



Australian Government

CPCCBS8010 Liaise and coordinate with head contractors on building projects

Release: 1

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Modification History

Release 1.

This version first released with CPC Construction, Plumbing and Services Training Package Version 1.

Application

This unit of competency specifies the outcomes required by senior building surveyors to award contracts and manage the performance of contractors engaged to undertake a range of construction work on behalf of clients.

The unit supports the awarding of contracts to appropriate contractors, and establishing and participating in formal communication processes throughout the life of the contract. It covers monitoring and managing performance outcomes against agreed deliverables within organisational and legislative constraints.

The unit supports the work of private and municipal building surveyors who manage business relationships with external contractors and ensure the performance of requirements specified in a commercial agreement.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Building surveying

Unit Sector

Construction

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

1. Determine service requirements.
 - 1.1. Organisational processes for developing, selecting and awarding contracts are identified and implemented.
 - 1.2. Service requirements, proposed budget, and timeframe for the project or work being undertaken are identified and documented.
 - 1.3. Parameters for awarding the contract, including anticipated expense levels and process for securing the **contractors**, are identified according to organisational practices and policies.
2. Contract is let.
 - 2.1. **Tender objectives** are clearly defined and documented.
 - 2.2. Processes for letting of contract, including selective or open tender, are put in place in line with organisational practices and policies.
 - 2.3. Selection processes that comply with organisational practices and policies and legislative requirements are applied.
 - 2.4. Selection of preferred contractor is justified and validated against defined criteria, agreed upon and recorded according to organisational practices and policies.
 - 2.5. Contract is negotiated and agreement reached to maximise benefits for the client, following appropriate legal scrutiny and advice.
 - 2.6. Contract is drafted and signed according to legislative and organisational requirements and reflecting agreed outcomes.
3. Manage contractual relationship.
 - 3.1. Clear expectations regarding contractual and reporting requirements are communicated to contractors according to legal requirements and organisational practices and policies.
 - 3.2. Regular and formalised communication processes with contractors are established and applied.
 - 3.3. Business relationships with contractors are established and maintained in line with professional and

- organisational standards to ensure effective communication and the early identification of potential service delivery problems.
- 3.4. Contractual disputes that arise are managed according to contractual requirements and using established mediation mechanisms.
4. Measure and monitor contractual performance.
- 4.1. Performance assessments are conducted according to organisational needs and contract requirements, and using a structured feedback system.
- 4.2. Results of performance assessments are analysed to ensure contract milestones, resourcing levels and budget are in line with contract and project requirements.
- 4.3. Feedback is provided to contractors to enhance performance and achievement of organisational goals, and effective completion of projects.
- 4.4. Poor performance is managed in line with organisational and contractual requirements.
- 4.5. Reports of project progress and outcomes are prepared and presented according to organisational practices and policies.
- 4.6. Contracts are concluded in line with organisational and contractual requirements.
5. Plan for improved contract management and service delivery processes.
- 5.1. Effectiveness and benefits of contracting process and related service delivery are analysed.
- 5.2. Opportunities for process and service delivery improvements are identified and communicated to appropriate staff in the organisation.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
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Skill	Performance feature
Learning skills to:	<ul style="list-style-type: none">• refine contract management and service delivery processes over time• use structured approaches to maintain currency of skills and knowledge as a regular part of routine through, for example, email alerts, conferences, or subscriptions to relevant journals.
Numeracy skills to:	<ul style="list-style-type: none">• critically review risks and their real-world impact on project design, costing and viability• extract and analyse a range of mathematical information contained in contracts and service agreements, and gather additional mathematical information from other sources.
Oral communication skills to:	<ul style="list-style-type: none">• negotiate nature and scope of services provided by contractors through open-ended questioning, active listening, paraphrasing and summarising• understand and use specialised construction industry vocabulary when liaising with specialist construction industry personnel.
Reading skills to:	<ul style="list-style-type: none">• draw on an extensive construction vocabulary, including specialised terms, to interpret complex legal and regulatory documentation.
Writing skills to:	<ul style="list-style-type: none">• document feedback and performance appraisals of relevant contractors• use accurately-spelled specialised construction industry vocabulary in emails, letters and reports to clients and specialist construction industry personnel.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Contractors must

- asbestos removalists

- include two or more of the following:
- builders
 - carpenters
 - concreters
 - demolition providers
 - electricians
 - heating, ventilation and air conditioning (HVAC) specialists
 - plumbers, including roof plumbers
 - project managers.

- Tender objectives*** must include:
- location
 - price limits
 - quality
 - quantity
 - timeframe requirements.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>