



Australian Government

Department of Education, Employment and Workplace Relations

AHCBUS601A Manage capital works

Release: 1

AHCBUS601A Manage capital works

Modification History

Not Applicable

Unit Descriptor

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| Unit descriptor | This unit covers the process of managing the planning and construction of capital works and defines the standard required to: negotiate with contractors and suppliers, and internal and external clients; design a strategy to achieve project outcomes and client requirements; monitor, evaluate and report on progress of works; resolve disagreements and disputes satisfactorily, analyse project outcomes; evaluate project achievements. |
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Application of the Unit

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| Application of the unit | This unit relates to managing a capital works program. |
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

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| Prerequisite units | | |
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Employability Skills Information

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| Employability skills | This unit contains employability skills. |
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

| ELEMENT | PERFORMANCE CRITERIA |
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| ELEMENT | PERFORMANCE CRITERIA |
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| 1. Identify scope of capital works | <p>1.1. Analysis is undertaken as required and the results are analysed to determine the scope of the proposed capital works.</p> <p>1.2. Planning is initiated in accordance with organisational and other relevant policies and guidelines and the organisation's strategic direction in consultation with stakeholders.</p> <p>1.3. Conceptual and analytical skills are applied to develop a strategy to achieve objectives, outcomes and client requirements for the capital works.</p> <p>1.4. An effective risk management system is developed and applied to ensure objectives can be met within the enterprises allocated budget.</p> |
| 2. Acquire resources | <p>2.1. Resources, equipment and infrastructure are identified, acquired and allocated.</p> <p>2.2. Scope and objectives of works are analysed to determine the tasks to achieve agreed outcomes on time and within budget.</p> <p>2.3. Processes for monitoring, evaluating and reporting performance against objectives are developed and applied.</p> <p>2.4. Roles and responsibilities of team members and stakeholders are identified and agreed.</p> |
| 3. Manage construction activities | <p>3.1. Tasks are implemented in accordance with plans and specifications.</p> <p>3.2. Communication process is established including responsibilities for conflict resolution.</p> <p>3.3. Progress is monitored to ensure time, performance, cost and quality of works is achieved.</p> <p>3.4. Proposed variations are investigated and negotiated in consultation with stakeholders.</p> |
| 4. Complete capital works and evaluate and report on activities | <p>4.1. Inspection is undertaken to ensure all outcomes are met.</p> <p>4.2. Evaluation of completed project is undertaken against agreed objectives and reported to stakeholders.</p> |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- negotiate with contractors and suppliers, and internal and external clients
- design a strategy to achieve project outcomes and client requirements
- monitor, evaluate and report on progress of works
- resolve disagreements and disputes satisfactorily
- analyse project outcomes
- evaluate project achievements
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- human resource management and policies
- capital works specifications and objectives
- project management systems
- project management tools and techniques
- cost schedule control systems
- enterprise procurement guidelines
- enterprise project management policies
- risk management techniques
- business and commercial issues
- basics of contract law
- physical resource management.

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 | |
| Critical aspects for assessment and evidence required to demonstrate competency in this unit | <p>The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:</p> <ul style="list-style-type: none"> • negotiate with contractors and suppliers, and internal and external clients • design a strategy to achieve project outcomes and client requirements • monitor, evaluate and report on progress of works • resolve disagreements and disputes satisfactorily, analyse project outcomes • evaluate project achievements. |
| Context of and specific resources for assessment | Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances. |

Range Statement

| RANGE STATEMENT | |
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| The range statement relates to the unit of competency as a whole. | |
| The variables for this unit may include: | <ul style="list-style-type: none"> • the range of capital works projects undertaken in primary production or similar enterprises. |

Unit Sector(s)

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| Unit sector | Business |
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Co-requisite units

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| Co-requisite units | | |
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Competency field

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| Competency field | |
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