



Australian Government

Department of Education, Employment and Workplace Relations

CPCBC6006A Manage the procurement and acquisition of resources for building or construction projects

Release: 1

CPCBC6006A Manage the procurement and acquisition of resources for building or construction projects

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to establish and strategically manage the resources procurement process. It includes the evaluation and moderation of those practices, and results in the resources of the organisation being channelled into generating appropriate information and activities to support and maintain the timely provision of supplies, equipment and people to residential and commercial projects.

Application of the Unit

Application of the unit This unit of competency supports builders, project managers and related construction industry professionals responsible for coordinating and managing building or 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. Direct the resource acquisition process.	<p>1.1. Organisational strategic resource procurement and acquisition processes are managed in accordance with company policies and procedures.</p> <p>1.2. Staff members responsible for procurement and acquisition of resources are informed of organisational resource requirements.</p> <p>1.3. Financial and business principles are applied to the resource acquisition process.</p>
2. Maintain financial and administrative control over the resource acquisition process.	<p>2.1. Administration system of financial and administrative control through which resources are procured and acquired is monitored for its effectiveness.</p> <p>2.2. Financial and corporate responsibility is exercised over the procurement and acquisition system and its maintenance.</p> <p>2.3. Procurement reports are evaluated in preparation for management team meetings.</p> <p>2.4. Schedules of staff duties are prepared for setting up of each site.</p> <p>2.5. Staff are allocated to specific tasks within the procurement process.</p> <p>2.6. Regular meetings are facilitated and conducted between team members and the client to report on progress.</p>
3. Manage industrial relations matters related to the procurement and acquisition of resources.	<p>3.1. Industrial relations practices within the building and construction industry are monitored to ensure compliance.</p> <p>3.2. Industrial relations disputes emanating from either the supply or delivery of physical resources are addressed and resolved according to company policy.</p> <p>3.3. Industrial relationships between the organisation's personnel and subcontractors are maintained.</p>
4. Initiate and supervise the evaluation and moderation of the resource procurement and acquisition process.	<p>4.1. Procurement process evaluation and moderation systems are developed and managed in accordance with company policy.</p> <p>4.2. Evaluations of the resource procurement system and related processes are initiated and monitored to identify possible system improvements.</p> <p>4.3. Strategic information relating to the procurement or acquisition of resources is gathered and evaluated.</p> <p>4.4. Reports on trends in costs and quality of the resources provided to organisational work sites by</p>

ELEMENT

PERFORMANCE CRITERIA

suppliers are evaluated.
4.5. Orders for resources using approved company documentation and procedures are scrutinised and evaluated to ensure compliance.

ELEMENT

PERFORMANCE CRITERIA

5. Administer the provision and withdrawal of resources from site.	<p>5.1. System for the effective supply and withdrawal of resources from sites is established and maintained.</p> <p>5.2. Strategic information on the usage and movement of resources on site is managed.</p> <p>5.3. <i>Communications principles and policies</i> between on-site personnel and providers of physical resources are established and maintained.</p> <p>5.4. Feedback from sites is obtained and monitored at commencement, during and on completion of the project.</p>
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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:
 - address and resolve disputes
 - allocate tasks
 - conduct and facilitate meetings
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - provide information to staff
 - read and interpret:
 - orders for resources
 - reports
 - strategic information
 - other relevant documentation
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
 - written skills to:
 - prepare schedule of staff duties
 - record communications and action taken
- conceptualisation skills to envisage unique solutions to complex problems and situations
- facilitation skills to implement new and modified systems

REQUIRED SKILLS AND KNOWLEDGE

- interpreting strategic and often ambiguous information and reaching logical and practical decisions
- management skills, including the ability to delegate tasks within specific functional guidelines and direct the activities of personnel involved in the procurement and acquisition of resources
- supervisory skills to monitor and oversee the performance of systems and individuals involved in the process
- technological skills to enable effective administration and monitoring of procurement system and processes.

Required knowledge

Required knowledge for this unit is:

- building and construction industry contracts
- factors that contribute to the provision of physical and human resources in a construction environment
- financial and business principles as they apply to the building and construction industry
- human resource and industrial relations practices within the building and construction industry
- organisational strategic and operational activities and the mechanisms through which they are addressed
- relevant building and construction codes, standards and regulations.

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 establishing and conducting a review and evaluation of processes that ensure the ongoing effectiveness of a procurement system.

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:

- strategically focus on the procurement process and system to handle activities on more than one site
- overcome obstacles to procurement of human and physical resources
- effectively deal with delays
- evaluate the system and recommend and implement remedial or improvement-based changes
- develop resource supply schedules and prioritise events, allowing for possible contingencies
- communicate information, including OHS regulations applicable to workplace.

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

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office

- relevant codes, standards and regulations
- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- current publications on measurement, design, building construction and manufacturers' 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

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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.

Financial and business principles include:

- accountability and integrity
- accurate and timely development and maintenance of financial records
- compliance with all legal and financial obligations
- probity and honest dealing
- transparency of financial processes.

Financial and administrative control over the procurement process includes:

- agreements with subcontractors and material suppliers
- authorising payment for services provided
- generation of procurement documentation

RANGE STATEMENT

Industrial relations within the procurement process include:

- managing the raising of purchase orders.
- associations and industrial relationships between the organisation and subcontractors
- associations and industrial relationships between the organisation and material suppliers
- dispute resolution between on-site personnel involved in the procurement process
- dispute resolution involving disagreements between the organisation and subcontractors
- engaging on-site labour
- negotiating payments under awards, agreements and workplace agreements
- proactive communication and incident avoidance.

Communications principles and policies include:

- form of responses to meet circumstantial requirements
- quality and veracity of responses
- recording of communication details and action taken
- responsibilities for follow-up action
- status or level of respondents
- timeliness of responses.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area

