



Australian Government

AHCWRK317 Coordinate work site activities

Release: 1

AHCWRK317 Coordinate work site activities

Modification History

Release	Comments
Release 1	This version released with AHC Agriculture, Horticulture and Conservation and Land Management Training Package Version 9.0.

Application

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

The unit applies to individuals who coordinate work site activities under broad direction, and take responsibility for their own work.

All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements and sustainability practices.

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

Pre-requisite Unit

Nil

Unit Sector

Work (WRK)

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for work site activities	1.1 Confirm work requirements with supervisor 1.2 Identify personnel, equipment and material resource requirements according to the scope of the project and supervisor instructions 1.3 Identify and document the order of activities and time allocation, and present to the supervisor for verification 1.4 Identify the environmental implications of the proposed work site

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	activities, assess the likely outcomes and report to supervisor 1.5 Identify potential hazards and risks, and implement safe working practices to manage risks 1.6 Select, fit, use and maintain personal protective equipment (PPE) applicable to the task
2. Organise resources	2.1 Confirm with supervisor that purchase of materials and hire of equipment and machinery where required has been authorised 2.2 Confirm with supervisor that external agency permits have been arranged 2.3 Confirm with supervisor that neighbours and affected parties of works to be undertaken have been notified as necessary 2.4 Assist with delivery of materials, equipment and machinery to designated site 2.5 Organise personnel to be on site where 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

This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.

Skill	Description
Writing	Use clear language, accurate industry terminology and logical structure to prepare simple project reports

Skill	Description
Oral communication	Use clear language with supervisor to confirm purpose and scope of work site activity
Numeracy	Calculate and record activity costs and material and resource requirements

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
AHCWRK317 Coordinate work site activities	AHCWRK305 Coordinate work site activities	Minor changes to application Minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

Links

Companion Volumes, including Implementation Guides, are available at VETNet: -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>