



**Australian Government**

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

# **CPCBC5010B Manage construction work**

**Release: 1**

## **CPCBC5010B Manage construction work**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to manage construction work and/or projects, which may involve fulfilling single or multi-site commercial contractual obligations.

To successfully manage construction projects requires knowledge of relevant industry legislation, codes, standards, methods, procedures and practices as well as the ability to communicate effectively with others.

### **Application of the Unit**

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

This unit of competency supports builders, related construction industry professionals and senior managers within building and construction firms responsible for managing medium rise construction work and/or projects for commercial building 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. Establish site communication processes.	1.1. <b>Site communication</b> processes are established and managed to comply with organisational quality management requirements. 1.2. Dates and times of site meetings are organised and relevant personnel are notified.
2. Establish and review OHS, welfare and risk management procedures.	2.1. Organisational requirements for on-site first aid facilities are identified, established and reviewed in accordance with relevant <b>OHS, welfare and risk management</b> legislation and regulations. 2.2. Plant and equipment usage policy and practices that require certificated operators are established and managed to comply with risk management procedures. 2.3. Hazard management procedures are established and implemented, and precautionary measures are instigated. 2.4. Responsibilities for safe handling of materials are addressed through organisational policy and procedures. 2.5. Construction safety procedures are established and managed in accordance with OHS, welfare and risk management requirements and key personnel are identified. 2.6. Safety induction procedures are established and managed in the event of dangerous incidents, injuries and accidents. 2.7. Safety reporting processes and documentation are developed and implemented in accordance with organisational and legislative requirements.
3. Manage supply of materials and installation of equipment.	3.1. Process for placing orders for materials is established and managed to ensure the timely and cost effective <b>supply of materials and installation of equipment</b> . 3.2. Procedures are established, managed and monitored for equipment hire and maintenance.
4. Manage on-site operations.	4.1. <b>On-site operations</b> are managed to implement and maintain a safe and cost-effective work environment in accordance with appropriate schedules and the contract. 4.2. Subcontractor operations are managed and coordinated to ensure compliance with company obligations.

**ELEMENT****PERFORMANCE CRITERIA**

	<p>4.3. System to deal with problems and delays affecting performance is established and managed.</p> <p>4.4. Processes to manage industrial relations are established in accordance with company policy and regulatory guidelines.</p> <p>4.5. Revisions are made to project schedules when required and variations are documented to comply with quality management procedures.</p> <p>4.6. Project quality management is effectively implemented to provide for a continuous improvement environment in which safety procedures are monitored continuously, reports are analysed and procedures reviewed as required.</p> <p>4.7. Contact with statutory authorities and parties to the contract are facilitated when variations are made to approved contract drawings and specifications.</p> <p>4.8. Multi-site management plans are implemented in accordance with organisational policy and site conditions.</p>
<p>5. Manage the processing of progress claims and payments.</p>	<p>5.1. Progress claims are managed and approved in accordance with contract requirements.</p> <p>5.2. Project expenditure is managed and claims against scheduled projected costs are checked for accuracy.</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:

- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - liaise with subcontractors, staff and clients, as well as with local or regulatory authorities on matters relating to site conditions or approvals
  - notify personnel of meetings
  - read and interpret:

## **REQUIRED SKILLS AND KNOWLEDGE**

- 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:
  - complete site communication requirements
  - record and report relevant information
- establishing, implementing and maintaining a safe working environment
- financial management skills to ensure that progress payments are made on time and on the basis of work successfully completed
- management skills in order to manage personnel and resources to effectively achieve contract or project objectives
- negotiation skills to enable effective negotiation on industrial relations issues
- numeracy skills to apply calculations
- problem solving skills to effectively resolve problems relating to construction methodologies or practices.

### **Required knowledge**

Required knowledge for this unit is:

- environmental management procedures to ensure compliance with regulatory requirements
- hazard management processes
- nature and style of building and construction industry contracts
- OHS frameworks and obligations under federal, state or territory legislation and regulations
- quality management processes and procedures as they apply to the building and construction industry
- relevant licensing arrangements
- relevant state or territory building and construction codes, standards and regulations
- risk management processes and practices
- workplace safety requirements.

# 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 effective management of construction work or projects.

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:

- effectively and efficiently procure resources
- communicate effectively both verbally and in writing with suppliers and subcontractors
- complete documentation to organisational standards
- deal with variations to contracts
- implement effective processes for maintaining site safety and managing risks.

### 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

## EVIDENCE GUIDE

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- 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 and applied knowledge



## EVIDENCE GUIDE

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- 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.

***Site communication*** includes:

- emails and faxes
- face-to-face verbal communication
- mobile and fixed telephone contact
- site diaries
- written reports and memoranda.

***OHS, welfare and risk management*** includes:

- adherence to organisational policies and procedures for:
  - duty of care
  - hazard identification and rectification
  - safe work practices
- compliance with federal, state and territory legislation and regulatory requirements
- rehabilitation of injured workers
- safe handling of materials and equipment.
- concrete and pre-formed concrete

***Supply of materials and***

## RANGE STATEMENT

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- installation of equipment* include:
- electrical cabling
  - fire suppression systems
  - lifting equipment
  - plumbing and gas piping systems
  - raw construction materials, such as sand, aggregate, timber and cement
  - sarking, insulation, air conditioning ducting and roofing
  - temporary lighting and power outlets
  - waste water disposal systems.
- On-site operations* include:
- allocation and management of human resources
  - communication with regulatory authorities and compliance with their requirements
  - dispersal and programming of heavy equipment, including wheeled and tracked earthmoving vehicles
  - dispute resolution
  - maintenance of environmental controls and obligations
  - managing expenditure
  - placing orders for supplies or equipment.

## Unit Sector(s)

Unit sector                      Construction

## Co-requisite units

Co-requisite units              Nil

## Functional area

Functional area

