



## Architectural Practice: Management ARCH7034 Course Outline 2024

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Rev 7 File Naming Convention added Assess 1+2 / other changes P 4 14, 15, 16.

Rev 8 BoAQ presentation moved to 2 September - Appendix  
Assesment 1; revised template and Rubric; Page 13 and 18

Rev 9 Assessment 2 ; Revised Template and Rubric; Page 15 and 19



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# ARCH7034 Course Outline

## Architectural Practice: Management

School of Architecture, Planning, and Design  
Semester 2, 2024

Course Coordinator: Peter Dawson

### 1 Course information

#### 1.1 Course Details

<b>Course Code:</b>	ARCH7034
<b>Course Title:</b>	Architectural Practice: Management
<b>Coordinating Unit:</b>	School of Architecture
<b>Semester:</b>	Semester 2, 2023
<b>Mode:</b>	Internal Delivery
<b>Level:</b>	Postgraduate Coursework
<b>Location:</b>	St Lucia
<b>Number of Units:</b>	2
<b>Contact Hours:</b>	3 hours
<b>Course Description:</b>	Introduction to the business context of architectural practice including business and professional ethics, legal frameworks, planning and delivery of services, and construction phase services.

#### 1.2 Course Introduction

Architectural practice is heavily influenced by the expectation of its clients, the community, and the profession. For architects, as for many professions in the service economy, these expectations increasingly include effective management of their services. This management includes planning and executing activities to achieve goals determined by the business, and articulating these achievements through competent reporting tools.

The practice of architecture is characterised by the synthesis of a creative endeavour with the capacity to realise built projects. To achieve this an architect must understand the professional and business context of architecture, the timely delivery of appropriate services, and the ethical and legal dimensions of practice. The services themselves must be founded in research and knowledge, be culturally appropriate, provide solutions that satisfy clients and stakeholders, and are compliant with statutory controls and codes.

ARCH7034 Architectural Practice: **Management** is one of two core project delivery and practice management courses in the Master of Architecture. ARCH7034 Architectural Practice: Management, deals with the **business and professional context** of architectural practice, together with **key competencies of construction phase services**. The other course, ARCH7044 deals with the management and reporting of the design and procurement context of architectural practice.

Students will gain and understanding of professional ethics and codes of behaviour, and Australian law relevant to architectural practice. The planning and delivery of architectural services will be a significant module of study and include and customising architectural services to suit a particular project.

A further module of the course will introduce the role of architect as superintendent of a building contract through the application of standard forms of building contracts.

### 1.3 Aims and objectives

This course will introduce students to the legal and ethical frameworks surrounding an architectural business and how they enable the successful practice of architecture. These will be studied through preparation common management activities such as business development, tendering and procurement, and construction phase services.

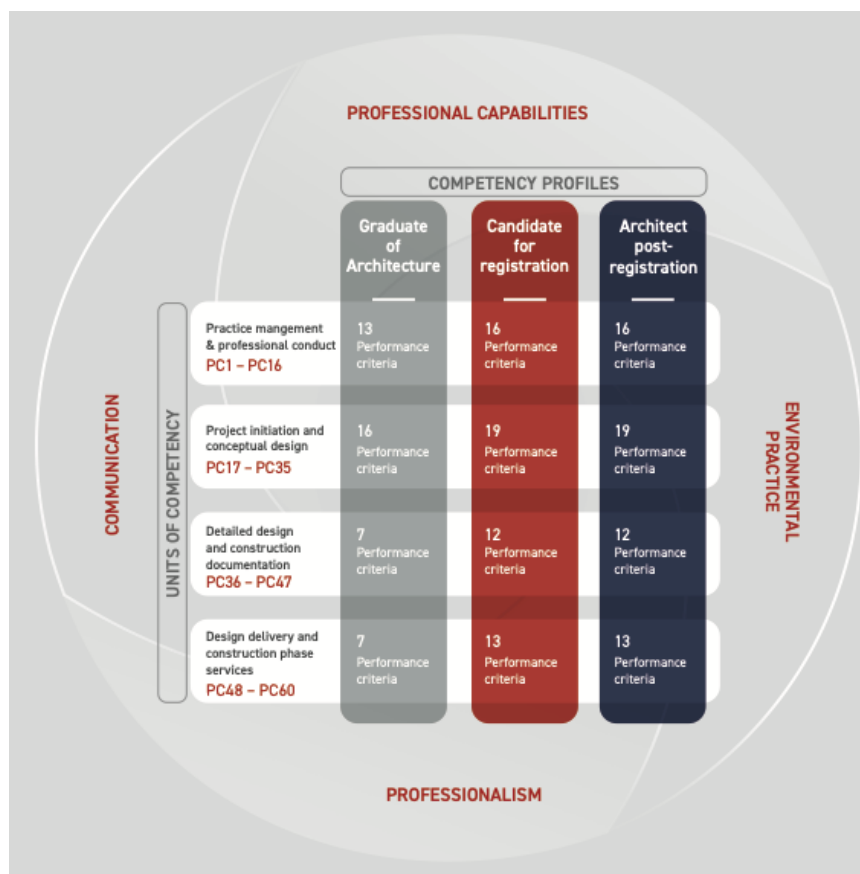
#### Learning objectives

1. Identify and understand the legal obligations arising from contract and the legislative frameworks that touch the construction industry.
2. Understand the role of the architect as superintendent in administration of a standard construction contract, and the procedures and strategies required to carry out the role.
3. Understand the range of services and deliverables by an architectural practice and their effective management against quality, efficiency, and risk parameters.

#### National Standard of Competency for Architects

The Architects Accreditation Council of Australia (AACA) has established the required knowledge and skills for architects in Australia.

These are described in 60 Performance Criteria across 4 Units of Competency. Accredited programs of architecture education in Australia are required to address 43 of these performance Criteria. 16 of these Performance Criteria are taught in this course.



AACA National Standard of Competency for Architects 2021 V1.

This course will contribute to your attainment of the following 16 Performance Criteria:

<b>PERFORMANCE CRITERIA</b>	<b>ACHIEVEMENT AT GRADUATION</b>
<b>UNIT OF COMPETENCY</b>	<b>PRACTICE MANAGEMENT and PROFESSIONAL CONDUCT</b>
PC 1	Understand the regulatory requirements and obligations pertaining to practice as an architect, including professional codes of conduct and obligations for continuing professional development and professional indemnity insurance.
PC 2	Understand the role of quality assurance systems in facilitating efficient and timely delivery of architectural services.
PC 5	Understand the essential elements of a client architect agreement, across the range of procurement methods and the different scales and types of projects.
PC 6	Understand appropriate processes for reporting and varying the scope of services provided by an architect.
PC 9	Understand contemporary and emerging building procurement methods. This involves identifying the most appropriate form of delivery for a project, including associated risks, mitigation and adaptation strategies, and understanding appropriate construction and consultant contracts and agreements.
PC 13	Have knowledge of documentation processes that facilitate project delivery appropriate to selected procurement processes.
PC 15	Understand legal and ethical obligations relating to copyright, moral rights, authorship of cultural knowledge and intellectual property requirements across architectural services.
PC 16	Understand risk management and mitigation principles and strategies – including safety in design, project risk, requirement for resilience from the impacts of climate change and appropriate insurances – across architectural services.
<b>UNIT OF COMPETENCY</b>	<b>DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION</b>
PC 46	Understand the processes for producing project documentation that meets the requirements of the contract and procurement procedure and complies with regulatory controls, building standards, codes, and conditions of construction and planning approvals.
<b>UNIT OF COMPETENCY</b>	<b>DESIGN DELIVERY AND CONSTRUCTION PHASE SERVICES</b>
PC 48	Understand available procurement methods and their application to project delivery, considering relevant factors including project type, scale and coordination of contractors
PC 51	Understand the process of selecting qualified contractors in accordance with an agreed procurement method and construction contract.
PC 54	Understand the purpose of periodic site visits of construction works for quality assurance.
PC 55	Understand methodologies for record keeping, document control, and revision status during the construction phase.
PC 56	Understand the purpose of identification of defects, rectifications and approval substitutions.
PC 57	Understand the principles of contract administration, including certification, variations, instructions, requests for information and practical completion.
PC 58	Understand the contract components – including all documents – and the process of executing a contract, as defined within the construction contract and in accordance with relevant building and planning codes.

Further details, including explanatory Notes, are available from the AACA:  
<https://aaca.org.au/national-standard-of-competency-for-architects/2021nsca/>

## 2 Class Details

### 2.1 Electronic Course Profile

This document should be read in conjunction with the Course Profile. The COURSE PROFILE takes precedence over this Course Outline. ([www.courses.uq.edu.au](http://www.courses.uq.edu.au))

In response to student feedback, and a general commitment to continual improvement the following has been incorporated into this course;

- Clearer weekly learning activities
- Reinforcement of key learning outcomes
- Better aligned tutor feedback

### 2.2 Student Participation and Commitment

It is expected that students will attend all lectures and tutorials and participate in all class activities; attendance may be recorded. The schedule of lectures, tutorials, and activities will be provided separately and may be updated from time to time.

A significant proportion of the knowledge, skills and feedback required to successfully complete the assessment tasks in this course will be delivered during the lectures and tutorials. Interactive and scenario based learning activities will be a feature of the classes. Student interaction in scheduled activities, and engagement with the reference material is therefore integral to learning and assessment. Attending all classes will be a key to success in this course.

Assessment pieces need to be completed progressively and discussed regularly with teaching staff. Regular opportunities for feedback will be provided in the program. It is not possible or desirable for large amounts of feedback to be provided late in the program close to the submission date. Drafts of assessments will not be reviewed.

### 2.3 Graduate Attributes

The University publishes attributes of its graduates, and these are the foundation of all curriculums, student experiences, and assessment. In this course students should particularly aspire to:

- have a well-founded knowledge of their field of study and an understanding of how it relates to other disciplines
- critically question, analyse, interpret, and evaluate their world and experiences to conceive innovative responses to future challenges
- have an understanding of, and respect for, Australian Aboriginal and Torres Strait Islander and global Indigenous peoples' values, cultures, and knowledge. They will have an appreciation of cultural and social diversity

The full statement can be found here:

<https://ppl.app.uq.edu.au/content/3.10.05-graduate-attributes>

## 2.4 Class organisation and timetable

Classes will be both lecture and tutorial format, and the structure of each week will vary to suit the availability of guests and other constraints. Therefore, students should not plan selective attendance. The weekly program of learning activities is appended to this document.

The timetable and location of classes is published separately; refer to the information contained here: <https://timetable.my.uq.edu.au/even/timetable/#subjects>

## 2.5 Staff roles and availability

The Course Coordinator is **Peter Dawson**. Peter is the contact for all matters regarding the course, alternatively contact the school office on Level 3, Building 51 (Zelman Cowan).

The regular management and student issues will be addressed in the weekly classes. Correspondence will generally occur via Blackboard announcements (which go to student email accounts). Students are encouraged to check Blackboard and your email regularly for information and announcements.

Peter will be available by email 3 days per week (Monday, Tuesday, Wednesday) and at other times **by appointment**.

Additional Question and Answer (Q+A) sessions have been programmed during the semester during which the course coordinator will be available. The date and locations will be confirmed during classes.

The delivery of the course will be enhanced by experienced tutors and industry experts. These participants will be nominated at the commencement of the semester.

# 3 Learning resources

## 3.1 Readings and Resources

The most important resource for this course is the Australian Institute of Architects (AIA) Acumen Practice Notes. These advisory notes are available through the AIA website as an online database called 'Acumen'. Acumen can also be accessed through the UQ Library at: <http://acumen.architecture.com.au>.

The Architects Accreditation Council of Australia (AACA) has several useful publications including a guide to the Guide to the 2021 National Standard of Competency for Architects (NCSA). It is available free at: <https://aaca.org.au/national-standard-of-competency-for-architects/2021nsca/>

## 3.2 Course Material

Lecture PPTs will be uploaded to Blackboard after each lecture. Links to recordings of lectures will also be available through Blackboard. Module notes will be made available on Blackboard for most modules prior to that week's lecture. Most material will be loaded to Learning Resources on Blackboard in the relevant week's folder.



### 3.3 Other resources

The following are recommended resources:

- Ashworth, A and Perera, S (2018) *Contractual Procedures in the Construction Industry*. Abingdon: Routledge.
- Bailey, J (2016) *Construction Law Vols. 1, 2 and 3*. London: London Publishing Partnership.
- Gardner, I (2015) *Achieving Successful Construction Projects: A Guide for Industry leaders and Programme Managers*. Abingdon: Routledge.



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## 4 Assessment Information

### 4.1 Assessment Summary

For each submission, a digital upload to Blackboard and Turnitin is required – **two submissions** in PDF format will be due at the time nominated in the COURSE PROFILE. The COURSE PROFILE outlines the dates for the submission of assessment items as well as all relevant policies and guidelines. Any work submitted after the due date without an approved extension, will be awarded a reduced grade. Refer to COURSE PROFILE for more details.

Assignments are to be uploaded as one pdf file to Blackboard. Moderate the size of your file using a pdf reduction website but review for legibility. Check the clarity and completeness of your pdf file prior to submission. Missing or illegible pages cannot be added after submission. Avoid small fonts and text with poor contrast to the background colour.

For further information on submission, see the COURSE PROFILE ([www.courses.uq.edu.au](http://www.courses.uq.edu.au)). In the event of conflicting information, **the COURSE PROFILE is regarded as the single point of truth.**

### 4.2 Individual and Group Work

There is no assessable group work in this course however, weekly classes will include group activities.

### 4.3 Graphics and Text

High quality graphic design and visual communication are essential skills for architects. A high value will be placed on their use in all assessment and presentation material. Diagrams and illustrations should be used to support, and where possible replace, complicated or wordy passages of text.

Outputs from an architectural practice must be professional and contain error-free written English. That standard will apply to all assessment. Australian spelling should be used at an Australian university. Plan time proof reading by a 3<sup>rd</sup> party to correct grammar and spelling before submission. Students will lose marks for colloquialisms, jargon, and verbosity.

An overall graphic design and structure should be developed for each document and consistently applied. Within this framework text, diagrams and images can be presented in a consistent format. Consistent graphics for all figures and for all tables is an important trait in outputs from architectural practices.

### 4.4 Referencing, Figures and Tables

All sources must be referenced. Use an author-date referencing system. All figures and tables are to be numbered, titled and referenced in the body of the report. *Do not include figures and tables which are not explained in the text* – a common flaw in previous years, which is most frustrating for the markers. The authors original figures and tables must also be referenced as '*By Author*'.

Original figures and tables drawn by the author will be viewed more favourably than those copied from other sources.

### 4.5 Assignment feedback

Feedback on the submitted assessment will be provided within **three weeks** of submission unless otherwise noted. Students will receive their assignment and a marking rubric, providing grades against assessment criteria and written comments, returned via Blackboard. Results will be displayed in the Grade Centre section of Blackboard and students will be advised via email when marking is complete.

#### 4.6 Identity verified assessment and hurdles (IVAH)

To meet assessment validity and integrity obligations, this course includes at least one piece of individual Identity Verified Assessment and a Hurdle (IVAH) that is unambiguously completed by that student, and in which a minimum level of achievement is reached. Refer to the COURSE PROFILE ([www.courses.uq.edu.au](http://www.courses.uq.edu.au)).

#### 4.7 Extensions, late submissions and supplementary exams

Refer to the COURSE PROFILE ([www.courses.uq.edu.au](http://www.courses.uq.edu.au)).

#### 4.8 Academic integrity

It is the University's task to encourage ethical scholarship and to inform students and staff about the institutional standards of academic behaviour expected of them in learning, teaching and research. Students have a responsibility to maintain the highest standards of academic integrity in their work. Students must not cheat in examinations or other forms of assessment and must ensure they do not plagiarise. The Academic Integrity Tutorial (AIT) at: <https://www.uq.edu.au/integrity/> will enable you to uphold academic integrity throughout your studies at UQ and beyond. All students are strongly encouraged to complete the module.

#### 4.9 Plagiarism

The University has adopted the following definition of plagiarism: Plagiarism is the act of misrepresenting as one's own original work the ideas, interpretations, words or creative works of another. These include published and unpublished documents, designs, music, sounds, images, photographs, computer codes and ideas gained through working in a group. These ideas, interpretations, words or works may be found in print and/or electronic media. Students are encouraged to read the UQ Student Integrity and Misconduct policy at: <http://ppl.app.uq.edu.au/content/3.60.04-student-integrity-andmisconduct>, which makes a comprehensive statement about the University's approach to plagiarism, including the approved use of plagiarism detection software, the consequences of plagiarism and the principles associated with preventing plagiarism.

#### 4.10 Generative Artificial Intelligence

Assessment tasks will evaluate student's abilities, skills and knowledge without the aid of Artificial Intelligence (AI). Students are advised that the use of AI technologies to develop responses is strictly prohibited and may constitute student misconduct under the Student Code of Conduct.

<https://my.uq.edu.au/information-and-services/manage-my-program/student-integrity-and-conduct/academic-integrity-and-student-conduct>



Architectus: Student Hub Site Visit

## 5 Assessment

### 5.1 Assessment Summary

Item	Title	Comments	Value
Assessment 1	Capability Statement + Client Architect Agreement	Individual Assessment Based on weeks 1- 4	40%
Assessment 2 (Hurdle)	Advice to tenderers	Individual Assessment Based on weeks 5 - 6	30%
Assessment 3 (Identity verified)	Construction Phase Services	Exam – Exam Block Based on weeks 7 - 12	30%

### 5.2 Assessment 1

Title: Capability Statement + Client Architect Agreement

Learning Objectives: 1, 3

AACA Performance Criteria: 1, 2, 5, 15, 16, 44, 58

Date: refer COURSE PROFILE

Weighting: refer 5.1

#### Description

This task will evaluate the students **understanding** of relevant competencies within Practice Management and Professional Conduct. These competencies encompass an understanding of the organisation of the profession, the practice and business of architecture, with the objective of providing value through sustainable, timely and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

The assessment task will evaluate student's abilities, skills and knowledge without the aid of Artificial Intelligence (AI). Students are advised that the use of AI technologies to develop responses is strictly prohibited and may constitute student misconduct under the Student Code of Conduct.

#### Task

Prepare a document outlining the professional capability, and services available by a typical architectural practice. Incorporate a pro-forma Client Architect Agreement completed for a recent design studio project. A template is provided.

Many project commissions begin with an invitation from a client to an architectural practice to submit such a document.

#### Assessment weightings

- Report against headings 80%
- Visual/Graphic communication: 10%
- Written communication: 10%

#### Text and Graphics

See note in Section 4 on graphics and text.

#### Software

Adobe Illustrator/InDesign or similar is recommended. It will be difficult to achieve a good grade with MS Word or similar.

### Submission format

**A3 Landscape** using a numerical hierarchy of headings and sub-headings, and minimum 1.5 line spacing and 11-point font. Provide a **maximum of 15 A4 portrait format pages** (all inclusive including title page, table of contents, references, bibliography). Excluding appendix.

A template has been provided and must be strictly followed. **Failure to do so will render the assignment ineligible for marking.**

**File naming convention:** ARCH7034\_Assessment1\_FamilyName

### Template - Capability Statement + Client Architect Agreement

HEADING	SUBHEADING	SUBJECT MATTER (Also refer Rubric)	AACA PC
<b>PROFESSIONAL STANDING</b>	Registration and legal framework	Describe the regulatory framework for architectural practice in Queensland. Outline significant legislation pertaining to architectural practice.	1
	Memberships, ethics, code of conduct	Summarise the ethics required or implied in various acts, awards, and codes of conducts that architectural practice is subject to.	1
	Project roles	Understand the essential elements of a client architect agreement, across the range of procurement methods and the different scales and types of projects. Discuss engagement of consultants and sub-consultants.	5 44
<b>RISK AND QUALITY</b>	Quality systems	Describe to key elements of a quality system in an architectural practice and their role in facilitating efficient and timely delivery of architectural services.	2
	Risk management	Define the risk management process on a project including mitigation and adaptation measures that may be undertaken. Include the insurance policies required to be held by an architectural practice.	16
	Safety in Design	With reference to the WHS Act 2011 (Qld) describe for a client the responsibilities of an architect and the process to be undertaken throughout the life of a project.	16
<b>LEGAL REQUIREMENTS</b>	Relevant law	Describe the branches of law most relevant to the practice of architecture.	15
	Copyright, moral rights, cultural knowledge	Describe legal obligations in relation to copyright, moral rights and licensing with reference to the Client Architect Agreement. Include a description of obligations with respect to cultural knowledge and intellectual property requirements of first nations people across architectural services.	15
	Contract law	Describe to elements of a contract, and the process of executing a contract, in particular of a construction contract.	58
<b>APPENDIX</b>	Client Architect Agreement	AIA pro-forma completed	5

### 5.3 Assessment 2

Title: Advice to Tenderers

Learning Objectives: 1, 2, 3

AACA Performance Criteria: 13, 46, 48, 51, 58

Date: refer COURSE PROFILE

Weighting: refer 5.1

NOTE: This is an Hurdle assessment, refer: 4.6 [Identity verified assessment and hurdles \(IVAH\)](#)

#### Description

This task will evaluate the students **understanding** of relevant competencies within design and documentation delivery, and construction phase services. The implication of various procurement methods, and standard contract forms will be considered. Typical contracts types include the timely and cost-effective management of design delivery, review and inspection processes.

#### Task

Prepare a document outlining to tenderers the particulars of a project, the proposed procurement method and contract. This will incorporate a program for the documentation and tender period including milestones for approvals and possession of the site. A template is provided.

A document such as this is frequently part of inviting tenders for a project.

Assessment tasks will evaluate student's abilities, skills and knowledge without the aid of Artificial Intelligence (AI). Students are advised that the use of AI technologies to develop responses is strictly prohibited and may constitute student misconduct under the Student Code of Conduct.

#### Assessment weightings

- Report against headings 80%
- Visual/Graphic communication: 10%
- Written communication: 10%

#### Text and Graphics

See note in Section 4.3 on graphics and text.

#### Software

Adobe Illustrator/InDesign or similar is recommended. It will be difficult to achieve a good grade with MS Word or similar.

#### Submission format

A4 **portrait** using a numerical hierarchy of headings and sub-headings, and minimum 1.5 line spacing and 11-point font. Provide a **maximum of 15 A4 portrait format pages** (all inclusive including title page, table of contents, references, bibliography).

A template has been provided for the online submission and must be strictly followed.

**Failure to do so will render the report ineligible for marking.**

**File naming convention: ARCH7034\_Assessment2\_FamilyName**

## Template – Information for Tenderers

HEADING	SUB HEADING	SUBJECT MATTER (Also refer Rubric)	AACA PC
<b>PROCUREMENT</b>	Procurement Implications	A description of available procurement methods and their implications for the role of the architect, risks and mitigation strategies, and agreements with consultants.	9, 48
<b>DOCUMENTATION</b>	Tender Documents	Description of the range of documents, drawings and other documentation that may be required for tender.	13
		Description of contract and design documents for tender and how they are influenced by the procurement method.	13
<b>TENDERING</b>	Selecting contractors	Describe the process for selecting tenderers and the information required by tenderers based on a lump sum contract.	51
		For a nominated project and procurement method prepare a tender list of 3-4 construction companies. Include analysis and justification of the selections.	51
	Contract execution	Describe components of construction contracts and requirements for execution.	58
<b>PROGRAM</b>	Program	For the tender documents nominated above, prepare an indicative program for two procurement options. The timeframe is to encompass the design and tender period and incorporate critical milestones and approvals.	46



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#### 5.4 Assessment 3

Title: Construction Phase Services

Learning Objectives: 2, 3.

AACA Performance Criteria: 54, 55, 56, 57

Date: refer COURSE PROFILE

Weighting: refer 5.1

NOTE: This is an Identity Verified assessment, refer: 4.6 [Identity verified assessment and hurdles \(IVAH\)](#)

#### Description

The exam will examine the students understanding the architects role under a standard lump sum building contract. This will include the procedures, duty of care, and obligations with respect to;

- Periodic site visits
- Document control and record keeping
- Identification of defects, and review of substitutions proposed by the contractor
- Assessing claims and issuing certificates for payment, extensions of time, and variations
- Practical completion of the works

#### Task

The exam will be presented electronically and a copy of the standard building contract will be required to complete answer questions. Answers to questions will be in a range of formats including short answer and multiple choice.



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## 6 Marking Rubrics

### 6.1 Assessment 1

		<b>1 Fail</b> (0-24%) <b>Absence</b> of evidence of achievement of course learning outcomes.	<b>2 Fail</b> (25-44%) <b>Minimal</b> evidence of achievement of course learning outcomes.	<b>3 Fail</b> (45-49%) Demonstrated evidence of <b>developing</b> achievement of course learning outcomes.	<b>4 Pass</b> (50-64%) Demonstrated evidence of <b>functional*</b> achievement of course learning outcomes.	<b>5 Credit</b> (65-74%) Demonstrated evidence of <b>proficient*</b> achievement of course learning outcomes.	<b>6 Distinction</b> (75-84%) Demonstrated evidence of <b>advanced*</b> achievement of course learning outcomes.	<b>7 High distinction</b> (85-100%) Demonstrated evidence of <b>exceptional*</b> achievement of course learning outcomes.
<b>AAC A PC</b>	<b>SUBJECT MATTER WEIGHTING</b>				<i>*Understanding of subject matter.</i>	<i>*Understanding of subject matter and familiarity with its application.</i>	<i>*Understanding of subject matter and familiarity with its application and insight into context.</i>	<i>*Understanding of subject matter and familiarity with its application and insight into context. Uses original concepts.</i>
	<b>Professional Standing 22%</b>							
1	Describe the regulatory framework for architectural practice in Queensland and significant legislation.							
1	Summarise the ethics required or implied in various acts, awards, and codes of conducts that architectural practice is subject to.							
5	Summarise the essential elements of a Client Architect Agreement.							
44	Outline contractual arrangements for collaborating with specialist consultants on a project and implications for risk and responsibilities. Setout demarcation lines between specialist consultants and the architect.							
	<b>Risk and Quality 22%</b>							
2	Described the role of quality systems in architectural practice including reference to standards and case studies.							
16	Describe a risk management process for a project including mitigation and resilience measures.							
16	With reference to the WHS Act 2011 (Qld) describe for a client the responsibilities of an architect and the process to be undertaken throughout the life of a project.							
	<b>Legal Requirements 22%</b>							
15	Describe legal and ethical obligations of an architect with respect of copyright, moral rights, and intellectual property							
15	Consider the above obligations with respect to authorship of cultural knowledge and intellectual property as it relates to First Nations People.							
58	Describe the elements of a contract, and the process of executing a contract, <del>in particular of a construction contract.</del>							
	<b>Appendix 14%</b>							
5	Append partly executed Client Architect Agreement using AIA proforma							
	<b>Written Communication 10%</b>							
	<b>Visual Communication 10%</b>							

## 6.2 Assessment 2

		<b>1 Fail</b>  (0-24%) <b>Absence</b> of evidence of achievement of course learning outcomes.	<b>2 Fail</b>  (25-44%) <b>Minimal</b> evidence of achievement of course learning outcomes.	<b>3 Fail</b>  (45-49%) Demonstrat ed evidence of <b>developing</b> achievement of course learning outcomes.	<b>4 Pass</b>  (50-64%) Demonstrat ed evidence of <b>functional*</b> achievement of course learning outcomes.	<b>5 Credit</b>  (65-74%) Demonstrat ed evidence of <b>proficient*</b> achievement of course learning outcomes.	<b>6 Distinction</b>  (75-84%) Demonstrat ed evidence of <b>advanced*</b> achievement of course learning outcomes.	<b>7 High distinction</b> (85-100%) Demonstrat ed evidence of <b>exceptional*</b> achievement of course learning outcomes.
<b>AAC A PC</b>	<b>SUBJECT MATTER WEIGHTING</b>				<i>*Understanding of subject matter</i>	<i>*Understanding of subject matter and familiarity with its application.</i>	<i>*Understanding of subject matter and familiarity with its application and insight into context.</i>	<i>*Understanding of subject matter and familiarity with its application and insight into context. Uses original concepts.</i>
	<b>Procurement 20%</b>							
9	A description of available procurement methods and potential project team structures in particular risk allocation.							
48	A description of implications for the role of the architect, risks and mitigation strategies.							
	<b>Documentation 20%</b>							
13	Description of the range of documents, drawings and other documentation that may be required for tender.							
13	Description of contract and design documents for tender and how they are influenced by the procurement method.							
	<b>Tendering 20%</b>							
51	Describe the process for selecting tenderers and the information required by tenderers based on a lump sum contract.							
54	For a nominated project method prepare a tender list of 3-4 construction companies. Include analysis and justification of the selections.							
58	Describe components of construction contracts and requirements for execution.							
	<b>Program 20%</b>							
46	For the tender documents nominated above, prepare an indicative program for two procurement options. The timeframe is to encompass the design and tender period and incorporate critical milestones and approvals.							
	<b>Written Communication 10%</b>							
	<b>Visual Communication 10%</b>							

## 7 Appendix

### 7.1 Course Overview

WEEK	TOPIC	GUESTS	ASSESSMENT	NOTES
1 22 July	Course introduction + Assessment 1 Regulatory requirements and obligations	Panel	Assessment 1	
2 29 July	Client Architect Agreement Professional services	Board Guest practitioner	Assessment 1	
3 5 Aug	Law and practice	Guest Lecture	Assessment 1	
4 12 Aug	Quality systems and risk management	Guest Lecture	Assessment 1	
5 19 Aug	Introduce Assessment 2 Procurement and Tendering Project Documentation	Guest Lecture	Assessment 2	
6 26 Aug	Tendering Project Documentation		Assessment 2	Additional Q+A session available
7 2 Sep	Introduce Assessment 3 ABIC Contract Suite		Assessment 2	Submit assessment 1 Refer COURSE PROFILE for details
8 9 Sep	Site visits, records, and document control Project specifications	Guest Lecture	Assessment 3	
9 16 Sep	Inspections and Instructions		Assessment 3	
In Semester Break				
10 30 Sep	Certification Variations Practical Completion		Assessment 3	Submit assessment 2 Refer COURSE PROFILE for details
11 7 Oct	Public Holiday NO CLASS			
12 14 Oct	Assessment 3 review Semester Close		Assessment 3	
13 21 Oct	No Class			Design Week
EXAM BLOCK				Assessment 3 Refer COURSE PROFILE for details

## 7.2 Teaching and learning activities

WEEK	TOPIC	CONTENT	GUESTS ACTIVITIES	AAAC PC Learn Obj
1 22 July	Course introduction Assessment 1 introduction Regulatory requirements and obligations	The profession of architecture, its regulations and ethics	A panel discussion with senior architects	<b>1,</b> 1
2 29 July	Client Architect Agreement (CAA) Professional Services	Essential elements of CAA Consultant / sub-consultant agreement Varying scope of service	Rebecca Caldwell Architect <b>BoAQ Presentation</b>	<b>5, 44</b> 2, 3
3 5 Aug	Legal context of practice Construction Law	Copyright, moral rights, cultural knowledge, intellectual property Components of contracts Process of execution	Kevin Murphy BVN Karen Meiklejohn, Planned Cover	<b>15, 58</b> 1, 3
4 12 Aug	Quality Systems Risk management	Efficient and timely delivery of services Risk management and mitigation in services and projects Cultural risk Safety in Design	Allan Rielly Architect	<b>2, 16</b> 1, 3
5 19 Aug	Assignment 2 Introduction Procurement Documentation	Evaluating procurement methods and delivery of appropriate services. Documentation appropriate for procurement method Consideration of time, cost, quality, and risk	Robin Sweasey Project manager Dr Mark Jones Architect	<b>13, 46, 48</b> 2, 3
6 26 Aug	Tendering	Selecting qualified contractors for particular procurement method and contract		<b>46, 48, 51,</b> 2, 3
7 2 Sept	Introduce assessment 3 ABIC contract suite	Tutorial for assessment 2	<b>BoAQ Presentation</b>	<b>54, 55, 56</b> 2, 3
8 9 Sep	The site architect Specifications	Periodic visits Record keeping Doc Ctrl Defects and Substitutions	Scott Hardcastle Architect Richard Choy, Natspec	<b>54, 55, 56</b> 2, 3
9 16 Sep	Principles of contract administration	Inspections and instructions		<b>57</b> 2, 3
In Semester Break				

WEEK	TOPIC	CONTENT	GUESTS ACTIVITIES	AACA PC Learn Obj
In Semester Break				
10 30 Sep	Principles of contract administration	Certification and variations	Scenarios in groups	<b>57</b> 2, 3
11 7 Oct	Public Holiday NO CLASS			
12 14 Oct	Principles of contract administration Closing comments	Practical Completion		<b>57</b> 2, 3
13 21 Oct	Design Week NO CLASS			



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