



**Australian Government**

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

# **CPCCB4005A Produce labour and material schedules for ordering**

**Release: 1**

## **CPCBC4005A Produce labour and material schedules for ordering**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to produce schedules of resource requirements so that orders can be placed for materials and labour for residential and commercial projects and to record and track costs as they are incurred. Knowledge of codes, regulations and approval processes, contractor systems, physical resource and supplier identification and the ability to assess the availability of and requirements for skilled labour are essential.

### **Application of the Unit**

#### **Application of the unit**

This unit of competency supports the needs of site managers and forepersons, estimators, project managers and builders in the construction industry with a responsibility for producing schedules for ordering materials and labour.

### **Licensing/Regulatory Information**

Not Applicable

## Pre-Requisites

**Prerequisite units** Nil

## Employability Skills Information

**Employability skills** This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

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Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify and apply all contract conditions to the schedules.	1.1. All contractual requirements are included in the schedules. 1.2. <b>Local government and regulatory bodies'</b> conditions of approval are included in the schedules. 1.3. Schedules include colour selections. 1.4. Variations to contracts, raised by the client or the builder, are included in the schedules.
2. Produce material and labour schedules, overlays and orders.	2.1. Nominated suppliers and contractors are detailed in work schedules. 2.2. Relevant overlay drawings are produced. 2.3. Orders include contract details and instructions. 2.4. Contract rates are applied to material and labour schedules.
3. Prepare site files.	3.1. All necessary site documents are included, including approved <b>plans and specifications</b> . 3.2. Call forward sheets are prepared detailing all orders.
4. Monitor and report on project costs.	4.1. <b>Project costs</b> are analysed against estimates during construction. 4.2. Approved variation costs are analysed. 4.3. Final project cost analysis is provided.
5. Maintain data files of standard costs.	5.1. Approved variation cost increases are incorporated into site files. 5.2. Changes to standard plans, specifications and cost files are included in site files.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Required skills for this unit are:

- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand

## **REQUIRED SKILLS AND KNOWLEDGE**

- communicate information effectively within the organisation and to external agencies and the client
- read and interpret:
  - contracts
  - drawings and specifications
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to:
  - prepare and maintain site files
  - produce schedules and orders
- identify and analyse relevant information
- numeracy skills to apply calculations.

### **Required knowledge**

Required knowledge for this unit is:

- operation and structure of the organisation's costing and contracting system
- state or territory building and construction codes, standards and regulations relevant to the form of building or construction being undertaken
- types of building or construction drawings and specifications commonly used in the industry
- types, scope and usage of labour through the employee and contractor systems.

# 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

This unit of competency could be assessed by the preparation of schedules for materials and labour for a building project.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

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

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- identify materials required for the project and gather supply information effectively
- plan and allocate human and physical resources
- produce documentation that meets the timeframes and quality standards established by the organisation
- communicate information effectively within the organisation and to external agencies and the client, as required.

### Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- documentation that should normally be available in a building or construction office
- relevant codes, standards and regulations
- office equipment, including calculators,

## EVIDENCE GUIDE

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photocopiers and telephone systems

- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- a technical reference library with current publications on measurement, design, building construction and manufacturers' product literature
- a suitable work area appropriate to the construction process.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

### Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability

## EVIDENCE GUIDE

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and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

## Range Statement

### RANGE STATEMENT

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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.

***Local government and regulatory bodies*** include:

- electricity regulatory authorities
- environmental authorities
- health departments
- shire or municipal councils
- water corporations.

***Plans and specifications*** include:

- building codes
- colour selections
- contract requirements
- material and labour schedules
- materials specifications
- plans, sketches and drawings
- statements of requirements.

***Project costs*** include:

- building or construction materials
- communications costs

## **RANGE STATEMENT**

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- fuels, lubricants and other consumables
- organisational and subcontract labour costs
- overheads
- professional indemnity and other insurance costs
- project administration costs
- site facilities, such as toilets and storage sheds.

## **Unit Sector(s)**

**Unit sector**                      Construction

## **Co-requisite units**

**Co-requisite units**              Nil

## **Functional area**

**Functional area**