



ARCHITECTURAL DRAFTSPERSON

(ANZSCO Code: 312111)

Group C



About this document

- » The following Information Sheet is for your reference only and should be used as a guide to assist with your Skills Assessment application to VETASSESS. This information is subject to change.
- » Please note that a Skills Assessment of the qualification involves assessment of both the qualification level and content. Qualifications are assessed according to the guidelines published by the Australian Government Department of Education, Skills and Employment.
- » The employment assessment involves determining the skill level and relevance of the tasks undertaken.
- » Integrity checks may be conducted to verify the qualification and employment claims made in an application.

Job description

An Architectural Draftsperson completes architects' concepts by preparing drawings and plans, and liaising with builders and contractors.

Occupations considered suitable under this ANZSCO code:

- » Architectural Associate
- » Architectural Assistant

Specialisations include:

- » Building Drafting Officer
- » Building Designer (not covered in ANZSCO)

Occupations not considered under this ANZSCO code:

- » Architect
- » Civil Engineering Draftsperson
- » Interior Designer
- » Landscape Architect
- » Architectural, Building and Surveying Technicians nec

These occupations are classified elsewhere in ANZSCO or are not at the required skill level.

Architectural Draftsperson is a VETASSESS Group C occupation.

This occupation requires a qualification assessed as comparable to the educational level of an Australian Qualifications Framework (AQF) Diploma or higher.

Applicants can fulfil the assessment criteria for this occupation in four different ways.



Qualification and employment criteria

Applicants must have fulfilled at least one of the following four criteria (1-4):

| GROUP C | Criteria for a positive Skills Assessment | | | | | | |
|--|--|--|---|--|---|---|---|
| | Minimum comparable Diploma or higher AQF level | With highly relevant major field of study | Additional highly relevant qualifications* | Highly relevant employment duration** | | | |
| 1 |  | + |  | + | N/A | + |  |
| 2 |  | + | No highly relevant major | + |  Minimum AQF Certificate IV level with highly relevant major | + |  |
| 3 |  | + | No highly relevant major | + | No additional highly relevant qualifications | + |  |
| Pre-qualification methodology can apply to Group C occupations | | | | | | | |
| | Highly relevant employment duration** | With or without highly relevant major field of study | Additional highly relevant qualifications* | Minimum comparable Diploma or higher AQF level | | | |
| 4 |  +  Within last 5 years | + | N/A | + | N/A | + |  |

* Additional qualifications in a highly relevant field of study include those comparable to the following levels:

- AQF Diploma
- AQF Advanced Diploma
- AQF Associate Degree or
- AQF Graduate Diploma

** Highly relevant paid employment duration (20 hours or more per week)

1-3

minimum years of employment highly relevant to the nominated occupation, completed at an appropriate skill level in the five years before the date of application for a Skills Assessment.

4

minimum 4 years of relevant employment required – three years of relevant employment (can be outside the last 5-year period) in addition to at least one year of highly relevant employment within the last five years before applying.



Qualification and employment criteria continued...

*If employment is prior to the completion of the qualification at the required level, an applicant must have at least one year of highly relevant employment at appropriate skill level within the last five years. The remaining three years of pre-qualifying period may be within the last ten years.

A positive assessment of both qualification level and employment duration is required for a positive Skills Assessment outcome.

Qualification

AQF Diploma degree or higher qualification*

Highly relevant field of study include:

- » Architecture

- » Building Design

- » Architectural Drafting

*This includes qualifications assessed at AQF Advanced Diploma, Associate Degree, Bachelor, Master and Doctoral level.

Employment

Highly relevant tasks include, but are not limited to:

- » Interpreting plans, regulations and codes of practice

- » Preparing preliminary sketches, working drawings and specifications

- » Preparing, editing and revising plans, maps, charts and drawings.

Additional tasks may include:

- » Preparing a range of documentation packages such as Tender / Construction / As Built

- » Preparing schedules such as window/door and material finishes

- » Model making and/or 3D visualisations

- » Modelling, documenting and coordinating Building Information Modelling (BIM)

- » Liaising with clients, builders, surveyors, engineers, other design specialists such as landscapers, suppliers, architects, building designers, government authorities, building surveyors/ certifiers

- » Contract administration including regular site visits and resolving technical queries during the construction phase

Employment information

In order to be considered as an Architectural Draftsperson, applicants are required to demonstrate employment in a role that is primarily focused on the preparation of drawings and documentation for architectural design and building projects. Suitable project involvements can vary, and may be related to residential properties, multi-storey and high rise developments, commercial buildings or other building design works. As experience at an appropriate skill level for the nominated occupation should reflect the performance of drafting duties in support of senior architectural personnel, it is important to note that the occupation of Architectural Draftsperson differs to that of an Architect (ANZSCO Code 232111).

Categories of acceptable employment contexts include (but are not limited to):

- » Architectural design consultancy

- » 3D visualisation studios

- » Construction companies

- » Property development companies

- » Architectural drafting companies

- » Independent contractor / self-employed

Alternatively, experience undertaken in the context of multidisciplinary design businesses, construction entities or engineering consultancies may also be deemed suitable provided any tasks undertaken are performed in an appropriate department or division of the company.

Whilst the performance of some interior design work is appropriate for consideration when undertaken as an aspect of a broader architectural drafting role, please note that employment exclusively focused on interior design would not be considered highly relevant for assessment under this occupation as such tasks are elsewhere classified in ANZSCO. If your employment experience primarily relates to civil engineering, mechanical, electrical, plumbing, fire installation, drainage, petrochemical, structural or hydraulic drafting, such tasks are also considered elsewhere in ANZSCO and will therefore not be considered relevant to this occupation.



Please note that not all BIM related roles would be considered relevant under the nominated occupation of Architectural Draftsperson. Suitability of the employment will be determined by the technical and skill level involved in the applicant's role. BIM related employment that demonstrates high level managerial and strategic tasks with minimal focus on drafting will not be considered suitable. This type of employment may be better classified under another occupation on ANZSCO.

Supporting material for assessment

When applying for a Skills Assessment, please ensure you submit sufficient evidence supporting proof of identity, qualification and employment claims. A full list of the documents required can be found on the VETASSESS website under Eligibility Criteria.

To further support your employment claims, you must also provide supplementary documentation to demonstrate your performance of architectural drafting duties. A portfolio showing project documentation examples and project lists would be appropriate for this purpose. Please provide a link to your portfolio or upload samples of your design work, of no more than 5MB per sample in your online application submission.

If you are nominating this occupation, and you are self-employed, you are required to provide the following:

- a) Evidence of self-employment such as sole trading or business registration details and / or official statements issued by your (registered) accountant and / or legal team. The statement from your accountant or solicitor must include the accountant's or solicitor's letterhead, your full name, how long you have been continuously self-employed including official dates in each role, the nature of the business conducted, the signature and contact details of the accountant or solicitor.
- b) Statutory declaration listing your main duties during self-employment;
- c) Payment evidence showing regular income from self-employment, such as client invoices together with corresponding bank statements and / or official taxation records;
- d) Supplementary evidence, such as contracts with clients or suppliers, client testimonials, evidence of projects completed, etc.

