



Australian Government

Department of Education, Employment and Workplace Relations

CPPACC5013A Prepare and administer tender documentation for accessible building work

Release: 1

CPPACC5013A Prepare and administer tender documentation for accessible building work

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit specifies the competency required to prepare tender documentation and administer the tendering process for accessible building work. The tender documentation must describe in detail all aspects of the intended construction methodology, materials and finishes. It must seek specific information on the time schedule, alternative materials, alternative methods, hourly rates for trades, progress payment timing and contract details. The tender documentation must seek a single price for the work being contracted, including, where appropriate, prices for prime cost items and prescribed sums.

Access consultants require a full understanding of contract law, in particular contracts associated with the building industry, and must be able to read and interpret building plans and construction drawings. They need to know the access requirements of the Disability Discrimination Act (DDA) Premises Standard, the DDA Transport Standard, the DDA Education Standard, the Building Code of Australia and relevant Australian standards in order to prepare specifications documentation.

The unit requires the ability to communicate with builders, building developers, building owners and managers, renovators, interior designers and building designers on the interpretation of tenders and the implementation of contracts within the context of the DDA and building legislation.

Application of the Unit

Application of the unit

This unit of competency supports two access consulting services where there is a breadth, depth and complexity of tasks and often the requirement to make decisions and provide recommendations involving non-routine situations. These access consulting services are providing advice on building renovations and developing designs for accessible buildings.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare documentation for tender.	<p>1.1 <i>Relevant items</i> for inclusion in the tender documentation are prepared in accordance with industry expectations and <i>organisational requirements</i>.</p> <p>1.2 Tender documentation is prepared in consultation with appropriate personnel in accordance with organisational requirements.</p> <p>1.3 Correspondence explaining the <i>tender conditions</i> is prepared in accordance with industry standards and organisational requirements.</p> <p>1.4 Personal limitations in preparing tender documentation are identified and assistance is sought as required from relevant people.</p>
2 Select tendering method.	<p>2.1 <i>Project facets</i> influencing the appropriate <i>method of tendering</i> are determined in accordance with organisational requirements.</p> <p>2.2 Method of tendering is selected in consultation with the development team and in accordance with organisational requirements.</p>
3 Distribute tender document.	<p>3.1 Correspondence explaining the tender conditions is prepared in accordance with industry standards and organisational requirements.</p> <p>3.2 Tender documents are distributed to all intended recipients in accordance with method of tendering and organisational requirements.</p> <p>3.3 Contact reference point is established to respond to queries regarding tender documentation in accordance with organisational requirements.</p> <p>3.4 A facility is provided to receive tenderers' submission documentation.</p>
4 Assess tenders.	<p>4.1 <i>Eligible tenders</i> are determined in accordance with tender conditions and organisational requirements.</p> <p>4.2 Tenders are assessed according to tender conditions to determine the optimum bid.</p> <p>4.3 Assessment procedures and reasons for selection are documented in accordance with organisational requirements.</p>
5 Notify all tenderers of tender process outcome.	<p>5.1 Unsuccessful tenderers are notified of the tender decision in accordance with organisational requirements.</p> <p>5.2 Successful tenderer is notified of the decision and pre-contract negotiations are commenced in accordance with organisational requirements.</p>

ELEMENT

PERFORMANCE CRITERIA

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required knowledge and understanding include:

- commonwealth, state and territory anti-discrimination legislation and regulations
- construction methodologies
- disability awareness
- industry codes of practice and ethics
- international codes, standards, regulations and practices
- legal and process issues relating to managing quotations and tender processes
- limitations of work role, responsibility and professional abilities
- measurements and calculations
- principles of design relating to accessible buildings and fitouts
- principles of risk management
- processes for preparing and administering documentation and reports
- processes for reading and interpreting plans, working drawings and specifications
- relevant commonwealth, state and territory building legislation, local government regulations and Australian standards
- relevant commonwealth, state and territory consumer protection and trade practices legislation
- research methodology and analytical processes
- structural and construction principles of buildings
- relevant terminology and definitions in hazard identification.

Required skills and attributes include:

- analytical skills to:
 - analyse, evaluate and apply legislative requirements pertaining to disability access
 - analyse and evaluate the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - analyse and evaluate how environmental barriers impact on people with disabilities
 - analyse the project's requirements for inclusion in tender documentation
 - analyse the tender documents lodged
- application skills to:
 - apply relevant codes of practice and other legislative requirements to work processes
 - apply disability awareness to work processes
 - apply international building codes, standards, regulations and practices
- communication skills to:
 - explain clearly to interested parties information on the tender documentation and process
 - impart knowledge and ideas through oral, written and visual means
 - use workplace equipment and communication methods

- interpersonal skills to:
 - relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and mental abilities
 - consult and provide advice in a sensitive and appropriate manner
 - facilitate change for greater awareness of disability access
 - analyse own work practices and process outcomes critically
 - engage colleagues and share disability access knowledge
 - adapt to new workplace situations
- literacy skills to:
 - assess and use workplace information
 - read and interpret consumer protection legislation and trade practices legislation in relation to preparing tender documents
 - read and interpret plans and specifications
- organisational skills to:
 - prepare and manage documentation
 - collect, store and retrieve data for inclusion in the tender documentation
 - prepare and collate the tender documentation
 - plan and organise the tender selection process
 - advise tenderers of the tender outcome
 - develop and implement organisational policies and procedures.

Evidence Guide

EVIDENCE GUIDE

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

Overview of assessment

- This unit of competency could be assessed on its own or as part of an integrated assessment activity involving other competencies relevant to the job function.

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:
 - recognising the needs and desires of people with disabilities to engage fully in all aspects of society, and their right to do so
 - interpreting accurately the impacts of the full range of disabilities and the limitations that each disability places on the individual's ability to access the environment
 - interpreting accurately how the full range of

environmental barriers impact on any of the impairments that people with disabilities might have

- applying relevant legislation regarding conducting tender processes for building work
- preparing comprehensive tender documentation for accessible building work that complies with legislative requirements and reflects accurately the requirements of the project plans and specifications
- coordinating effectively the distribution of the tender documents and the receipt and assessment of tender submissions
- applying organisational management policies and procedures, including quality assurance requirements.

Context of and specific resources for assessment

- Resource implications for assessment include:
 - a registered provider of assessment services
 - competency standards
 - assessment materials and tools
 - suitable assessment venue/equipment
 - workplace documentation
 - candidate special requirements
 - cost and time considerations.
- Validity and sufficiency of evidence requires that:
 - competency will need to be demonstrated over a period of time reflecting the scope of the role
 - 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 of competence only taken at the point when the assessor has complete confidence in the person's competence
 - all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
 - where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
 - assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit.

Range Statement

RANGE STATEMENT

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 in the performance criteria is detailed below. Add any 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.

Relevant items will include:

- the specification documentation
- working drawings

- any other items necessary to interpret the project.

Organisational requirements may be outlined and reflected in:

- access and equity policy, principles and practices
- business and performance plans
- client service policies, procedures and standards
- codes of conduct and codes of practice
- communication channels and reporting procedures
- communication of services offered
- complaint and dispute resolution procedures
- compliance with legislation, codes and workplace standards
- continuous improvement processes and standards
- defined resource parameters
- duty of care
- employer and employee rights and responsibilities
- ethical standards
- legal policies and guidelines
- occupational health and safety policies, procedures and programs
- organisational mission statement, goals, objectives, plans, systems and processes
- policies and procedures relating to the setting of fees and the negotiation and management of contracts
- policies and procedures relating to own role, responsibilities and delegation
- privacy and confidentiality policies and procedures
- quality assurance and procedures manuals
- records and information management systems and processes
- style guides and other guides used to prepare documents.

Tender conditions and documentation must be the same for all potential tenderers and complete to avoid tenders responding with conditions and must include:

- closing date of tender
- required validity period of the tender
- time schedule for the project
- late tender policy
- contact details of the principal contractor (tenderer)
- requirement of a capability statement covering experience and financial viability of the tenderer
- a single price
- details of alternative materials, alternative methods, hourly rates for trades, progress payment timing and contract details
- additional conditions including acceptance of tender, adjustment for errors in documentation, exceeding the quantity surveyors' estimate and non-conforming

- tenders.
- Project facets*** may include:
- timing of project
 - size of project
 - complexity of the project.
- Methods of tendering*** may include:
- negotiated supply
 - competitive tender:
 - open tender
 - single stage or two-stage process
 - selected/restricted tender
 - pre-qualified contractors or pre-registered contractors.
- Eligible tenders*** are those that are:
- complete in all respects lodged by the closing date and time.

Unit Sector(s)

Unit sector

Access consulting