



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CPCBC4040A Prepare report for heritage restoration work**

**Release: 1**

## **CPCBC4040A Prepare report for heritage restoration work**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit of competency specifies the outcomes required to prepare and present written reports detailing conditions associated with buildings and structures of historic significance requiring restoration or preservation attention. Reports are completed for specific areas of work in accordance with individual building trade applications.

### **Application of the Unit**

**Application of the unit** This unit of competency supports builders, project managers and related construction industry professionals responsible for heritage restorations.

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

**Prerequisite units** Nil

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Gather information to be included in the report.	<p>1.1. Details of the <i>area of the structure</i> and information regarding <i>areas of fault</i> are identified.</p> <p>1.2. <i>General description of the building or structure</i> and its period of construction are identified.</p> <p>1.3. Surrounding area and faults are identified for <i>inspection and investigation</i>.</p> <p>1.4. Assessment of unsafe conditions is conducted and identified for investigation.</p>
2. Assess and outline possible means of restoring the areas of the structure.	<p>2.1. Assessment of conditions and degree of deterioration and disturbance are conducted and recorded using appropriate technical language.</p> <p>2.2. Possible <i>causes for deterioration</i> of condition and stability are assessed and recorded as guidelines for investigatory enquiries and restoration considerations.</p> <p>2.3. Sound construction or finish applications surrounding or adjacent to the faulted area are identified and recorded to inform restoration processes.</p> <p>2.4. Relevant information regarding unsafe conditions at or around the structure are identified and recorded.</p> <p>2.5. Advice regarding restoration techniques and work required is identified and documented based on assessment of the structure.</p>
3. Document and present the report.	<p>3.1. Method of presenting the report in a logical and sequential manner is determined with key stakeholders and implemented.</p> <p>3.2. Report is written to provide all investigated and determined information in accordance with request and agreed format.</p> <p>3.3. Report is written in a manner that will be readily understood by relevant stakeholders.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

## **REQUIRED SKILLS AND KNOWLEDGE**

### **Required skills**

Required skills for this unit are:

- ability to prepare drawings and work to scale
- ability to use instruments and equipment for measuring
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - read and interpret:
    - documentation from a variety of sources
    - plans, specifications and drawings
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
  - written skills to record information and prepare reports
- numeracy skills to apply measurements and calculations
- organisational skills, including the ability to set out work
- teamwork skills and the ability to work with others to ensure coordination and cooperation between self and others in the heritage restoration.

### **Required knowledge**

Required knowledge for this unit is:

- Building Code of Australia (BCA) and other Australian standards relevant to the nature of work and materials being used
- conservation processes, including good conservation practice arising from principles of Burra Charter
- methods and processes relating to historic building construction, including range and use of building materials, structure of buildings and drafting techniques
- relevant architectural knowledge, including orders of architecture and characteristics and features of period architecture
- workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

# Evidence Guide

## EVIDENCE GUIDE

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The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

### Overview of assessment

This unit of competency could be assessed by determining all relevant information and preparing a written report on at least three separate categories of structure areas listed within the range of variables.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- apply conservation considerations and consultative processes associated with preservation of historic structures
- demonstrate understanding of preservation of fabric
- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of preparing reports
- apply sound identification and recording system of investigation findings
- use appropriate processes, tools and equipment to carry out investigation examinations
- use appropriate safe techniques to use ladders and scaffolding
- demonstrate safe and effective procedures to handle hazardous materials
- apply sound and accurate techniques to prepare information for report
- select and use appropriate terminology relevant to applicable trade

## EVIDENCE GUIDE

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- use sound techniques to ensure report is well written and accurate
- communicate interactively with others to ensure safe and effective work site operations.

### Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- historic work locations appropriate to area of work
- appropriate documentation and data related to investigations
- ladder and/or scaffolding equipment
- plant, tools and equipment relevant to investigation processes.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

## EVIDENCE GUIDE

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- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

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The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. **bold italicised** wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

- Area of the structure* includes:
- ceilings
  - doors
  - external walls
  - fences



## RANGE STATEMENT

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- Identification of *areas of fault* requires:
- floors
  - footings and sub-floor structure
  - rood cladding
  - roof structure
  - wall cladding
  - wall lining
  - wall structure
  - windows.
  - location of fault, internal or external to the building or structure
  - nature and extent of the fault or deterioration, identified in technical terms relevant to the respective trade work required
  - number of separate faults.
- General description of the building or structure* includes:
- building description:
    - address of the structure
    - description of the area surrounding structure where influential to the fault
    - references to north and south identified and recorded in relationship to the sides of the structure
    - type and condition of materials used in structure, including details of any missing materials
  - type of structural construction building types:
    - cathedrals and churches
    - civic buildings
    - commercial and retail buildings
    - fences
    - government buildings
    - houses
    - mansions
    - out buildings
    - walls.
    - wharves.
- Inspection and investigation* may involve use of access and safety equipment, such as:
- boots
  - gloves
  - hand tools
  - hard hat
  - inspection investigations ladders

## RANGE STATEMENT

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- jacket
  - masks and respirators
  - safety glasses
  - spirit levels
  - straight edges
  - torches
  - trestles and planks.
- Causes of deterioration* include:
- fire damage
  - storm impact from vehicles or trees and other objects
  - water damage.

## Unit Sector(s)

Unit sector                      Construction

## Co-requisite units

Co-requisite units              Nil

## Functional area

Functional area