



**Building Designers
Association Victoria**

**BDAV
BUILDING DESIGNER
LOG BOOK
OF EXPERIENCE**



Building Designers
Association Victoria

BDAV BUILDING DESIGNER LOG BOOK OF EXPERIENCE

LOG BOOK OWNER

NAME	
ADDRESS	
PHONE	
EMAIL	

BDAV BUILDING DESIGNER LOG BOOK OF EXPERIENCE

PURPOSE

This BDAV Log Book of Experience enables you to keep a record of your practical experience and knowledge while working as an architectural draftsman, which will be invaluable in validating your experience and knowledge with prospective employers, clients or government agencies.

It is also a useful tool to assist you when making an application for registration to the Building Practitioners Board in the category of Draftsman – Class of Building Design (Architectural).

However, please note that the completion of this BDAV Log Book does not imply automatic acceptance by the Building Practitioners Board that you have the required experience for the purposes of registration.

[For the purposes of Registration as a Building Practitioner in the category of Draftsman – Class of Building Design (Architectural), an applicant must have an associate diploma of architectural drafting from a course accredited under the Vocational Education and Training Act 1990 and one year of practical experience to the satisfaction of the Board. It should be noted that the Building Practitioners Board is currently reviewing these registration requirements. You should ensure that you obtain a current understanding of the outcome of any changes in the registration process by contacting the BDAV or the Building Practitioners Board.]

The BDAV Log Book is divided into modules, which cover the general areas where experience and knowledge is required, with each module divided into units detailing the particular functions where experience or knowledge is required.

There is no mandatory time line for completion of this log book. The time involved in completion will be very much dependent upon the nature and degree of exposure that you receive in respect to each of the various experience and knowledge units set out under the four modules.

The BDAV Log Book complements your academic qualifications which, from 2009, will most usually be an Advanced Diploma of Building Design (Architectural).

HOW TO COMPLETE

Each time you attain experience in a unit, you should ensure that your employer, supervisor or course provider verifies (by signature) that you have experience or knowledge in that particular unit. There can be more than one supervisor involved in overseeing your experience and knowledge.

Where practicable, it is preferable to have your experience or knowledge verified by a Registered Building Practitioner or Registered Architect.

Your experience in the units embraced by the individual modules will primarily come from your workplace or through attendance and assessment at Continuing Professional Development Programs run by industry associations (eg, the BDAV) or by a tertiary institution. Your 'experience' may also be gained from a combination of both experience and education and training. Where you have gained knowledge via industry association CPD programs or tertiary institutions, you must ensure that the training provider provides you with evidence of such knowledge and (where applicable) any form of assessment.

You should indicate how you have obtained your experience and knowledge, which will normally be by way of a live project or through attending appropriate training and education courses, which may also involve case studies.

Once validation or verification has been sought from your employer, supervisor or training provider, you should note where further evidence of your experience or knowledge can be located to support the fact that you have experience or knowledge in that particular unit. This will simply assist you should you be required (eg, by the Building Practitioners Board) to provide further information over and above that contained in the BDAV Log Book when validating your experience and knowledge.

INTRODUCTORY COMMENTS RELATING TO MODULES AND UNITS

Because your status will usually be that of an employee or of an independent contractor, your actual experience in relation to Modules 1 and 2 may be limited and therefore your competency in these areas may well be determined by knowledge (education and training).

However, in relation to Module 3, you should maximise your experience factor.

As an example, you may not necessarily be responsible for drafting or negotiating an agreement between the organisation that you work for and a client for the scope of services, and hence you will have no direct experience. However, you should ensure that you build up knowledge of how such agreements are drawn up and understand the legal rights and obligations of the respective parties. You should ensure that you gain an understanding of the nature of the contracts within your organisation and become involved (if not actively, then passively) in meetings that involve contract negotiations so that your knowledge on contracts is acquired.

There are essentially four areas where you should ensure you acquire appropriate experience or a strong knowledge. The areas are as follows:

Modules

Module 1	Knowledge/Experience of Legislative Requirements
Module 2	Knowledge/Experience of Contracts and Contract Administration
Module 3	Experience in Design Brief and Documentation
Module 4	Knowledge of Basic Business and Risk Prevention

In the area of Legislative Requirements (Module 1), it is not envisaged that you would have knowledge and experience in relation to all sections of the various Acts and regulations. However, it is expected that you have an understanding of, and practical experience of those sections of the legislation that directly impact upon your activities and the scope of services provided by you to clients.

Just as one example, it is expected that you would have knowledge of the various prescribed forms and your obligations under regulation 15.2 as set out in the Building Regulations 1994. Note that this one example is not meant to imply that this would satisfy the need for a comprehensive understanding of the Building Regulations.

At the end of each year, you should then complete an Annual Summary Sheet of Experience, which enables you to enter sub-totals of hours of experience and knowledge for each Unit and each Module and a total of all hours of knowledge and experience gained in all Modules.

The Annual Summary Sheets will provide you with an overview of those Modules and Units in which your knowledge/experience is insufficient and give you an appreciation of where you should program future learning experience.

Module 1 Knowledge/Experience of Legislative Requirements

Units

- 1.1 Knowledge/Experience of Building Act 1993 and the Building Regulations 1994
- 1.2 Knowledge/Experience of Building Code of Australia
- 1.3 Knowledge/Experience of Planning and Environment Act
- 1.4 Knowledge/Experience of Energy Efficiency Rating Requirements
- 1.5 Knowledge/Experience of the role and relevance of Australian Standards
- 1.6 Knowledge/Experience of Occupational Health and Safety Act

Module 2 Knowledge/Experience of Contracts and Contract Administration

Units

- 2.1 Knowledge/Experience of Domestic Building Contracts Act and Regulations
- 2.2 Knowledge/Experience in defining scope of services
- 2.3 Knowledge/Experience of building contracts - Domestic Building Works
- Commercial Building Works
- 2.4 Knowledge/Experience in engagement agreements between designer and client
- 2.5 Knowledge/Experience in engagement of consultants
- 2.6 Knowledge of the law when acting as agent of client
- 2.7 Knowledge of the law when acting as a contract administrator

Module 3 Experience in Design Brief and Documentation

Units

- 3.1 Experience in preparing a design brief in conjunction with a client
- 3.2 Experience in design
- 3.3 Experience in documentation
- 3.4 Experience in planning and building approval processes
- 3.5 Experience in preparing site analysis and design response
- 3.6 Experience in understanding geo technical reports
- 3.7 Experience in recording and documenting accurately the size and features of existing sites and structure
- 3.8 Experience in the preparation of specifications
- 3.9 Knowledge of construction materials, methods and technology
- 3.10 Knowledge in evaluating construction costs
- 3.11 Knowledge of preparation of tender documentation

Module 4 Knowledge of Basic Business and Risk Prevention

Units

- 4.1 Knowledge of business structures
- 4.2 Knowledge of financial planning
- 4.3 Knowledge of classes of insurance
- 4.4 Knowledge of essential principles of risk prevention and management

Produced by
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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.1 Knowledge/Experience of the Building Act 1993 and the Building Regulations 1994

1.1.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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1.1.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____ _____ _____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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1.1.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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1.1.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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1.1.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.2 Knowledge/Experience of the Building Code of Australia

1.2.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
1.2.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
1.2.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
1.2.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
1.2.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>

Detail and location of evidence of knowledge and experience
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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.3 Knowledge/Experience of Planning and Environment Act

1.3.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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1.3.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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1.3.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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1.3.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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1.3.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.4 Knowledge/Experience of Energy Efficiency Rating Requirements

1.4.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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1.4.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____ _____ _____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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1.4.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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1.4.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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1.4.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.5 Knowledge/Experience of the Role and Relevance of Australian Standards

1.5.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
1.5.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
1.5.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
1.5.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
1.5.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>

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Module 1 Knowledge/Experience of Legislative Requirements

Unit

1.6 Knowledge/Experience of Occupational Health and Safety Act

1.6.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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1.6.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____ _____ _____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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1.6.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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1.6.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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1.6.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.1 Knowledge/Experience of Domestic Building Contracts Act and Regulations

2.1.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.1.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.1.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.1.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.1.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.2 Knowledge/Experience of Defining Scope of Services

2.2.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
2.2.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
2.2.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
2.2.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
2.2.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>

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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.3 Knowledge/Experience of Building Contracts – Domestic Building Works

2.3.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.3.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.3.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.3.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.3.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.3 Knowledge/Experience of Building Contracts – Commercial Building Works

2.3.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.3.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.3.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.3.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.3.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.4 Knowledge/Experience in Engagement Agreements Between Designer and Client

2.4.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.4.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.4.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.4.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.4.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.5 Knowledge/Experience in Engagement of Consultants

2.5.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
2.5.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
2.5.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
2.5.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
2.5.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>

Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.6 Knowledge of the Law When Acting as Agent of Client

2.6.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.6.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____ _____ _____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.6.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.6.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.6.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 2 Knowledge/Experience of Contracts and Contract Administration

Unit

2.7 Knowledge of the Law When Acting as a Contract Administrator

2.7.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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2.7.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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2.7.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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2.7.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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2.7.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.1 Experience in Preparing a Design Brief in Conjunction with a Client

3.1.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.1.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.1.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.1.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.1.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.2 Experience in Design

3.2.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.2.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.2.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.2.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.2.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.3 Experience in Documentation

3.3.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.3.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.3.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.3.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.3.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.4 Experience in Planning and Building Approval Processes

3.4.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.4.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.4.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.4.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.4.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.5 Experience in Preparing Site Analysis and Design Response

3.5.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.5.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.5.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.5.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.5.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.6 Experience in Understanding Geo-Technical Reports

3.6.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.6.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.6.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.6.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.6.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.7 Experience in Recording and Documenting Accurately the Size and Features of Existing Sites and Structures

3.7.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
3.7.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
3.7.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
3.7.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
3.7.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>

Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

Module 3 Experience in Design Brief and Documentation

Unit

3.8 Experience in the Preparation of Specifications

3.8.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.8.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.8.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.8.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.8.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.9 Knowledge of Construction Materials, Methods and Technology

3.9.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.9.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.9.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.9.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.9.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.10 Knowledge in Evaluating Construction Costs

3.10.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.10.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.10.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.10.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.10.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 3 Experience in Design Brief and Documentation

Unit

3.11 Knowledge of Preparation of Tender Documentation

3.11.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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3.11.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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3.11.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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3.11.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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3.11.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 4 Knowledge of Basic Business and Risk Prevention

Unit

4.1 Knowledge of Business Structures

4.1.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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4.1.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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4.1.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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4.1.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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4.1.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 4 Knowledge of Basic Business and Risk Prevention

Unit

4.2 Knowledge of Financial Planning

4.2.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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4.2.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____ _____ _____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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4.2.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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4.2.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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4.2.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

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Module 4 Knowledge of Basic Business and Risk Prevention

Unit

4.3 Knowledge of Classes of Insurance

4.3.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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4.3.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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4.3.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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4.3.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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4.3.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Module 4 Knowledge of Basic Business and Risk Prevention

Unit

4.4 Knowledge of Essential Principles of Risk Prevention and Management

4.4.1	<p>Live Project</p> <p>a) Scope of service provided _____</p> <p>b) Type of project to be constructed _____</p> <p>c) Location of project _____</p> <p>d) Anticipated cost of project to be constructed \$ _____</p> <p>e) Anticipated construction period _____</p> <p>f) Duration of scope of services provided by you (based on hours) <input style="width: 100px;" type="text"/></p> <p>g) Your role/experience factor in scope of services provided</p> <p><input type="checkbox"/> active participant</p> <p><input type="checkbox"/> observer (passive)</p> <p><input type="checkbox"/> combination of active/passive</p>
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4.4.2	<p>Training Course</p> <p>a) Name of course _____</p> <p>b) Name of course provider _____</p> <p>c) Description and outcomes of course _____</p> <p>_____</p> <p>_____</p> <p>d) Duration of course _____</p> <p>e) Assessment of course _____</p> <p>f) Results of assessment (if any) _____</p>
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4.4.3	<p>Acquired knowledge of experience from other sources (<i>Provide details</i>)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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4.4.4	<p>Signature of Log Book Owner _____</p> <p>Date _____</p>
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4.4.5	<p>Signature/Verification by Employer/Supervisor/Training Provider</p> <p>_____</p> <p>BPB Registration Number (<i>where applicable</i>) _____</p> <p>Date _____</p>
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Detail and location of evidence of knowledge and experience
(for use only by Log Book Owner)

	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ANNUAL SUMMARY SHEET FOR _____
Log Book Owner's Name
FOR YEAR ENDED DECEMBER _____
Module 1 Knowledge/Experience of Legislative Requirements

UNIT	SUBJECT	NUMBER OF HOURS
1.1	Knowledge/Experience of Building Act 1993 and the Building Regulations 1994	
1.2	Knowledge/Experience of Building Code of Australia	
1.3	Knowledge/Experience of Planning & Environment Act	
1.4	Knowledge/Experience of Energy Efficiency Rating Requirements	
1.5	Knowledge/Experience of the Role and Relevance of Australian Standards	
1.6	Knowledge/Experience of Occupational Health & Safety Act	
TOTAL		

Module 2 Knowledge/Experience of Contracts and Contract Administration

UNIT	SUBJECT	NUMBER OF HOURS
2.1	Knowledge/Experience of Domestic Building Contracts Act and Regulations	
2.2	Knowledge/Experience of Defining Scope of Services	
2.3	Knowledge/Experience of Building Contracts - Domestic Building Works	
	- Commercial Building Works	
2.4	Knowledge/Experience in Engagement Agreement between Designer and Client	
2.5	Knowledge/Experience in Engagement of Consultants	
2.6	Knowledge of the Law When Acting as Agent of Client	
2.7	Knowledge of the Law When Acting as a Contract Administrator	
TOTAL		

Module 3 Experience in Design Brief and Documentation

UNIT	SUBJECT	NUMBER OF HOURS
3.1	Experience in Preparing a Design Brief in Conjunction with a Client	
3.2	Experience in Design	
3.3	Experience in Documentation	
3.4	Experience in Planning and Building Approval Process	
3.5	Experience in Preparing Site Analysis and Design Response	
3.6	Experience in Understanding Geo-Technical Reports	
3.7	Experience in Recording and Documenting Accurately the Size and Features of Existing Sites and Structures	
3.8	Experience in the Preparation of Specifications	
3.9	Knowledge of Construction Materials, Methods and Technology	
3.10	Knowledge in Evaluating Construction Costs	
3.11	Knowledge of Preparation of Tender Documentation	
TOTAL		

Module 4 Knowledge of Basic Business and Risk Management

UNIT	SUBJECT	NUMBER OF HOURS
4.1	Knowledge of Business Structures	
4.2	Knowledge of Financial Planning	
4.3	Knowledge of Classes of Insurance	
4.4	Knowledge of Essential Principles of Risk Management	
TOTAL		

TOTAL OF ALL MODULE HOURS FOR YEAR ENDED