



Australian Government

Department of Education, Employment and Workplace Relations

CPCCB4008B Conduct on-site supervision of building and construction projects

Release: 1

CPCBC4008B Conduct on-site supervision of building and construction projects

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to supervise implementation of administration processes relating to residential and commercial construction projects.

The ability to administer payments, supervise on-site communications, ensure compliance with quality control and complete record keeping processes is essential.

Application of the Unit

Application of the unit

This unit of competency supports the needs of site managers and forepersons and builders responsible for the administration of construction work.

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

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. Supervise the administration of claims and payment processes.	1.1. Contract payments are made in accordance with the contract allowance or orders. 1.2. Drawings against allowances are carried out in accordance with organisation policy and procedures. 1.3. Variations to contracts are authorised and corrective action is taken where necessary. 1.4. Back-charges are applied in accordance with policy guidelines. 1.5. Payment of invoices for material supply is authorised. 1.6. Insurance claims for site loss or damage are completed and processed. 1.7. Administrative processes are conducted and supervised with reference to relevant <i>regulatory and organisational requirements</i> .
2. Supervise and maintain on-site communications.	2.1. Diary of <i>on-site communication</i> and events is maintained, including communications with clients, contractors, inspections, union matters and suppliers. 2.2. File notes detailing specific instructions are prepared and issued. 2.3. Site reports detailing specific supervisory inspections are prepared and kept. 2.4. Variation requests or requirements are communicated to the appropriate person. 2.5. Requests for extensions of time are communicated to the appropriate person. 2.6. Notice of unsatisfactory work is communicated in writing to the appropriate individuals. 2.7. Administrative processes are conducted and supervised with reference to relevant regulatory and organisational requirements.
3. Ensure management of and compliance with quality control procedures.	3.1. Relevant <i>quality control procedures</i> are identified. 3.2. Site checklists detailing specific items to be inspected at appropriate stages are used and completed. 3.3. Industry and organisational quality manuals and procedures are used in managing the quality process. 3.4. Local authority inspections are arranged. 3.5. Quality requirements are communicated to on-site personnel and building work is assessed against construction standards. 3.6. Processes are put in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.

ELEMENT

PERFORMANCE CRITERIA

3.7. Contractual quality standards are met.

ELEMENT	PERFORMANCE CRITERIA
4. Complete project administration processes.	<p>4.1. <i>Project administration processes</i> and preparation for practical completion are carried out in accordance with the contract requirements and company policy.</p> <p>4.2. Practical completion inspection procedure is identified, communicated to the client and applied on site.</p> <p>4.3. Handover procedures are identified and carried out in accordance with organisational policy.</p> <p>4.4. Certificates and appropriate client information are provided at handover, including termite protection and appliance warranties.</p> <p>4.5. Defects liability items are obtained from clients.</p> <p>4.6. Defects are rectified and client sign-off is obtained.</p> <p>4.7. Administrative processes are conducted and supervised with reference to relevant regulatory and organisational requirements.</p>

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:

- application of contract terms and conditions
- application of quality processes
- communication skills to:
 - communicate request and requirements
 - communicate with the client and regulatory authorities
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - facilitate on-site meetings and dispute resolution
 - read and interpret:
 - quality control procedures
 - regulatory and organisational requirements
 - other relevant workplace documentation
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication

REQUIRED SKILLS AND KNOWLEDGE

- written skills to:
 - complete site reports
 - develop and maintain site records
- interpersonal skills relevant to the supervision and monitoring of work processes
- numeracy skills to apply calculations.

REQUIRED SKILLS AND KNOWLEDGE

Required knowledge

Required knowledge for this unit is:

- building and construction industry contract payment system and obligations
- building and construction industry standards
- certification requirements arising from work performed under regulations or local authority requirements
- contract variation procedures and associated documentation requirements
- contracts employed in the building and construction industry.

Evidence Guide

EVIDENCE GUIDE

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 supervision of administration processes relating to a residential or commercial construction project, including the administration of payments, supervision of on-site communications, compliance with quality control and record keeping processes.

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:

- administer claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements
- establish functional on-site communication systems that include the systematic gathering of information on site events

EVIDENCE GUIDE

- implement a site safety policy
- maintain and monitor on-site quality processes
- assess work against construction quality standards and ensure that rework is carried out
- administer on-site project completion procedures and inform 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 either a building or construction office
- relevant codes, standards and regulations
- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- technical reference library with current publications on measurement, design, building construction and manufacturers' product literature
- 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

EVIDENCE GUIDE

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 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

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

RANGE STATEMENT

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.

Regulatory and organisational requirements include:

- building approval conditions
- contract documents
- engineer reports
- environmental standards
- planning and scheduling
- plans and specifications
- safety management plans
- site consultations
- wage and taxation requirements.

On-site communication includes:

- allocating and managing human resources
- applying communication and interpersonal skills to facilitate dispute prevention and resolution
- communicating with regulatory authorities and ensuring conformity with relevant requirements
- dispersal and scheduling of plant and equipment
- maintaining environmental controls and obligations
- managing expenditure
- participating in on-site meetings
- placing orders for supplies or equipment.

Quality control procedure includes:

- checking materials supplied to the site
- comparing materials against specifications
- quality checklists
- regular on-site progress and quality checks
- reviews of plans and specifications with clients.

Project administration processes include:

- contract variations
- defect identification and rectification
- determining project progress
- inspections
- obtaining required certification
- progress payments.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area