



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **AHCWRK305A Coordinate work site activities**

**Release: 1**

## AHCWRK305A Coordinate work site activities

### Modification History

Not Applicable

### Unit Descriptor

<b>Unit descriptor</b>	This unit covers the process of coordinating work site activities for small-scale projects and defines the standard required to: prepare and plan worksite activities; identify and allocate resources required; schedule activities and allocate tasks and responsibilities; use communication and team supervision strategies; monitor activities and record costs and production levels; convey issues and suggested improvements to management.
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### Application of the Unit

<b>Application of the unit</b>	This unit applies to workers in agricultural, horticultural and land management industries that are responsible for small small-scale projects. It is likely to be under limited supervision with checking only related to overall progress.
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### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Not Applicable

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for work site activities	<p>1.1. Requirements of the work are clarified with supervisor of the project.</p> <p>1.2. Personnel, equipment and material resource requirements are identified according to the scope of the project and supervisors instructions.</p> <p>1.3. The order of activities and time allocation is identified, documented and presented to the supervisor for verification.</p> <p>1.4. The environmental implications of the proposed work site activities are identified and the likely outcomes assessed and reported to the supervisor.</p> <p>1.5. Occupational Health and Safety (OHS) hazards are identified, risks assessed and risk controls are implemented.</p> <p>1.6. Personal Protective Equipment (PPE) is selected, used, maintained and stored according to the type of work site activities to be undertaken.</p>
2. Organise resources	<p>2.1. Materials are purchased and equipment/machinery is hired as authorised by the supervisor and according to enterprise guidelines.</p> <p>2.2. External agency permits are gained in the correct order as necessary.</p> <p>2.3. Neighbours and affected parties are notified of works to be undertaken as necessary.</p> <p>2.4. Delivery of materials and equipment/machinery to site is organised according to documented order of activities.</p> <p>2.5. Personnel are organised to be on site when they are required.</p>
3. Coordinate and report on activities	<p>3.1. All resources are coordinated and timed to suit the scope of the project and order of activities.</p> <p>3.2. Personnel are directed in activities for each period of work.</p> <p>3.3. Personnel, activities, timelines and resource usage are monitored and documented according to enterprise guidelines.</p> <p>3.4. Contingency situations are recognised and reported to the supervisor, and corrective actions taken according to enterprise guidelines.</p> <p>3.5. A simple project report is written to inform management of work site activities undertaken and completed.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- read and interpret documentation associated with work site activities
- calculate material and resource requirements
- coordinate a team to achieve optimum performance
- communicate with personnel at all levels
- document results clearly and concisely
- perform an OHS risk assessment
- use interpersonal skills to work with and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

#### Required knowledge

- environmental awareness associated with undertaking project works to ensure the impact on the environment is minimal
- work schedule programming
- hiring and subcontracting of labour
- possible causes of disruption to work activities and their effect on quality and time schedules
- responsibilities and requirements for obtaining external agency permits as necessary
- the range, use and availability of materials, equipment and machinery that may be required for the project
- OHS issues, legislative requirements and Codes of Practice.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
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.	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<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"> <li>• prepare and plan worksite activities</li> <li>• identify and allocate resources required</li> <li>• schedule activities and allocate tasks and responsibilities</li> <li>• use communication and team supervision strategies</li> <li>• monitor activities and record costs and production levels</li> <li>• convey issues and suggested improvements to management.</li> </ul>
<b>Context of and specific resources for assessment</b>	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

<b>RANGE STATEMENT</b>	
The range statement relates to the unit of competency as a whole.	
Work site activities may include:	<ul style="list-style-type: none"> <li>• all materials, equipment and personnel used for small-scale projects.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	Work
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### Co-requisite units

<b>Co-requisite units</b>		

### Competency field

<b>Competency field</b>	
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