



Australian Government

Department of Education, Employment and Workplace Relations

CPCBC4017A Arrange resources and prepare for the building or construction project

Release: 1

CPCBC4017A Arrange resources and prepare for the building or construction project

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to procure the physical and human resources necessary to ensure the development of on-site facilities and the availability of personnel, plant and equipment, materials and other site-essential items for low rise (low rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction) construction projects. Knowledge of physical resource acquisition and supply processes, and identification and procurement of suitable labour through the organisation's own employees and/or subcontractors is essential.

Application of the Unit

Application of the unit This unit of competency supports the needs of builders, site managers and forepersons, estimators and other building and construction industry professionals who have a responsibility to acquire the physical and human resources required for residential and commercial construction projects.

Licensing/Regulatory Information

Refer to Unit Descriptor

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. Notify client and relevant authorities and agencies of the schedule of works.	1.1. Fees due are paid and site handover date is confirmed with client. 1.2. Insurance and security requirements are established and provided. 1.3. Parking restrictions are determined and advised to relevant personnel. 1.4. Authorities requiring formal notification of the commencement of work are contacted.
2. Organise the delivery of on-site accommodation and facilities.	2.1. Requirements for on-site accommodation and facilities are identified. 2.2. Site office, storage sheds and on-site toilet facilities are arranged, received and positioned. 2.3. Site signage is erected to comply with regulations. 2.4. Processes are developed and implemented to identify and protect existing services at the site. 2.5. Council requirements are identified and met.
3. Organise the delivery of plant.	3.1. On-site plant delivery dates are confirmed. 3.2. Hoardings are erected and rubbish removal facilities are arranged.
4. Arrange the connection of temporary services.	4.1. Temporary power and water connections are arranged with service providers. 4.2. Temporary site access and egress are arranged and authorisations obtained from the local authority.
5. Organise on-site human resources.	5.1. On-site human resource requirements are identified. 5.2. Construction work supervisor is engaged or appointed. 5.3. Industrial relations and safety matters occurring on supervised work site that could impact on the resourcing and preparation for building work are addressed where required. 5.4. Appropriate personnel is engaged according to project needs.
6. Order materials.	6.1. Orders for prefabricated materials are placed using approved company documentation and site delivery dates are confirmed. 6.2. Construction arrangements required by contract are finalised to satisfy the project schedule.

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:

- apply numeracy skills to workplace requirements
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - provide information to client, authorities and relevant on-site and off-site personnel by telephone, facsimile, email and in writing
 - read and interpret plans
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
 - written skills to complete workplace documentation
- coordinating a range of team members and activities
- effective management of a construction work site
- interpreting plans
- planning and scheduling construction work
- supervising site.

Required knowledge

Required knowledge for this unit is:

- contract documentation, quantities, rates and costs related to payments and claims
- differences in and uses of various building and construction industry contracts
- resource procurement processes
- safe working policy and procedures
- scope, operations and structures of the building and construction industry subcontractor system
- state or territory building and construction codes, standards and government regulations relevant to the form of building or construction being undertaken.

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 identifying, planning and putting in place the essential infrastructure (including human, physical, plans and processes) required to commence and support a construction 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:

- procure resources effectively
- communicate effectively, both verbally and in writing with suppliers and subcontractors
- complete documentation to organisational standards
- advise appropriate authorities and gain necessary approvals or responses.

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 government regulations
- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view

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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 and applied knowledge
- all assessment that is part of a structured

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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 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.

Authorities include:

- electricity authorities
- environmental protection agencies
- local government agencies
- road traffic authorities
- water authorities.

On-site accommodation and facilities include:

- caravans
- dormitories
- lunch rooms
- office facilities
- sheds
- toilet facilities.

Council requirements include:

- consent matters
- heritage protection
- tree conservation.

Plant includes:

- air compressors
- pile driving equipment
- portable generators and lighting equipment

RANGE STATEMENT

On-site human resource requirements include:

- pumps
- wheeled or tracked earthmoving equipment.
- administrative personnel
- construction workers
- cooks and kitchen hands
- drivers and machine operators
- supervisors and forepersons
- tradespersons.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area