



**Australian Government**

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

# **CPCBC5013A Develop professional technical and legal reports on building and construction projects**

Release: 1

## **CPCBC5013A Develop professional technical and legal reports on building and construction projects**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to develop professional technical and legal reports on buildings and commercial construction projects. The unit requires knowledge of relevant legislation, codes, standards and regulations, contract documentation and construction planning and practices, as well as the ability to communicate effectively.

### **Application of the Unit**

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

This unit of competency supports the needs of builders, senior managers, building consultants and other construction industry personnel responsible for developing professional technical and legal reports on building and commercial construction 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**

---

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. Perform pre-purchase property inspections and assessments.	<ul style="list-style-type: none"><li>1.1. Building is inspected and <i>defects</i> are identified and documented in the agreed level of detail requested by client.</li><li>1.2. Engineers' certificates are obtained according to the state of repair or number and type of defects.</li><li>1.3. Rectification costs are estimated to degree of accuracy required or recommendations are made to demolish structure.</li><li>1.4. At the direction of government agencies, financial institutions or investment houses <i>feasibility studies</i> are conducted.</li></ul>
2. Advise and coordinate the design process and planning approval.	<ul style="list-style-type: none"><li>2.1. Project brief is prepared on behalf of client.</li><li>2.2. Site conditions and structure are assessed.</li><li>2.3. Preliminary design drawings are produced or obtained and probable costs are estimated.</li><li>2.4. Process is coordinated through which final design documentation will be completed and approved by client.</li><li>2.5. Documentation is submitted to obtain authorised <i>planning approval</i> for the project.</li><li>2.6. Planning appeals are prepared and presented to the authority if necessary.</li></ul>
3. Review building or construction works.	<ul style="list-style-type: none"><li>3.1. Contract documentation is checked to ensure client interests are protected.</li><li>3.2. <i>Building or construction works</i> are regularly monitored and reports are provided on the progress and quality of work.</li><li>3.3. Variations are checked and referred back to contractors as required.</li><li>3.4. Progress claims are checked and approved.</li></ul>
4. Provide advice on dispute resolution.	<ul style="list-style-type: none"><li>4.1. Disputes are negotiated on behalf of the client.</li><li>4.2. Impartial advice is provided to the parties involved in a building related dispute for equitable settlement.</li><li>4.3. Referrals are provided for expert legal interpretation of contractual matters.</li><li>4.4. Expert testimony and evidence are provided in the event of disputes going to court.</li></ul>

## 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
  - negotiate disputes
  - provide advice and referrals
  - read and interpret documents from a variety of sources
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
- written skills to:
  - document defects
  - prepare relevant documentation
- evaluation skills, including the ability to review and evaluate documentation and processes and recommend changes or improvements
- numeracy skills to apply calculations
- planning skills to ensure effective planning of projects, processes and strategies that maximise the efficiency and cost-effectiveness of building or construction contracts
- supervisor skills to ensure staff achieve planning outcomes.

### **Required knowledge**

Required knowledge for this unit is:

- building and construction industry contracts
- building and construction industry subcontracting system
- building and construction practices in on and off-site management
- construction planning process
- contract documentation, quantities establishment, rates and costs related to payments and claims
- human resource principles and practices
- relevant licensing arrangements
- relevant state or territory building and construction codes, standards and regulations
- workplace safety requirements.

## 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 effective development of technical and legal reports for construction 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 translate contract requirements into feasibility studies and advice on building, site use, plans and processes
- demonstrate quality construction planning processes and effective outputs
- develop strategies that maximise the effectiveness of resources
- advise and coordinate the design process and obtain planning approval
- oversee building or construction works to effect contractual outcomes.

#### 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

---

- 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 manufacturer's product literature
- copies of appropriate awards and workplace agreements
- 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

## EVIDENCE GUIDE

---

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.

***Defects*** are identified through property inspections that include:

- adjoining properties
- confirmation of boundaries
- on-site inspections of buildings, structures or features
- site access and egress
- topographical and geological surveys.

***Feasibility studies:***

- include information relating to:
  - architectural or engineering practicalities
  - availability and quantum of finance
  - availability of services and conditions governing service provision
  - change of use for existing buildings
  - confirmation of ownership
  - development on vacant land



## RANGE STATEMENT

---

- encumbrances or caveats on property
- environmental factors or constraints
- existing buildings/structures for a given purpose
- feasibility studies may be conducted on:
  - most cost-effective method of building for a given site or location
  - refurbishment costs of buildings/structures
  - special conditions that may apply to developments.

*Planning approval* includes:

- engineering approvals by architectural or design consultants
- environmental approvals by Environment Protection Authority (EPA) or local authorities
- final design or specification client approvals
- finance approvals by lending bodies
- zoning and compliance with laws and by-laws by local authorities.

*Building or construction works* include:

- construction of roads and pathways
- demolition of existing structures
- erection of new structures
- installation of underground cabling
- refurbishment of existing structures
- renovations and extensions
- site levelling or contouring
- stormwater disposal and site drainage.

## Unit Sector(s)

Unit sector                      Construction

## Co-requisite units

Co-requisite units              Nil

## **Functional area**

### **Functional area**