



Australian Government

Department of Education, Employment and Workplace Relations

CPCBC4035A Initiate the heritage works process

Release: 1

CPCBC4035A Initiate the heritage works process

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to undertake the essential processes prior to the conduct of heritage works, such as conservation, restoration, duplication and preservation of a building or structure of historical significance. The unit recognises the complexity of the heritage restoration process and the importance of establishing effective work relationships and communications between the range of professionals, tradespersons and stakeholders involved in the project. Establishing common understanding of the nature of the site to be restored and the tasks to be performed are critical to the effective and efficient completion of the project.

Application of the Unit

Application of the unit

This unit of competency supports the range of technical specialists, builders, project managers and related construction industry professionals responsible for heritage restorations.

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. Identify project, location and surrounds.	1.1. Location and nature of the restoration work to be undertaken are identified and recorded following consultations with the architect and site inspections. 1.2. Site access and egress for work location are noted and recorded. 1.3. Area to be disturbed is determined and surrounding areas are noted for possible work application effects and cover protection requirements . 1.4. Nature of the work is assessed and noted for possible use of heavy or bulky equipment . 1.5. Effect on public access is assessed and recorded to ensure protection of the public and the environment is undertaken.
2. Consult with technical specialists.	2.1. Consultations with the conservator, engineer or supervisor are conducted to discuss and clarify specific job requirements. 2.2. Specific risks and areas of concern arising due to the nature of the heritage and conservation aspects of the work are identified. 2.3. Agreed processes and timeframes are established to ensure effective communications between project team members. 2.4. Role responsibilities and requirements are discussed, understood and agreed with project team members.
3. Consult with clients and stakeholders.	3.1. Consultations are held with the client and other stakeholders, as appropriate, to clarify expectations regarding access to the site, performance of the work and timeframes. 3.2. Clients and stakeholders are consulted to ensure common understanding of the historical and/or cultural significance of the heritage building under restoration. 3.3. Appropriate communication channels and reporting processes are discussed and agreed, as appropriate, with the client and other relevant stakeholders.
4. Clarify the impact of contractual requirements.	4.1. Relevant contractual requirements affecting the performance of the restoration work are identified and clarified. 4.2. Relevant dispute resolution processes that are to be used if required are identified.

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:

- analytical skills to analyse operations and develop procedures
- communication skills to:
 - communicate with team
 - consult with technical specialists, client and other stakeholders
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - facilitate discussions
 - read and interpret:
 - documentation from a variety of sources
 - plans, specifications and drawings
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
 - written skills to record relevant information
- organisational skills, including the ability to plan for and set out work
- time management skills and prioritisation skills to enable work to be completed within agreed timeframes.

Required knowledge

Required knowledge for this unit is:

- Australian standards relevant to the work
- conservation processes, including good conservation practice arising from principles of Burra Charter
- dispute resolution processes
- methods and processes relating to historic building construction, including the range and use of building materials, structure of buildings and drafting techniques
- relevant architectural knowledge, including orders of architecture and the characteristics and features of period architecture
- trade-specific techniques used in restoration work
- workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

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 completion of relevant processes and activities essential prior to the commencement of a heritage restoration 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:

- apply conservation considerations and consultative processes associated with preservation of historic structures
- demonstrate understanding of preservation of fabric
- comply with OHS regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of initiating the heritage restoration process
- identify job-specific requirements and inherent risks associated with heritage restoration
- select and use appropriate processes to analyse and identify particular needs for projects
- communicate and agree on expectations and timeframes for the work to be undertaken
- apply appropriate techniques to cross-reference interlocking or overlapping operations
- demonstrate techniques to check and ensure relevant information and stages of preparation are fully covered
- interactive communication with others to

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ensure all factual information is gathered and shared with relevant stakeholders.

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:

- restoration project appropriate to competency
- appropriate documentation and data related to project.

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

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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 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.

Access includes:

- access to structures and storage facilities or space, which may be limited.

Protection requirements include:

- environmental protection
- protection for the public.

Heavy or bulky equipment includes:

- compressors
- cranes
- excavators
- mobile scaffold or working platforms.

Contractual requirements

- materials to be used
- performance standards

RANGE STATEMENT

include:

- timeframes.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area