



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM007A Coordinate building and grounds maintenance and development

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to coordinate and monitor the implementation of building and grounds maintenance and development activities, coordinate the flow of information between stakeholders regarding these activities, and evaluate the extent to which the activities meet goals and stakeholder needs.
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Application of the Unit

Application of the unit	This unit applies to service industry staff involved in supervising building and grounds maintenance, such as those working in cemeteries, crematoria and holiday parks and resorts.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	Nil
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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 Coordinate and monitor activities, resources and plans.	<ul style="list-style-type: none">1.1 Monitor and measure <i>building and grounds maintenance and development</i> against <i>workplace requirements</i>.1.2 Obtain authorisation from <i>appropriate personnel</i> for new building and grounds maintenance and development activities according to <i>workplace policies and procedures</i>.1.3 Identify <i>issues, problems and risks</i> and develop a range of strategies to address them.1.4 Provide solutions or recommendations to appropriate personnel according to workplace policies and procedures.1.5 Receive authorisation from appropriate staff according to workplace policies and procedures before implementing recommendations or solutions.1.6 Keep accurate records of <i>authorised changes</i> according to workplace policies and procedures.

ELEMENT	PERFORMANCE CRITERIA
2 Coordinate information flow.	<ul style="list-style-type: none">2.1 Provide key stakeholders with timely, accurate and relevant information regarding building and grounds maintenance and development.2.2 Communicate with stakeholders according to workplace policies and procedures.2.3 Provide team members and higher level managers with opportunities to contribute information towards building and grounds maintenance and development.
3 Monitor building and grounds maintenance and development activities.	<ul style="list-style-type: none">3.1 Check and evaluate routine maintenance activities according to workplace policies and procedures.3.2 Evaluate building and grounds development activities on completion according to work requirements and stakeholder needs.3.3 Identify problems and take corrective action according to workplace policies and procedures.3.4 Make recommendations regarding changes or improvements in future building and grounds maintenance projects.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- communication skills to enable clear and direct communication when consulting with colleagues and stakeholders, including active listening and questioning techniques to determine, clarify and inform work requirements
- literacy and numeracy skills to read and complete relevant documentation, use computers and measure activities against budgets, plans and schedules
- problem-solving skills to identify and resolve problems and issues and make recommendations
- organisational and self-management skills to complete required tasks according to workplace policies and procedures
- interpersonal skills to coordinate and supervise staff.

Required knowledge

- appropriate protocols in working with key stakeholders
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and public safety issues
- workplace policies and procedures regarding coordination of activities, resources and plans.

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, range statement and the Assessment Guidelines for the Training Package.

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

Evidence of the following is essential:

- ability to monitor and evaluate routine and non-routine building and grounds maintenance and development activities according to stakeholder requirements and workplace policies and procedures
- accurate identification of potential issues, problems and risks and proposed solutions

EVIDENCE GUIDE

- the evaluation of completed developments and development of recommendations for future improvements in building and grounds maintenance projects
- coordinating different types of building and grounds maintenance and developments on multiple occasions to ensure consistency of performance and ability to respond to different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an environment where building and grounds maintenance activities are carried out and can be evaluated
- access to relevant documentation, such as building and grounds maintenance schedules and work proposals.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation of candidate coordinating and monitoring activities, resources and plans; coordinating information flow; and monitoring building and grounds maintenance and development activities
- written or verbal questioning to assess knowledge and understanding of relevant workplace policies and procedures with regard to coordinating building and grounds maintenance and development
- review of workplace documents completed by candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBGM006A Evaluate building and grounds maintenance and development needs.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job

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role.

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, 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.

Building and grounds maintenance and development may include:

- building and structure construction
- path construction
- building and structure repair
- path repair
- vault installations
- pest eradication
- garden maintenance
- garden development
- roof maintenance.

Workplace requirements may include:

- agreed plans
- budgets
- schedules
- heritage value considerations.

Appropriate personnel may include:

- managers
- supervisors
- state government authorities
- statutory authorities
- heritage authorities.

RANGE STATEMENT

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- emergency procedures, including fire and accident procedures.

Issues, problems and risks may include:

- site size
- multiple locations
- team size
- on-site resources
- off-site resources
- heritage listings
- public impact.

Authorised changes may include:

- activities
- resources
- plans
- schedules.

Unit Sector(s)

Sector

Funeral Services

Competency field

Competency field

Building and Grounds Maintenance