



Australian Government

Department of Education, Employment and Workplace Relations

CPCCST3011A Plan monument construction

Release: 1

CPCST3011A Plan monument construction

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit specifies the outcomes required to prepare plans and specifications and coordinate the planning phase of monumental construction in cemeteries.

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to plan stone monument construction, which may include working with others and as a member of a team.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
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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. Plan and prepare.	<p>1.1. Work instructions and operational details are obtained using relevant <i>information</i>, confirmed and applied for <i>planning and preparation</i> purposes.</p> <p>1.2. <i>Safety (OHS)</i> requirements are followed in accordance with safety plans and policies.</p> <p>1.3. Signage and barricade requirements are identified and implemented.</p> <p>1.4. Material quantity requirements are calculated in accordance with plans, specifications and <i>quality requirements</i>.</p> <p>1.5. <i>Materials</i> appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>1.6. <i>Environmental requirements</i> are identified for the project in accordance with environmental plans and <i>statutory and regulatory authority</i> requirements, and are applied.</p>
2. Identify design requirements for various monuments.	<p>2.1. Range of monuments covered by AS4204 Headstones and cemetery monuments, and features and components involved in monumental construction are identified and applied.</p> <p>2.2. Legislation, regulations and codes relating to masonry work are identified and site features influencing <i>design</i> are applied from site visit or report.</p>
3. Prepare plans and specifications for construction and installation.	<p>3.1. Foundation design is selected in accordance with AS4204, job safety analysis (JSA) and safe work method statements, proposed monument and foundations.</p> <p>3.2. Materials are selected in accordance with regulations, site conditions and customer requirements.</p> <p>3.3. Drawings and specifications are prepared to requirements of approving authority, where applicable.</p>
4. Check details, edit drawings and specifications for submission.	<p>4.1. Specifications and drawing details are checked to ensure consistency with client brief and regulatory authority requirements.</p> <p>4.2. Documentation and drawings are accurately copied and distributed.</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:

- ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental or sustainability frameworks or management systems
- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - read and interpret:
 - documentation
 - plans
 - use and interpret non-verbal communication
 - use language and concepts appropriate to cultural differences
- numeracy skills to apply measurements and calculations
- planning and organisational skills to identify requirements, apply relevant resources and sequence tasks
- problem solving skills to recognise and take action to rectify minor faults and problems
- teamwork skills to be able to work with others to action tasks and relate to people from a range of cultural, social, ethnic backgrounds and with varying physical and mental abilities.

Required knowledge

Required knowledge for this unit is:

- AS4204 Headstone and cemetery monuments
- basic design of cemetery monuments
- Building Code of Australia (BCA) requirements relevant to stonemasonry work
- common materials used in monumental construction
- interpretation of drawings and specifications
- JSA and safe work method statements
- measuring and levelling techniques and processes relevant to stonemasonry work
- regulatory authorities and agencies controlling monumental construction
- types and characteristics of soils and foundations

REQUIRED SKILLS AND KNOWLEDGE

- types and performance of concrete footings.

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 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 design and plan installation of a stone monument to a client's brief, providing evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- appropriately select available data consistent with requirements of activity
- apply organisational quality procedures and processes within the context of planning monumental construction
- gather and address in planning process, information relating to site regulations/caveats and construction requirements
- identify burial site location on site drawing and location on site
- select materials in accordance with cemetery proposed monument and AS4204 requirements
- use construction fixing, fastening and finishing requirements specified in final design.

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:

- drawing equipment and appropriate workplace

EVIDENCE GUIDE

- Australian standards and BCA
- brief relevant to proposed activity
- cemetery data relevant to the design project.

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 a reasonable inference that competency is not only verified under the particular assessment circumstance, but is 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 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.

EVIDENCE GUIDE

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.

Information includes:

- diagrams or sketches
- instructions issued by authorised organisational or external personnel
- manufacturer specifications and instructions, where specified
- material safety data sheets (MSDS)
- memos
- regulatory and legislative requirements pertaining to handling stone
- relevant Australian standards
- safe work procedures relating to handling stone
- signage
- verbal, written and graphical instructions
- work bulletins
- work schedules, plans and specifications.
- assessment of conditions and hazards
- determination of work requirements and safety plans and policies
- equipment defect identification

Planning and preparation include:

RANGE STATEMENT

Safety (OHS) is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- work site inspection.
- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - concealed services (water, power and gas)
 - lighting
 - restricted access barriers
 - traffic control
 - work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
- use of firefighting equipment
- use of tools and equipment
- workplace environmental requirements and safety.

Quality requirements include:

- internal company quality policy and standards
- manufacturer specifications
- proposed monument and foundations
- relevant regulations, including AS4204 Headstones and cemetery monuments
- workplace operations and procedures.

Materials include:

- basalt
- granite
- marble
- pre-cast concrete sections
- reconstituted stone.

Environmental requirements include:

- clean-up management
- dust and noise
- vibration
- waste management.

Statutory and regulatory

- federal, state and local authorities

RANGE STATEMENT

authority includes:

administering applicable Acts, regulations and codes of practice.

Design includes:

- design for headstone
- design of cover stone
- design of monument
- design of side, front and back stones
- footings for monument
- foundation material
- method of assembling
- methods of joining
- type of stone.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area