

DIPLOMA KEMAHIRAN MALAYSIA | BC-050-4:2013

# ARCHITECTURAL TECHNICAL ADMINISTRATION





# ABOUT MTTC COLLEGE

MTTC College, Malaysia Technology Transformation & Creativity College, the esteemed institution specializing in Architecture, Engineering, and Construction, is proudly registered with the Department of Skills Development (JPK) under the Ministry of Human Resources in Malaysia.

MTTC College offers a unique vocational pathway that empowers students to pursue their dreams on a global scale, particularly in the United Kingdom upon graduation. Our specialized certifications enable the seamless integration of cutting-edge technologies, while instilling essential skills and knowledge into our programs. By doing so, we strive to nurture highly-skilled talents for the design and building construction industry in our country.



## Competency Profile Chart

Sector : Building & Construction  
 Sub Sector : Architectural  
 Job Area : Architectural  
 Noss Title : Architectural Technical Administration

Job Level : Four (4)      Noss Code : BC-050-4:2013

### Core

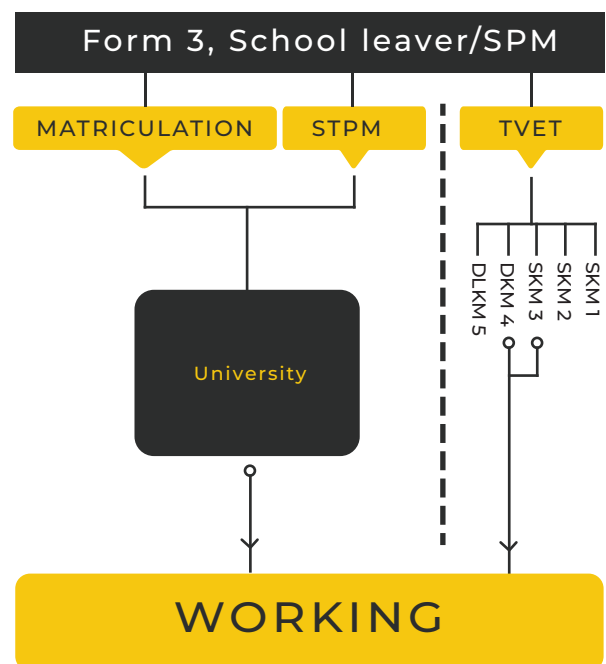
Architectural Draughting Schematic Drawing (BC-050-3:2013-C01)	Architectural Draughting Submission Drawing (BC-050-3:2013-C02)	Architectural Draughting Tender/ Construction Drawing (BC-050-3:2013-C03)
Architectural Draughting As-Built Drawing (BC-050-3:2013-C04)	Architectural Draughting Measured Drawing (BC-050-3:2013-C05)	Supervisory And Administrative Function (BC-050-3:2013-C06)
Architectural Schematic Design Production (BC-050-4:2013-C01)	Architectural Technical Coordination (BC-050-4:2013-C02)	Architectural Contract Administration (BC-050-4:2013-C02)

### Elective

Architectural Graphic Communication (BC-050-3:2013-E01)	Architectural Model Making (BC-050-3:2013-E02)
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## Learning Pathway



Pre-requisite

- ✓ 15-40 years old Malaysian
- ✓ PMR/PT3/UEC



Duration

- ✓ 2 years

## 01 Architectural Draughting Schematic Drawing

BC-050-3:2013-C01

The outcome of this competency is to produce concepts, ideas and planning at the very basic stage to determine project goals and requirement.

Work Activities :

- Carry out site observation
- Prepare schematic drawing requirement
- Draw 2D drawing
- Draw 3D drawing
- Present schematic drawing to superior

Duration :

Theory (30%)	108
Practical (70%)	252
<b>Total</b>	<b>360</b>

## 02 Architectural Draughting Submission Drawing

BC-050-3:2013-C02

The outcome of this competency is to train savvy drafts person who is able to produce various drawings (simplest, average and exceptional character and complexity building) in compliance to authority.

Work Activities :

- Prepare submission drawing requirement
- Draw submission drawing
- Check final draft submission drawing
- Present submission drawing to superior

Duration :

Theory (30%)	96
Practical (70%)	224
<b>Total</b>	<b>320</b>

## 03 Architectural Draughting Tender/Construction Drawing

BC-050-3:2013-C03

The outcome of this competency is so that the drafts person is able to produce a tender and construction drawing with more a more in depth detail to assist in a well thought off construction and planning.

Work Activities :

- Prepare tender and construction drawing equipment
- Draw tender and construction drawing in detail
- Compile relevant drawings
- Present architectural tender and construction drawing to superior

Duration :

Theory (30%)	132
Practical (70%)	308
<b>Total</b>	<b>440</b>

## 04 Architectural Draughting As-Built Drawing

BC-050-3:2013-C04

The outcome of this competency is that the drafts person is able to discern amended information onto as-built drawing.

Work Activities :

- Prepare as-built drawing requirement
- Draw as-built drawing
- Present as-built drawing to superior

Duration :

Theory (30%)	48
Practical (70%)	112
<b>Total</b>	<b>160</b>

## 05 Architectural Draughting Measured Drawing

BC-050-3:2013-C05

The outcome of this competency is that the drafts person is able to perform data collection of existing building and reproduce measured drawing.

Work Activities :

- Carry out site and building inspection
- Prepare measured drawing requirement
- Draw measured drawing
- Present measured drawing to superior

Duration :

Theory (30%)	84
Practical (70%)	196
<b>Total</b>	<b>280</b>

## 06 Supervisory and Administrative Function

BC-050-3:2013-C06

The outcome of this competency is to equip the draft person with supervisory skill to ensure drawing production wun smoothly, well prepared and managed to achieve standard equipment.

Work Activities :

- Prepare job schedule
- Organise storing system
- Appraise staff performance
- Conduct On Job Training (OJT)

Duration :

Theory (30%)	24
Practical (70%)	56
<b>Total</b>	<b>80</b>

## 07 Architectural Graphic Communication

BC-050-3:2013-E01

The outcome of this competency is to be able to understand, translate and communicate with technical drawing, may use technical standards that define practical symbols, perspective, units of measurement, notation systems, visual styles or layout conventions. These enable a drafter to communicate more concisely by using a commonly understood convention.

Work Activities :

- Prepare graphic communication requirement
- Produce graphic communication presentation drawing
- Present graphic communication to superior

Duration :

Theory (30%)	32
Practical (70%)	88
<b>Total</b>	<b>120</b>

## 08 Architectural Model Making

BC-050-3:2013-E02

The outcome of this competency is that the drafts person is able to perform architectural models to evaluate and sell the look of a new construction before it is built.

Work Activities :

- Prepare model making tools and equipment
- Produce scaled model
- Present scaled model making to superior

Duration :

Theory (30%)	24
Practical (70%)	56
<b>Total</b>	<b>80</b>

## 09 Architectural Schematic Design Production

BC-050-4:2013-C01

Architectural schematic design production is the stage of developing study drawings, documents, or other media that illustrates the concepts of design and include spatial relationships, scale and form for the client to view.

Work Activities :

- Prepare site visit requirement checklist
- Prepare local authorities requirement checklist
- Analyse project brief
- Coordinate architectural conceptual design
- Coordinate final schematic design
- Submission and amendments
- Record architectural schematic design production activities

Duration :

Theory (30%)	54
Practical (70%)	126
<b>Total</b>	<b>180</b>

## 10 Architectural Technical Coordination

BC-050-4:2013-C02

Architectural technical coordination is the work process in presenting & submitting the final schematic design drawing to a client and local authority for approval

Work Activities :

- Prepare presentation requirement checklist
- Prepare presentation support document
- Organise presentation material & related resources
- Prepare submission checklist
- Prepare presentation requirement checklist

Duration :

Theory (30%)	45
Practical (70%)	105
<b>Total</b>	<b>150</b>

## 11 Architectural Contract Administration

BC-050-4:2013-C03

Architectural contract administration is preparation of tender drawing for tender process. Tender & contract must be completed accordingly as to allow construction work to proceed.

Work Activities :

- Organise construction document checklist
- Organise construction drawing
- Organise tender specification list
- Organise tender document
- Organise tender support documents
- Coordinate tendering procurement activities

Duration :

Theory (30%)	81
Practical (70%)	189
<b>Total</b>	<b>270</b>

## Salary Comparison by job title

Job Title	Average Salary
Architectural Technical Administrative	3300.00 MYR
Site Supervisor	3600.00 MYR
Project Manager	7250.00 MYR
Interior Decor	4060.00 MYR
BIM Modeller	4000.00 MYR
BIM Coordinator	9000.00 MYR
BIM Manager	9500.00 MYR

## Data of Alumni Job Placement after training

Job Title	Percentage
Architecture (Assistant Architect, Architect, Senior project architect, Contractor)	52.4%
Interior Designer (Designer, Creative Designer, Interior Designer)	14.3%
BIM Construction (BIM Modeller, Senior BIM Modeller, BIM Coordinator)	23.8%
Quantity Surveying (Quantity Surveyor)	4.7%
BIM Education (BIM Modeller, Senior BIM Modeller, BIM Coordinator)	4.7%

## Career Pathway

- Architectural Technician
- Architectural Technologist
- BIM Modeller
- BIM Coordinator
- Project Manager
- Architectural Administrative Assistant
- Architectural Modeller
- Draftsman
- Architectural Coordinator



Business Award :



Accredited by:



Education Partners:

