



## External Consultant BIM User Manual

DATE	REVISION #	COMMENT	AUTHOR
13/10/2017	2		Ben McKay

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## **INTRODUCTION**

The purpose of this document is to provide drawing procedures that must be adhered to by Consultants involved with any development being undertaken by Wiley.

The procedures are aimed at providing:

- A consistent set of working drawing documentation
- Easy transfer of information
- Efficient means of control of drawings

Wiley are committed to providing our clients with the best service possible and therefore, consultants working on behalf of Wiley are required to abide by instructions given.

All consultants shall comply with the drafting standards stated in this manual, during the initial contract acceptance meeting, or during the first design meeting.

## **BIM SOFTWARE OVERVIEW**

Wiley strive to be construction industry leaders for innovation and technology and have embraced BIM (Building Information Modelling) as the future of building documentation and delivery.

BIM requires a commitment from all disciplines collaborating to form one smart building model. BIM helps ensure that project information remains accessible continuously throughout the different project phases of design, procurement, construction and operation, while providing design efficiency, accuracy, co-ordination and data reliability.

Wiley produced drawings using a combination of 2D & 3D softwares. Revit Architecture, Revit Structure and Revit MEP are the preferred documentation software. Revit version will be agreed by the project team at the BIM start up meeting. Consultants not using this software should advise Wiley, so an appropriate format can be agreed on.

Consultants not using these softwares should advise Wiley so an appropriate format can be agreed on. Any changes in software or version upgrades must be communicated to the BIM team prior to the change or upgrade.

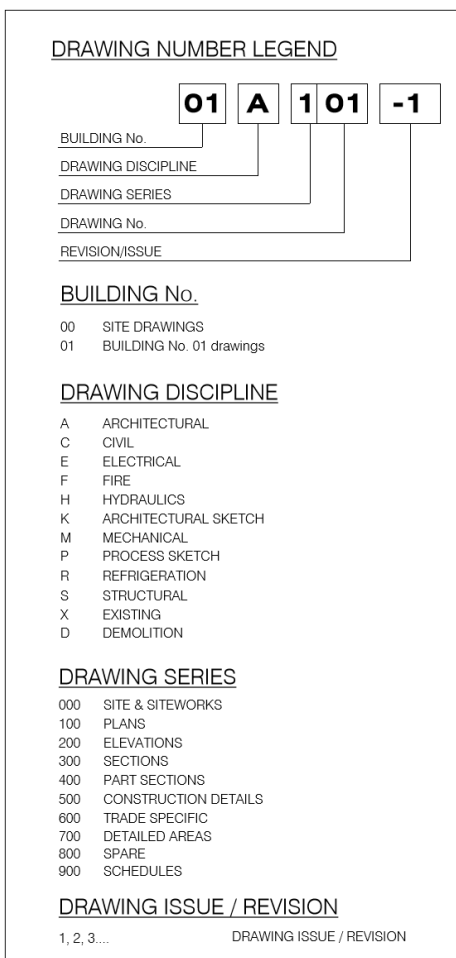
## FILE NAMING CONVENTIONS

01A001-~~§~~\_W01234 = Drawing Number

02A001-~~§~~\_W01234 = Project Number

The CAD File Name for a compiled drawing (the drawing used to create the final plot file) shall be in the form of **{Drawing number\_ Project number}**. The file name shall be 8 characters long and the project number is 6 characters long and is added to create a unique file name on the computer system. The file name is equivalent to the drawing number (8 characters), while the CAD file name is the file name plus the project number separated by the underscore character.

## DRAWING NUMBER



Consultants shall use this naming convention for all drawing using Wiley title sheets. The consultants' project and drawing number shall appear in the space allocated for the consultants above the amendment column in the title sheet.

Transmittals issued to Wiley shall use the Wiley naming convention for ease of identification, however the consultant may also include their own naming convention for tracking their drawings internally.

**Building No**

01A001-\$\_W01234 = Building Number - 01

Projects with multiple buildings on one site need to have unique numbers assigned to each building and noted on the Site Plan. A project with only 1 building will still be given a building number of 01. The Building Number is the two characters at the start of the drawing name. This number represents the building number of drawing e.g. Building 01, Building 02 etc.

- Key Plans
- Legends
- Title blocks
- Building Grid references
- Schedules
- XREF’s drawing names
- Drawing numbers

**Drawing Type**

01A001-\$\_W01234 = Drawing Type - Architectural

Drawing type describes the type of drawing by its discipline. The Drawing type is one character, A-Z, which is the third number in the drawing name. This number represents the discipline of drawing e.g. Architectural, fire, equipment etc

A	<b>A</b> rchitectural	Architectural Drawings
B	<b>B</b> uilding services	Building services
C	<b>C</b> ivil	Generally used by consultants or by Wiley if Civil drawing
D	<b>D</b> emolition	Demolition Drawings
E	<b>E</b> lectrical	Generally used by consultants or by Wiley if Electrical drawing
F	<b>F</b> ire	Generally used by consultants or by Wiley if Fire drawing
H	<b>H</b> ydraulics	Generally used by consultants or by Wiley if Hydraulics drawing
K	<b>s</b> Ketch	Architectural preliminary sketches & options
M	<b>M</b> echanical	Generally used by consultants or by Wiley if Mechanical drawing
P	<b>P</b> rocess sketch	Process preliminary sketches & options
Q	<b>e</b> Qipment	Equipment Drawings
R	<b>R</b> efrigeration	Refrigeration drawings
S	<b>S</b> tructural	Generally used by consultants or by Wiley if Structural drawing
T	<b>T</b> emporary buildings	Temporary Building Drawings
X	as <b>e</b> Xisting	Existing Drawings

**Drawing Series**

01A**101**-**\$**\_W01234 = Drawing Series - Plans

The drawings for a project are separated up into specific series to allow for easy identification to represent different types of drawings. Refer to the table below for a full list of these drawing types. It is important therefore that a type of drawing is numbered into the correct series.

The Drawing Series is one character, 0 – 9, which is the fourth number in the drawing name. This number represents the type of drawing e.g. site plans, floor plans etc.

The drawings for a project are separated up into specific series to allow for easy identification. These series represent different types of drawings i.e. 100 = Plans

000	Cover Sheet	= Cover Sheet
001 – 099	Site & Siteworks	= Locality, Siteworks, Bulk Earthworks, Site details etc.
100 – 199	Plans	= 1:200, 1:100, 1:50
200 – 299	Elevations	= External
300 – 399	Sections	= 1:100, 1:50
400 – 499	Part Sections	= 1:25
500 – 599	Construction Details	= 1:10, 1:5 Plans/Sections
600 – 699	Trade Specific	= Stairs, Guardrails, Conc. coves etc.
700 – 799	Detailed areas	= Amenities Plans/Elevations etc., Joinery Detailing
800 – 899	Spare	= Design Managers to assign drawings to this category if needed
900 – 999	Schedules	= door, window, louvers including elev & specific details

**Drawing No.**

00A**001**-**\$**\_W01234 = Drawing Sheet Number - 01

The drawing number is often pre- planned by the Design Manager before the project starts. The drawing number is often sequentially numbered but can also be split into groups of 10, 20etc to differentiate drawing inside a “Drawing Series”. The Drawing Number is comprised of two characters. They are the fifth & sixth numbers in the drawing name. The first drawing number of the series starts at 01 not 00. For example: 101, 201, 301etc.

**Revision / Issue**

00A001-**1**\_W01234 = Revision - 1

All initial drawing files shall have the extension of \$ which indicates a drawing has not been issued. All following Revisions will be numeric and increase sequentially.

**PROJECT NUMBER**

00A001-1\_**W01234** = Project Number – W012345

All project numbers are to be generated by Wiley. All jobs number are unique to separate them from other projects. Please contact Wiley to request the job number of your project.

## REVIT

### Project Start-up

To build an integrated BIM model, a great deal of importance is placed on communication and collaboration between the disciplines involved in a project. Before modelling starts, a meeting between Wiley and all consultants is essential to discuss coordination between disciplines for an effective BIM model. In this meeting a BIM Implementation Plan will be set. A BIM Implementation Plan is to provide a framework for Wiley consultant architects, engineers, surveyors, contractors and owners can reference to deploy Building Information Modelling (BIM) processes and best practices through-out the project life cycle.

### Platform

Revit Architecture, Revit Structure and Revit MEP are the preferred documentation software. Revit version will be agreed by the project team at the BIM start up meeting. Consultants not using this software should advise Wiley, so an appropriate format can be agreed on. All consultants not using Revit will supply file types compatible with Revit if the data is to be used in the Building Model. It is not mandatory that shop drawings be submitted with compatible software, unless the shop drawings will be incorporated into the Revit Model

Any changes in software or version upgrades must be communicated to the BIM team prior to the change or upgrade.

### Coordination Conflicts / Model Ownership

As lead consultants, Wiley will own the main Architectural model. Consultants will provide their 3D information to be linked into the main Architectural model. If conflicts are found in any of the project files, promptly notify the authors so they can correct the problem. No modifications shall be carried out to either Wiley or Consultants models without prior agreement.

### Project/Shared Coordinates

Wiley, and their consultants, will use Shared Coordinates to share their models accurately. These coordinates will be set and controlled by Wiley and all consultants will “acquire” them from a designated Revit model Wiley have set out, unless otherwise stated. Once this has been set this cannot be moved.

### Grids

Contractors shall not set out building grids unless otherwise stated. Grids will be controlled by Wiley and shall not be altered by the consultant. The letters I, O and the number 0 shall not be used in grid drawings to avoid confusion.



## Consultant Revit Template

A consultant Revit Template will be supplied by request at project start-up to consultants using Revit. This will contain Wiley Revit standards that can be brought into a consultant's drawing model by "Transferring project standards" inside Revit.

Standards included in the Wiley Consultant template are:

- Title sheet Family

Wiley's title sheet Family will be supplied to contractors by Wiley to facilitate a consistent appearance within a project. This title sheet by Wiley MUST NOT be altered. The tick box inside Wiley's Title sheet family "CONSULTANT LOGO" shall be ticked and the consultant's logo and company name can be inserted into the space provided. This space also allows for the consultant's project and drawing numbers. The main title block shall contain the Wiley numbering system. (Refer to the drawing numbering section within this document). If it is arranged, at the time of acceptance of the design work, that the consultant's own title sheets are used in lieu of Wiley title sheets, then an appropriate sheet size must be used. That is, if the Wiley design work is on A1 sized sheets, then the consultant must use A1 size sheets.

Please consult the BIM systems manager at Wiley for a detailed overview of the Wiley Revit title block as it has numerous options built in when preparing a title sheet.

- Style/Fonts

Only "True Type" fonts are to be used in a Revit project due to "Open Type" font incompatibilities. If non-standard fonts are used, due to third party packages etc, then the required font shall be supplied to Wiley.

In Wiley Revit drawings, notations are done using the font "Swis721 Lt BT". All general drawing notation shall be done in lower case and use this style. The font used for this style must not be altered and if the consultant requires a different text, then a new style shall be created.

Text height must not be less than 2mm so text can be kept legible if printer reduction is needed.

- Dimensions

Contractors are to use dimension styles supplied in the Wiley Revit Template. All dimensions should be accurate and dimensions in a model are not to be overridden.

## AUTOCAD

### Basepoint (0,0,0) (X,Y,Z)

The common (reference) base point 0,0 will be adopted for the positioning of all layout drawings between Wiley and Consultants. This will allow for easy updating of revised layouts between all parties exchanging CAD information (see exchanging of drawings).

The Basepoint will be established by Wiley and will be located such that it cannot be moved or misinterpreted, such as the corner of an existing building or a survey peg, etc. If this information is not available at the commencement of the project, then the Design Coordinator will establish a temporary basepoint.

The Basepoint may be labelled on the "Grid" XREF drawing - on layer "defpoints", so that it will not appear on plotted hardcopy drawings. All supplied XREF's shall be referenced to this basepoint and all consultants' drawings shall be drawn relative to this basepoint.

### Site Datum

As discussed in basepoints, the x,y coordinates have been located for purposes of reference for all location type drawings. The 'z' value has also been located at Reduced Level (R.L.) '0.000'. This is relative to the & Con height Datum AHD.

This means that any section or elevation drawings are to be drawn relative to RL.0.000.

### Drawing Datum

To assist with calculating RL's, when working on AutoCAD drawings, a drawing Datum at RL.0.000 should be adopted. This is to be on layer "defpoints", so that it will not appear on plotted hardcopy drawings, as it is not relevant to construction.

### Grids

Contractors shall not set out building grids unless otherwise stated. Grids will be controlled by Wiley and shall not be altered by the consultant. The letters I, O and the number 0 shall not be used in grid drawings to avoid confusion.

## Modelspace

All drawing work is to be drawn full scale in Modelspace and in millimetres. These elements shall be drawn BY LAYER and not ByEntity, with no drawing work to occur on layer 0.

All location type drawings are to be placed in Modelspace relative to their origin at the 0,0,0 Basepoint (refer Basepoint). This allows for a common insertion point of all XREF's.

Wiley uses the Ltscale factor for all internal routines, setting text heights etc. The Ltscale in modelspace is set to the required plotting scale. That is, if your drawing is to be plotted so that it is a 1:100 drawing, the MODELSPACE Ltscale will be 100. Using this system means that for the drawing to have the required appearance after plotting, the linetypes used are contained in the file WILEY.LIN. This file will be supplied to you upon the start of the project. The Wiley linetypes are ten (10) times the standard AutoCAD imperial linetypes.

Consultants MUST NOT alter the Ltscale from this setting.

All annotative Text and Dimensions relating to the model shall be placed in Modelspace to ensure that they are associative. Text and dimensions shall comply with the following standards:

## Paperspace

Paperspace is used to generate plots from. This allows for batch plotting at 1:1 scale. Ltscale is set to 1 in PAPERSPACE. Only one Layout tab (excluding the model tab) is used per drawing and each file consists of 1 drawing only.

The title sheet and title block information is automatically set-up upon starting a new drawing within the Wiley office. Consultants will not have this facility, however each component will be supplied by Wiley to facilitate a consistent appearance within a project.

The title sheet is XREF'd into paperspace at 0,0,0 on layer TITL-SHET and to a scale of 1. The title sheet will be supplied by Wiley and MUST NOT be altered. The layer LOGO-CONS shall be thawed and the consultant's logo and company name can be XREF'd into the space provided. This space also allows for the consultant's project and drawing numbers. The main title block shall contain the Wiley numbering system. (Refer to the drawing numbering section within this document). If plotting of grey scales is not possible by the Consultant, then the layer TITL-BODR can be frozen to prevent the grey border being plotted.

If it is arranged, at the time of acceptance of the design work, that the consultant's own title sheets are used in lieu of Wiley title sheets, then an appropriate sheet size must be used. That is, if the Wiley design work is on A1 sized sheets, then the consultant must use A1 size sheets.

The project information is a block that is XREF'd into paperspace at 0,0,0 on layer TITL-BLOK and to a scale of 1. The drawing name is text that is on the TITL-BLOK layer. This text is 5mm high and shall use the ROMANS font with a width factor of 0.9. The project number, drawing number etc is an attributed block inserted into paperspace at 0,0,0 on layer TITL-BLOK. The revision letter is text that is on the REVN-LETR layer and is 6.4mm high using the ROMANS font.

A single viewport is created within the confines of the drawing border and within this viewport, the location drawing (plan) should be panned and zoomed x/p (ie: 1/100xp), to show the required part of the drawing. Additional viewports may be created as required, where the full drawing sheet is not required and smaller plans are more suitable.

Paperspace limits and Layout names are set according to the sheet size being used on the project. The limits shall be according to the following table:

Sheet size	Limmin	Limmax	Sheet Size	Limmin	Limmax
A0	0,0	1188,841	A2	0,0	594,420
B1	0,0	1000,707	A3	0,0	420,297
A1	0,0	841,594	A4	0,0	210,297

The Layout name is according to sheet size, so if the drawings are of A1 size then the Layout name is A1. The layers and limits described in this section are used to automate the logging of all drawings into a drawing register, as well as to automate the plotting of drawings. So that consultant’s drawings can also be automatically logged into the register, and to eliminate any plotting problems, the layers and limits set out in this section **MUST** be followed by all consultants. If consultants follow these simple guidelines and plot their drawings by limits and at a scale of 1:1, then there should be no need to alter the supplied title sheets.

**Style/Fonts**

Only standard AutoCAD fonts are to be used. If non-standard fonts are used, due to third party packages etc, then the required font shall be supplied to Wiley.

Wiley do not create text styles according to text heights. All text styles are created with a text height of 0 and the height is applied at the time of text insertion. This minimises the number of styles required. Most notation is done using the Style of Standard which uses the ROMANS font with a width factor of 0.9. All general drawing notation shall be done in lower case and use this style. The font used for this style must not be altered and if the consultant requires a different text, then a new style shall be created.

All other text shall comply with Wiley standards.

Wiley text uses the following layers and colours, and the heights will be a scale factor of the following heights:

- 2mm    red        TEXT-20-[Itscale]
- 3mm    yellow    TEXT-30-[Itscale]
- 5mm    green      TEXT-50-[Itscale]
- 7mm    cyan        TEXT-70-[Itscale]

Text height must not be less than 2mm.

As an example, text in modelspace that is required to plot at 3mm high in a 1:100 drawing would be 300 high and on the layer TEXT-30-100.

Consultants that are using their own layering system shall ensure that all text is on a designated text layer. A copy of the proposed layering system is to be submitted to Wiley for approval prior to the start of any CAD work.

## Dimensions

The DIMSTYLE of STANDARD shall apply to the major scale of the drawing and have a scale factor set to the plotting scale i.e. 100 for a 1:100 drawing. If subsequent scale details are added to a drawing, then new dimension Styles will be created setting the dimscale variable to the required plot size of the detail i.e. 50 for a 1:50 detail contained within the 1:100 drawing. The dimension style name shall be "DIMS-[SCALE]" i.e. DIMS-50 for a plotted 1:50 detail. The dimension text height shall be a scale factor of 2.5mm and a colour of yellow for drawings 1:100 or larger, and 2mm and red for drawings 1:200 and smaller. Dimensions using the standard style shall be on the layer "DIMS-STAN", with all other dimensions being on a layer which matches the dimension style i.e. "DIMS-50". All dimension layers have a colour of white.

## Date Time Stamp

The Date Time Stamp is placed and updated on all Wiley 'hardcopy' drawings, automatically upon selecting the save option. This is located in the lower left-hand corner of the drawing sheets, in PAPERSPACE, and typically looks like:

H: \CAD\PROJECTS\W01234\filename).DWG Jan 01 2010 1:25PM

This information is a useful means for locating the CAD file on the network.

Consultants can use this date time stamp to ensure that they are working with the latest revision in the case when more than one set of drawing files have been sent on the same day.

**Colours (Pen Assignments)**

Wiley has adopted a colour equals pen weight system. The list below shows the associated colour to pen weight relationship. It is preferable for ease of drawing exchange that consultants use the table listed below. If colours / line weights are used other than those stated below, an appropriate PCP or PC3 file must be provided to Wiley.

**Note:**

Grey scales shall be used for shading only. No grey scale text or line weights.

**Pen Assignments**

Colour	Line Weight
magenta	0.13
white	0.18
red	0.25
yellow	0.35
green	0.50
cyan	0.70
blue	1.00
254	10% grey scale
253	20% grey scale
252	40% grey scale
251	60% grey scale

**Issue of Drawings**

When issuing or receiving drawings the following conventions shall apply:

- Purge all drawings prior to issue
- Layers are to be either ON or FROZEN within a saved drawing. Leaving layers in the OFF state can cause problems for the recipient when they are manipulating the drawing
- Layer and Block names shall be kept to a minimum to facilitate XREF's
- Ensure that all XREF's contained within a compiled drawing are issued along with the final drawing. If circumstances dictate that the XREF's are not to be issued as separate drawings, then the XREF's shall be INSERTED into the compiled drawing. DO NOT BIND the XREF's
- Ensure that any non-standard AutoCAD fonts, shapes or linetypes are included when issuing the drawing files

**Xref's**

As the title block and title block information are inserted into PAPERSPACE the following notes refer to the drawing model(s):

- XREF's shall be inserted into MODELSPACE at 0,0 and to a scale of 1
- XREF's shall not be moved from this inserted location, to allow for easy overlaying of all drawings produced by each party working on the project
- XREF's shall not be exploded or altered. Freeze unwanted XREF layers and set VISRETAIN to 1. If manipulation of the base XREF (drawing supplied by Wiley) is required, contact Wiley and state the reason

for the need to change the base drawing. This will allow for an alternate XREF to be provided if necessary, which will save any errors occurring due to the use of blocks instead of XREF's

- Do not include paths when inserting XREF's. Ensure that the "include paths" toggle in the XREF dialogue box is not set and that your XREF directory is in the environment settings, to enable insertion of XREF's without having to path them. (Having paths on XREF's can cause errors when trying to attach or overlay a drawing with a longer than normal file name)
- XREF's must not be nested. The final compiled drawing (used to create the plot files) is the only drawing that should have attached XREF's. All other drawings should have XREF's overlaid, not attached
- XREF's pertaining to the final compiled drawing are listed up the left-hand side of the title sheet, to allow for easy identification of which drawings are contained within this drawing
- Refer to the XREF naming convention and the directory structure for the filing of XREF's

## PROCESS EQUIPMENT

Autodesk's Revit is the preferred drawing software Wiley use to document projects. Wiley have embraced 3D modelling/BIM (Building Information Modelling) and request all suppliers and sub consultants provide (if applicable) 3D models that can be imported and documented in Revit.

### Standards

As Revit is Wiley's main documentation software, specific standards are required for efficient and accurate integration of consultant's equipment into the documentation model.

- File size to be kept to a minimum. As a guide 20mb is considered a large file. Please consult with Wiley if the file size exceeds this limit.
- Only the outside skin and connection points are relevant for building documentation. All other non-visible and internal components that are not critical in building set out, service connections or connections to adjoining production equipment connections are to be removed.

### Acceptable File Formats

Wiley's preferred file format are as follows:

- Revit
  - .rvt
  - .rfa
- Inventor
  - .iam (with no items suppressed)
  - .ipt (with no items suppressed)
- .adsk (shrink-wrapped and checked all critical dimensions/connection points)
- .stp file

Consultants not using the software above should advise Wiley so an appropriate format can be agreed on and tested.



## GENERAL BIM STANDARDS

### Exchange of Drawings (Electronic) Files

Wiley use Newforma as their primary software for exchanging BIM Information. For more information about using Newforma, please contact the Document Controller at Wiley.

The regular exchange of BIM data is an essential part of a successful BIM project. All consultants will follow Wiley's Project Data Exchange Protocols set for the project in the BIM Implementation Plan created at the start of the project.

### Drawing Index

A drawing index is to be provided as cover sheet to a set of drawings for larger projects or as requested by Wiley. A single drawing index should be inserted to the relevant size cover sheets i.e. an A1 sheet if the drawing is on A1 size sheets.

### Key Plans

For larger projects, generally those with multiple buildings, Site / Building Key Plans will be made available by Wiley, and are to be inserted on to the final compiled drawings in and shaded to show the respective area that the Plans / Details apply to. Therefore, the process of co-ordinating drawings and sets between consultants and to site will be more efficient. Allow to use the top right vacant area of the title sheet for standard style key plans.

### Legends

Allow to use the top right vacant area of the title sheet for standard style legends. Co-ordinating between key plan and legend location shall be controlled by Wiley.

### Prototype

For consultants engaged on the basis that they are working directly for Wiley (no consultant name appearing on the title sheet), then a prototype drawing containing the dimension styles and settings, shall be provided by Wiley. This prototype is to be used to retain continuity of drawings between Consultants.

### Revisions

Revision clouds are to be used when multiple small changes to drawings occur, to allow easy identification of changes. In AutoCAD the revision clouds should appear within paperspace of each drawing affected by changes to the "modelspace" drawing file. The amendment column of the title sheet shall include a description of the amendments. Do not use the generic term "revision", give a brief description of the amendment eg "door numbers revised". Revisions are to be noted in the title block, beside the drawing number. The revision/issue information is to be updated prior to re-issuing of amended drawings. As stated under the file naming convention, all drawings issued must have an identification letter.

Wiley use a line drawn through the revision letter and a note stating that the drawing is under revision to notify that the drawing is currently being amended.

## OUR VALUES

Around here we live by a core set of values that guide our behaviour and form the foundation of the Wiley culture. We hold these values high, above all else, especially when times are tough. They keep us focused on what is important as we continue to grow.



### A sense of community.

At Wiley we value relationships that include, nurture, support and protect our people as families do. We actively seek life balance by working hard, having fun and celebrating openly. We care passionately about the environment and our surroundings with an eye to making a difference where we can.



### Integrity in all we do.

At Wiley we take responsibility for achieving the best we can with the hand we are dealt. We keep our promises and always follow through. We do not hide behind half-truths, excuses or blame. We respect each other equally and act honestly with courage. There is one set of rules that applies to everyone.



### Quality first.

At Wiley we take pride in what we do and we do what makes us proud. We pursue excellence in a professional way through continual improvement. We set high standards for ourselves and others. Our passion for presentation and form is the tangible way we communicate our commitment to quality.



### Future focus.

At Wiley we plan and act with the big picture in mind. We enable and challenge ourselves and our clients to lead. We are always receptive to new ideas. We embrace change and the future with enthusiasm. We take pride in our ability to creatively problem solve and find the best solution in every situation. Our belief in continuous learning reflects a pure delight and appreciation for creative discovery and innovation that leads to elegant solutions.



### Empower our people.

At Wiley we actively encourage and enable our people to develop and grow to their greatest potential. We embrace individuality and provide a flexible working environment in which there is room to learn from our mistakes. We support personal development and autonomy yet encourage teamwork and collaboration. By recognising and celebrating our individual and collective strengths we empower our people.

## **OFFICES**

Brisbane

Kuala Lumpur

Melbourne

Sydney

Toowoomba

Bangkok

Jakarta

**[www.wiley.com.au](http://www.wiley.com.au)**

Contact us

1300 385 988

[connect@wiley.com.au](mailto:connect@wiley.com.au)

 **ho** we are  
[culture.wiley.com.au](http://culture.wiley.com.au)