



Australian Government

Department of Education, Employment and Workplace Relations

CPCCB6009A Develop, plan and implement an appropriate building or construction planning process

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to develop, plan and implement an appropriate building or construction planning process. It applies to the strategic development and implementation of an organisation's project and organisational planning.

The unit applies to the management and review systems of an organisation involved in residential and/or commercial projects of significant size and complexity. It supports the establishment of a soundly based contract planning service necessary to produce accurate and successful project outcomes in accordance with organisational guidelines and legislation, codes and standards governing project completion.

Application of the Unit

Application of the unit

This unit of competency supports the needs of builders and senior managers within building, construction and services firms, typically working in larger organisations and managing more complex projects and processes, responsible for developing, planning and implementing an appropriate building or construction planning process.

The unit requires facilitating implementation of new and modified systems and monitoring and overseeing the performance of systems and personnel.

Knowledge of industry contracts, human resources and industrial relations practices; socioeconomic factors which influence the industry; and organisational strategic and operational activities is essential.

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. Quantify and qualify factors to be included in the organisational on-site planning system.	<p>1.1. Strategic factors impacting on the planning process are identified and quantified in accordance with legislative, code, standard and organisational requirements.</p> <p>1.2. Range and scope of activities to be undertaken by the organisation are quantified.</p> <p>1.3. Strategic and operational planning structures within the organisation are reviewed and qualified regarding their information needs.</p>
2. Establish and implement organisational on-site planning system.	<p>2.1. Design and development of the organisational project planning system is facilitated.</p> <p>2.2. Criteria for personnel and processes concerned with construction planning are established.</p> <p>2.3. Endorsement of senior management is facilitated and obtained for implementation of the system.</p> <p>2.4. Senior project staff are selected and appointed to meet organisational needs.</p>
3. Establish and implement a planning quality control system.	<p>3.1. Construction methodologies applicable to the type of construction project are identified and applied to the planning quality control process.</p> <p>3.2. Implementation of a review and feedback system using company project records and performance criteria is facilitated and directed.</p>
4. Develop and implement an organisational feedback system.	<p>4.1. Means of effectively communicating planning information within the strategic and operational sectors of the organisation is established and implemented.</p> <p>4.2. Organisational feedback system based on performance, progress and project outcomes and other strategic factors is developed and strategically implemented.</p>
5. Establish a recording and evaluation system.	<p>5.1. Documentation and recording system that meets organisational needs for ongoing recording and evaluation of the planning process is instituted and managed.</p> <p>5.2. Strategic balances and checks, which enable the ongoing maintenance of the quality of the planning system, are developed and applied.</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:

- apply numeracy skills to workplace requirements
- communication skills to:
 - appoint staff
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - facilitate and obtain senior management endorsement
 - read and interpret:
 - codes and standards
 - legislation
 - other relevant documentation
 - seek feedback
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
 - written skills to complete relevant documentation
- conceptualising and envisaging unique solutions to complex problems and situations
- delegating tasks within specific functional guidelines
- directing the activities of personnel involved in the construction planning process
- facilitating the implementation of new and modified systems
- interpreting strategic and often ambiguous information and reaching logical and practical decisions
- monitoring and overseeing the performance of systems and individuals involved in the process
- technological skills to facilitate use of the organisation's software and office equipment.

Required knowledge

Required knowledge for this unit is:

- 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 mechanisms through which they are addressed
- relevant state or territory building and construction codes, standards and regulations

REQUIRED SKILLS AND KNOWLEDGE

- socioeconomic and political factors which impact on the building and construction industry
- type, breadth and scope of building and construction industry contracts.

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, planning and implementation of an appropriate building or construction planning process.

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:

- develop a strategic focus on the mechanisms implemented to enable the construction planning process
- interpret organisational information and reporting requirements, which results in the establishment of mechanisms that demonstrate those needs are being met
- implement and maintain mechanisms and systems which enable demonstrable improvements to occur within the organisational construction planning process
- delegate effectively and oversee tasks
- communicate effectively both verbally and in writing with owners, senior management and employees.

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

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available in a building or construction office to comply with legislation and the organisation policies

- 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, record and print copies
- a technical reference library with current publications on measurement, design, building construction to support underpinning knowledge and manufacturers' product literature
- copies of appropriate awards and workplace agreements
- a suitable work area appropriate to the planning 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

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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

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.

- Strategic factors impacting on the planning process*** include:
- clients and client needs
 - location of projects
 - logistics and location of personnel
 - market focus and structure of the organisation
 - organisation information needs and timelines
 - relevant legislative requirements, codes and standards

RANGE STATEMENT

Legislative, code and standard requirements include:

- strategic organisational objectives
- type of work being undertaken.
- application of the Building Code of Australia (BCA) related to the size and complexity of the project and the class of building being constructed
- council and other relevant planning approval processes
- OHS and other workplace standards
- relevant state or territory licensing arrangements.

Criteria for personnel and processes include:

- appropriate experience and qualifications of participants
- correct and timely selection of key project supervisors and administrators
- effective lines and methods of communication
- suitability and timing of communication
- suitability of documentation and reporting methods
- suitability of work habits and timeliness of personnel.

Planning quality control process includes:

- documentation and graphical representation of data
- establishment of performance benchmarks
- evaluation and review methods and practices
- feedback loops and information extraction
- personnel and system information gathering and insert points
- project review meetings and project progress reporting.

Recording and evaluation include:

- key point data availability and crisis flagging
- maintenance and redevelopment of information recording systems
- manual and electronic data recording processes
- performance data entry and responsibility
- programmed and crisis evaluation strategies.

Unit Sector(s)

Unit sector

Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area