



**Australian Government**

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

# **CPCBC6012A Manage and administer development of documentation for building or construction projects**

**Release: 1**

## **CPCBC6012A Manage and administer development of documentation for building or construction projects**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency specifies the outcomes required to manage and administer the development of documentation for either residential or commercial construction projects. It supports the establishment of a soundly based contract management system necessary to produce accurate and successful project outcomes in accordance with organisational guidelines.

### **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**

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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. Quantify and qualify factors to be included in organisational documentation processes.	<p>1.1. Organisational administrative and operational structures and processes are identified and quantified.</p> <p>1.2. Legal and financial obligations are identified that must be reflected in and conformed to in the development of documentation for building and construction <i>projects</i>.</p> <p>1.3. Range and scope of activities to be undertaken by the organisation and types of documentation and <i>documentation processes</i> required to support building or construction projects are quantified.</p> <p>1.4. Strategic operational and project structures within and external to the organisation are reviewed and qualified as to their documentation requirements.</p>
2. Implement and manage documentation system of construction organisation.	<p>2.1. Design and development of documentation system of construction organisation are facilitated and managed.</p> <p>2.2. Operational criteria for personnel and processes concerned with construction and project documentation are established.</p> <p>2.3. Endorsement from senior management for implementation of system is obtained.</p> <p>2.4. Staff members with necessary expertise and industry knowledge to excel at the work involved are appointed.</p>
3. Establish and implement a construction documentation quality control system.	<p>3.1. Appropriate corporate guidelines for a <i>construction documentation quality control system</i> which underpins the development and maintenance of construction or project documentation are identified or developed.</p> <p>3.2. House rules are established and managed for the accurate and timely completion of construction and project documentation.</p> <p>3.3. Documentation impinging on or requiring adherence to Acts, regulations or local authority requirements, that meets the necessary legal and/or financial obligations, is produced.</p> <p>3.4. Review and feedback system using internal and external advice about the useability of company documentation is implemented and facilitated.</p>
4. Establish a recording and evaluation system.	<p>4.1. <i>Documentation recording system</i> which fosters ongoing evaluation of construction or project performance is instituted.</p>

## ELEMENT

## PERFORMANCE CRITERIA

4.2. Strategic checks and balances which enable ongoing maintenance of the quality of construction and project documentation are applied.

## 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:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - read and interpret documents from a variety of sources
  - seek endorsement from senior management
  - seek feedback
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
  - written skills to complete relevant documentation
- conceptualisation of unique solutions to complex problems and situations
- facilitation skills to implement new and modified documentation administration systems
- interpretation of strategic and often ambiguous information to ensure 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 documentation administration process
- supervisory skills to monitor and oversee performance of the documentation administration 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:

- appropriate sector of the building and construction industry and nature of the contracts upon which its activities are based

## **REQUIRED SKILLS AND KNOWLEDGE**

- factors to be considered in assessing the risk inherent in different types of building and construction projects
- financial and business administration principles commensurate with organisational needs
- human resource practices and the industry's industrial relations climate and practices
- legislative, regulatory and administrative obligations incumbent on the building and
- construction industry for OHS, environmental, employment and financial practices.

## 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 through efficient and effective contract documentation management and administration, including the production of contracts, specifications and drawings which contribute to an organisation operating in an efficient and productive project environment.

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:

- document administration procedures and frameworks supported and directed by strong and decisive leadership
- manage practices that result in a high level of staff productivity
- interact effectively with personnel both within and external to the organisation
- develop conceptual and strategic problem solving and systems
- communicate effectively both verbally and in writing with senior management, employees, clients, regulatory authorities and legal representatives.

#### **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:

## EVIDENCE GUIDE

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- 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
- 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
- copies of appropriate awards and workplace agreements
- strategic building and construction market information
- a technical reference library with current publications on design, building construction and manufactures product literature
- 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.



## EVIDENCE GUIDE

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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
- 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. **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.

**Projects** include:

- civil construction projects
- commercial construction
- earthworks

## **RANGE STATEMENT**

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- high and low rise structures
- provision of electrical, plumbing and gas, waste disposal, environmental clean-up and other services
- residential construction.

## RANGE STATEMENT

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- Documentation processes*** include:
- development of documentation relating to the construction process, such as tenders, offers, contracts, drawings, specifications, schedules, materials lists and variations
  - recording, tracking and security of documentation, including secure storage
  - review and evaluation of amendments to documentation
  - transmission of documentation within and external to the organisation.
- Construction documentation quality control system*** includes:
- confidentiality in document handling
  - development by experienced personnel
  - limitations on document circulation, access and distribution
  - security in document filing, storage and identification.
- Documentation recording system*** and evaluation systems include:
- document reviews for appropriate structure, content, quality and relevance
  - electronic or manual transcription of information into document form
  - establishing and maintaining accurate document records
  - programmed and spontaneous reviews of active documents
  - providing secure and safe accommodation for documented information in electronic or hard copy form.

## Unit Sector(s)

Unit sector                      Construction

## Co-requisite units

Co-requisite units              Nil

## **Functional area**

### **Functional area**