences and/or Registrations

- Interstate Building Designer
- Other VBA registration - different category
- International Registered Architect


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Application form

Part J
National police check

Complete your national police check via the fit2work online portal

Enter 7 digit reference number in this section


Part J COMPLETE YOUR NATIONAL POLICE CHECK VIA ONLINE PROVIDER

To support your application we require you to undertake a national police check, via our online service provider fitwork. To do this, please click [here](#) and you will be taken to an online portal to complete your police check. Upon completion, fitwork will provide you a 7 digit reference number to substitute your police check.

Please enter your 7 digit reference number here:

Your 7 digit fitwork reference number is available in your profile once you have completed your police check.

Please note: If you do not complete your police check your application will be returned to you.


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Application form

Part K
Your building design employment history

This information will help the VBA decide whether you have enough years of experience to be eligible for registration.

Part K BUILDING EMPLOYMENT HISTORY *see previous page for notes

Please identify at least one employer (past or present) relevant to this application.

Employer 1

Employer / Supervisor name: Position / Title:

Company: Dates of employment: From: To:

Address of employer:

Suburb: State or territory: Postcode:

Employer primary contact number: Building practitioner registration number if applicable:

Employer 2


Employer / Supervisor name: Position / Title:

Company: Dates of employment: From: To:

Address of employer:

Suburb: State or territory: Postcode:

Employer primary contact number: Building practitioner registration number if applicable:


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Experience Statement

Table 3 - Evidence of Competencies and Knowledge

Criterion 1	Preparation of Drawings
Criterion 2	Building Permit Application
Criterion 3	Project Administration
Criterion 4	Secondary Consultants

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How to complete Part L – Table 1

STEP 2. Complete tables 1 and 2

Table 1. Fill out this table to describe all Building Design (Architectural) work that you have done

What type of work have you done? Tick the box.	How many times have you done this type of work? Tick the box.	What were your exact responsibilities? List in point form.
<input type="checkbox"/> Apply knowledge of the requirements of the relevant building legislation, regulations and Australian standards to the design (including plans and specifications) of all classes of building and types of construction.	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10 +	
<input type="checkbox"/> Prepare plans and related documentation for the design and construction of all types of building, for use in relation to building permits. Documentation must include sufficient detail for obtaining building permits and for tender and contractual use.	<input type="checkbox"/> 1 – 5 <input type="checkbox"/> 6 – 10 <input type="checkbox"/> 10 +	

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How to complete Part L – Table 2

Table 2. Fill out this table to describe three projects that demonstrate your experience in Building Design (Architectural) work, including:

- at least one that relates a Class 1 building as defined in the National Construction Code (NCC)
- at least one in Classes 2-9 and of Type A or B Construction, as defined in the NCC.

Brief description	Period of work (must include start/end dates)	Address of building project	Name and contact number of your employer
Project 1	Start date: <input style="width: 80%;" type="text"/> End date: <input style="width: 80%;" type="text"/>		
Project 2	Start date: <input style="width: 80%;" type="text"/> End date: <input style="width: 80%;" type="text"/>		

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Technical Referee Report

Part M Technical Referee Report

You must submit Technical Referee Reports to support the projects listed in your 'Experience Statement' (Part L)

Submit **at least one** Technical Referee Report from a person who is:

- Registered in the relevant VBA category and class (or higher), or
- An architect registered by the Architects Registration Board of Victoria (ARBV), or
- A registered Domestic Builder (Unlimited) - if the builder was the direct employer.


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Technical Referee Report

Referees

- You must have been **directly supervised** by the referee
- Ensure **all sections** are completed
- you must have experience in all sections
- As much detail as possible should be given
- VBA DP-AD / Architect **registration number**
- Suggest **submit more than one** if possible

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Evidence portfolio

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Evidence Portfolio **Criterion 1**

Drawings

1 Full sets of Working Drawings for varied projects
 Drawings must demonstrate regulatory compliance suitable for:
 - Building Permit Applications
 - Tender and Contractual Use (not Town Planning drawings)

2 Submit with drawings a Statutory Declaration stating:
 'the significant majority of the drawing content submitted was personally prepared by <insert your name>'

If drawings are jointly drawn, highlight drawings showing the parts drawn by you.


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Evidence Portfolio **Criterion 1**

Drawings

- **Minimum 3 Projects:**
 - varied to demonstrate a wide range of skill
- **Minimum 1x Class 1 project:**
 - New dwelling
 - Alterations and Addition
- **Minimum 1x Class 2-9 project of a Construction Type A or B:**
 - New Building
 - Alterations and/or Addition

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Evidence Portfolio **Criterion 1**

DRAWINGS: Type of Construction






  

Table C1.1 TYPE OF CONSTRUCTION REQUIRED


Rise in storeys	Class of building	
	2, 3, 9	5, 6, 7, 8
4 OR MORE	A	A
3	A	B
2	B	C
1	C	C

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Evidence Portfolio	Criterion 2
<p>Building Permit</p> <ul style="list-style-type: none"> • Building permit application – filled out • Copy of issued Building Permit • Evidence of liaising with Building Surveyor • Report and Consent documentation • Alternate or Performance Solution documentation 	
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Evidence Portfolio	Criterion 3
<p>Project Administration</p> <ul style="list-style-type: none"> • Project works Specifications • Finishes Schedules • Building Contract and completed Contract Schedules • Tender Documentation including: <ul style="list-style-type: none"> - Conditions of Tender - Calling of Tenders - Assessment of Tenders 	
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Evidence Portfolio	Criterion 3
<p>Project Administration</p> <p>Building Contract Administration</p> <ul style="list-style-type: none"> • Issuing Site Instructions • Assessing Progress Claims • Defects Inspections and rectification lists • Assessing Variations • Recording Site Meeting minutes <p style="color: #e67e22;">Independent administration of a building contract between an owner and builder (on behalf of the owner)</p>	
<p>  54 vba.vic.gov.au </p>	


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Evidence Portfolio **Criterion 4**

Secondary Consultants

Submit Evidence of:

1. **Briefing & liaising with Consultants:**
 - notes & emails
 - consultant reports
 - meeting notes & marked up drawings
2. **Incorporating consultant's work into architectural drawings**

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Evidence Portfolio

If your projects do not include evidence of some required items

You may submit the following example documents drawn and/or prepared by you:

- **Standard details**, and/or
- **Document proforma** examples

Examples produced through 'Continuing Professional Development' (CPD) **may** also be submitted for consideration.


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Evidence Portfolio **Criterion 1**

CLASS 1 - Residential Projects **GENERAL**


- General Notes: sufficient, relevant & specific to project
- BAL notes & construction section details for min BAL 19
- Integrated Energy Rating information including:
 - Window 'U' values & SHGC, and Insulation values
- Lighting layouts and calculations - m2 areas & wattages
- Structural Engineering information **integrated** into drawings
- Secondary Consultant information **integrated** into drawings
- Technical drafting technique to comply with AS.1100 including:
 - hatching, linework (type & weight), lettering, presentation
 - **Clarity** of drawings for purpose of use

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Evidence Portfolio		Criterion 1
CLASS 1 - Residential Projects	SITE PLAN	
<ul style="list-style-type: none">• Land Title Information – site bearings & dimensions, easements• Adjoining Properties within 9m, including habitable room windows• Stormwater Drainage Layout and connection to LPOD - including downpipe size & locations• Site Coverage & Permeability calculations• Overlooking and Overshadowing diagrams• Boundary Protection works and notes• Site & Floor Levels• Location of Retaining Walls and Excavations & Batters• Setback & Setout dimensions		
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Evidence Portfolio		Criterion 1
CLASS 1 - Residential Projects	FLOOR PLAN	
<ul style="list-style-type: none">• FRL's of Party Wall or Walls on Boundary – 'FRL 60/60/60'• Smoke Detectors – and note for interconnection• Location of masonry articulation joints• Floor Levels• Locations and size downpipes• Sufficient and specific Dimensions including; - opening sizes for window & doors, and brickwork dimensions• Ability to define Existing & Proposed works (if relevant)		
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Evidence Portfolio		Criterion 1
CLASS 1 - Residential Projects	ELEVATIONS	
<ul style="list-style-type: none">• Ground Lines to reflect slope & levels, including cut & fill• Proposed (and existing if relevant) Floor & Ceiling Levels• Locations of masonry [or other] articulation joints• A10/B17 [Reg 79] setback profile• Overall Wall Heights• FRL's noted for Walls on Boundary		
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Evidence Portfolio		Criterion 1
CLASS 1 - Residential Projects	SECTIONS	
<ul style="list-style-type: none">Fully notated Sections, showing all Structural & Framing Members<ul style="list-style-type: none">- NOT cad software generated sections with no detailGround Lines to reflect slope & levels, including cut & fillStair details including; tread & risers sizes, and handrailsStructural Engineering integrated including;<ul style="list-style-type: none">- footing & slab details, and steel structureProposed (and existing) Floor & Ceiling LinesSub-floor clearance requirementsBoundary Protection Works awareness (if building close to boundary)<ul style="list-style-type: none">- showing location of the title boundaryTimber Framing schedule, in accordance with AS.1648FRL levels noted for Party Walls and/or Walls on Boundary		
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Evidence Portfolio		Criterion 1
CLASS 1 - Residential Projects	DETAILS	
<ul style="list-style-type: none">Section Details for min BAL 19 ConstructionSection Details of FRL's of Party and/or Boundary WallsWaterproofing Section Details of;<ul style="list-style-type: none">- Basements and/or Retaining Walls- BalconiesBracing Details, in accordance with AS.1648Wall detail demonstration required Acoustic separation - Rw		
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Evidence Portfolio		Criterion 1
CLASS 2-9 Commercial Projects		
GENERAL		
<ul style="list-style-type: none">General Notes: sufficient, relevant & specific to projectStructural Engineering information <u>integrated</u> into drawingsSecondary Consultant information <u>integrated</u> into drawingsDetails of Boundary Protection Works including General Notes on Excavation and Protection of Adjoining Property		
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Evidence Portfolio	Criterion 1	
CLASS 2-9 Commercial Projects NCC Section C - FIRE PROTECTION		
<ul style="list-style-type: none">• Location of required Fire Fighting Equipment including;<ul style="list-style-type: none">- Sprinklers, Fire Hydrants, Fire Hose Reels, and Fire Extinguishers• Fire Compartments and/or Separation clearly noted on plans• Required FRL levels noted on plans, elevations and sections• Construction details of Fire Rated components;<ul style="list-style-type: none">- for walls, floors, ceilings, columns/beams, doors etc• Location of Fire Doors clearly noted on plans		
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Evidence Portfolio	Criterion 1	
CLASS 2-9 Commercial Projects NCC Section D - ACCESS & EGRESS		
<ul style="list-style-type: none">• Number of Exits• Distance of Travel to Exits / Egress Paths<ul style="list-style-type: none">- shown & highlighted on drawings to demonstrate compliance• Egress Paths widths demonstrated for; corridors, doors and stairs• Door swings shown in direction of travel where required• Location and types of emergency lights and exit signs		
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Evidence Portfolio	Criterion 1	
CLASS 2-9 Commercial Projects NCC Section F - HEALTH & AMENITY		
<ul style="list-style-type: none">• Number of Sanitary Facilities requirements and <u>calculations</u>• Acoustic Separation and Rw requirements• Minimum Ceiling Height requirements		
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Evidence Portfolio	Criterion 1
<p>CLASS 2-9 Commercial Projects</p> <p>NCC Section J - ENERGY EFFICIENCY</p> <ul style="list-style-type: none"> • NCC Part J details integrated into the drawings • Required 'R' Values of building elements • Glazing Calculator demonstration compliance • Window schedule including 'U' Values & SHGC 	
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Evidence Portfolio	Criterion 1
<p>CLASS 2-9 Commercial Projects AS.1428</p> <ul style="list-style-type: none"> • Accessible Building Access including; <ul style="list-style-type: none"> - thresholds, steps, ramps and handrails • Accessible and Ambulant Toilet Facilities including; <ul style="list-style-type: none"> - Plan Details and Internal Elevations • Locations and dimensions of Tactile Indicators • Door Circulation compliance <ul style="list-style-type: none"> - demonstrated on plans for all required doorways • Accessible Car Parking requirements shown on drawings • DDA compliant Lifts and Multi-level Access 	
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Evidence Portfolio	Criterion 1
<p>CLASS 2-9 Commercial Projects DETAILS</p> <ul style="list-style-type: none"> • Waterproofing construction Section Details of; <ul style="list-style-type: none"> - Basements and/or Retaining Walls - Balconies • Construction section details of Fire Rated components; <ul style="list-style-type: none"> - for walls, floors, ceilings etc • Wall detail demonstration required Acoustic separation - Rw • Roof Plan with details of; <ul style="list-style-type: none"> - roof fall, box gutters, sumps, rainwater heads, downpipes etc 	
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Evidence Portfolio **Criterion 1**

Boundary Protection Works **All Classes 1 to 10**

Building designers & documenters have a responsibility to consider and adequately describe any building work that may impact on adjoining properties.

Notes on Protection Works	<ul style="list-style-type: none"> No portion of works is to project over the title boundary Ensure structural integrity of adjoining buildings, including soil Drawings read in conjunction with structural engineer & soil report
Adjoining Significant vegetation	<ul style="list-style-type: none"> Protect any adjoining vegetation at risk from the construction works installation of boundary root barrier if required
Protection Works Notices	<ul style="list-style-type: none"> referred to on drawings, if required by Building Surveyor For more information see VBA PN20-2017

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Students – getting ready

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Experience & Evidence Portfolio

As a STUDENT what you can do now and into the future ?

- Employment:**
 - Part time as a student
 - Full time as a graduate
- Keep a log of all your experience
- Collect work examples of experience
- Signed off by a supervising registered Building Designer / Architect

Don't wait until you're ready for registration, start collecting NOW.

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Experience & Evidence Portfolio

As a **STUDENT** what you can do now and into the future ?

- Complete your **QUALIFICATION**
- **EXPERIENCE** in both:
 - Residential projects
 - Commercial projects


In a variety of projects to demonstrate wide range of skill
- Don't stop **LEARNING**:
 - Attend Industry workshops and seminars
 - CPD Continual Professional Development

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Questions?

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