



**Australian Government**

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

# **CPCBC4038A Prepare work plans for restoration work**

**Release: 1**

## **CPCBC4038A Prepare work plans for restoration work**

### **Modification History**

Not Applicable

### **Unit Descriptor**

**Unit descriptor** This unit of competency specifies the outcomes required to prepare a work plan and the corresponding procedures necessary to carry out restoration work on a building or structure of historical significance.

### **Application of the Unit**

**Application of the unit** This unit of competency supports builders, project managers and related construction industry professionals responsible for heritage restorations during residential and commercial projects.

### **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 project, location and surrounds.	1.1. Location and nature of <i>restoration work</i> to be undertaken are identified and recorded, following consultation with the architect and site inspections. 1.2. Site <i>access</i> 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. 1.4. Nature of the work is assessed and noted for possible use of <i>heavy or bulky equipment</i> . 1.5. Effect on public access is assessed and recorded to ensure protection of the public and the environment is undertaken. 1.6. Presence of <i>hazardous materials</i> is identified and appropriate workplace procedures are followed. 1.7. A heritage works safety management plan is produced.
2. Prepare site prior to commencing work.	2.1. Demolition processes and procedures, if applicable, are identified and noted. 2.2. Restoration processes and <i>methods</i> are identified and noted for procedures to repair or replace material and finish surface area with restoration work. 2.3. Where applicable, height and dust considerations are identified and noted to inform requirements for scaffolding and cover protection. 2.4. OHS requirements for support of work personnel during the period of project are identified and recorded. 2.5. Site preparation requirements are determined and recorded with <i>comments</i> for inclusion in the work plan.
3. Identify demolition and salvage work.	3.1. Procedures required to carry out the demolition are identified in stages and recorded. 3.2. Materials to be salvaged and preserved are identified and recorded for specific handling procedures. 3.3. Procedures for the handling and storage of salvaged materials are identified and protection and reference comments are recorded in accordance with organisational procedures.
4. Identify material delivery and storage	4.1. Materials of substantial size and quantity are identified for delivery access and location or storage

ELEMENT	PERFORMANCE CRITERIA
requirements.	<p>prior to use, and comments are recorded in accordance with organisational procedures.</p> <p>4.2. General materials are identified for delivery and location or storage prior to use and comments are recorded in accordance with organisational procedures.</p>
5. Identify and record restoration processes.	<p>5.1. Preparation of surfaces, where applicable, is identified for stage processes and application work and comments are recorded in accordance with organisational procedures.</p> <p>5.2. Application, fixing or installation of material is determined and particular comments are recorded in accordance with organisational procedures.</p> <p>5.3. Application of finishing processes is identified and particular comments are recorded in accordance with organisational procedures.</p> <p>5.4. Repairs and restoration work to disturbed locations are identified and comments are recorded for inclusion in work plan.</p>
6. Identify and record clean-up procedures.	<p>6.1. Items for clean-up and removal are listed and relevant procedures included in the work plan.</p> <p>6.2. Unused or reusable materials and waste are listed for storage or removal procedures.</p> <p>6.3. Cleaning of the area is specified and relevant comments of anticipated processes are noted.</p> <p>6.4. Removal of portable workforce sheds is identified and listed in work plan and related comments are recorded.</p>
7. Prepare work plan.	<p>7.1. Recorded notes and information are reviewed for direct reference and inclusion in work plan.</p> <p>7.2. Additional areas of information for work plan are researched and determined in content and expression.</p> <p>7.3. Information is prepared and work plan written in accordance with organisational procedures.</p> <p>7.4. Draft work plan is checked and amended to ensure completeness of all necessary stages prior to <b><i>work plan presentation</i></b>.</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:

- analytical skills to be able to analyse operations and develop procedures
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - consult with architect
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
- written skills to:
  - record relevant information
  - produce a safety management plan and work plan
- organisational skills, including the ability to plan for and set out work.

### **Required knowledge**

Required knowledge for this unit is:

- Australian standards relevant to the nature of work and demolition
- Burra Charter
- conservation processes, including good conservation practice arising from principles of decorating and finishing techniques used in restoration work
- 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 characteristics and features of period architecture
- site preparation and organisational skills
- workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

# 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 determining work site operations for a heritage restoration project and developing and preparing a work plan for the 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 context of preparing work plans to conservation requirements
- apply recording and identification system for determining work site operations
- select and use appropriate processes to analyse and identify particular needs for project operations
- apply appropriate techniques to ensure coverage of all elements of project's operations
- apply accurate techniques in preparing identified and determined information for reference in work plan
- apply appropriate techniques to cross-reference interlocking or overlapping operations

## EVIDENCE GUIDE

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- select and use appropriate format and presentation to produce final finished plan
- apply techniques to check and ensure all relevant information and stages of the project are fully covered
- communicate interactively with others to ensure all factual information is gathered.

### 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 unit
- 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



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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

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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.

***Restoration work*** includes:

- applied finishes
- cladding restoration
- decorative finishes
- lining finishes
- roofing restoration

## RANGE STATEMENT

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- structural replacement
  - structural restoration.
- Access:**
- to structures and storage facilities or space may be limited.
- Heavy or bulky equipment** includes:
- compressors
  - cranes
  - excavators
  - mobile scaffold or working platforms.
- Hazardous materials** include:
- lead paint
  - materials containing asbestos.
- Methods** may vary in accordance with:
- analysis during application work where consultation is required to determine best conservation application.
- Comments** as appendices to work plan include:
- those regarding various controlling authorities for OHS, municipal building control, Environment Protection Authority (EPA) and structure trust authority.
- Work plan presentation** includes:
- clear site
  - clear work location
  - delivery and storage of materials
  - demolition and salvage
  - excavation
  - finish application
  - preliminary investigation
  - preparation of surfaces
  - protection of environment
  - protection of public
  - protection of structure
  - restoration
  - site preparation
  - work location preparation.

## Unit Sector(s)

**Unit sector**                      Construction

## **Co-requisite units**

**Co-requisite units** Nil

## **Functional area**

**Functional area**