



**Australian Government**

# **AHCWRK305 Coordinate work site activities**

**Release: 1**

## AHCWRK305 Coordinate work site activities

### Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

### Application

This unit of competency describes the skills and knowledge required to coordinate work site activities for small scale projects.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

### Pre-requisite Unit

Nil.

### Unit Sector

Work (WRK)

### Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for work site activities	<ul style="list-style-type: none"><li>1.1 Clarify the requirements of the work with supervisor</li><li>1.2 Identify personnel, equipment and material resource requirements according to the scope of the project and supervisors instructions</li><li>1.3 Identify and document the order of activities and time allocation and present to the supervisor for verification</li><li>1.4 Identify the environmental implications of the proposed work site activities and assess the likely outcomes and report to supervisor</li><li>1.5 Carry out a work health and safety risk assessment</li><li>1.6 Select, use and maintain personal protective equipment according</li></ul>

Element	Performance criteria
	to the type of work site activities to be undertaken
2. Organise resources	2.1 Purchase materials and hire equipment and machinery as authorised by the supervisor 2.2 Obtain external agency permits in the correct order as necessary 2.3 Notify neighbours and affected parties of works to be undertaken as necessary 2.4 Organise delivery of materials, equipment and machinery to site as outlined in the order of activities 2.5 Organise personnel to be on site when they are required
3. Coordinate and report on activities	3.1 Coordinate all resources to suit the scope of the project and order of activities 3.2 Direct personnel in activities for each period of work 3.3 Monitor and document personnel, activities, timelines and resource usage 3.4 Identify contingency situations and report to the supervisor and take corrective actions as required 3.5 Write a simple project report to inform management of work site activities undertaken and completed

## Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

## Unit Mapping Information

This unit is equivalent to AHCWRK305A Coordinate work site activities.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>