



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSV6013A Coordinate building refurbishment

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to undertake standard refurbishment of buildings.

It includes the evaluation of property/premises to establish the scope of work, preparation of inspection reports, and the engagement and coordination of subcontractors to carry out defined tasks.

Application of the Unit

Application of the unit This unit of competency supports the attainment of the understanding and skills to coordinate asset refurbishment within the context of relevant legislation, the Building Code of Australia (BCA) and Australian standards.

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. Establish refurbishment and inspection requirements.	<p>1.1. Existing property inspection reports, where available, are used to advise client of the cost benefits associated with <i>asset refurbishment process</i>.</p> <p>1.2. Inspection method and criteria are consistent with the purpose of the inspection, client requirements and building type.</p> <p>1.3. Relevant documentation is obtained and reviewed to clarify inspection requirements.</p> <p>1.4. Inspections are arranged to minimise disruption to building users.</p> <p>1.5. Access arrangements are confirmed prior to entry and where appropriate, agreement is secured with building tenant and owner for intrusive inspection.</p>
2. Evaluate and report inspection outcomes.	<p>2.1. Clear, concise and accurate inspection report is prepared in a timely manner and in an appropriate format and style consistent with statutory requirements.</p> <p>2.2. Inspection outcomes are advised promptly to nominated parties and accurately recorded according to workplace procedures.</p> <p>2.3. Processes involved in reaching objectives are evaluated for quality, added value and contribution to further refurbishment management opportunities.</p>
3. Implement services contracts.	<p>3.1. Team input consistent with achieving project objectives is coordinated through the enterprise to the satisfaction of subcontractors and the client.</p> <p>3.2. Performance in relation to timelines and budgets is regularly monitored.</p> <p>3.3. Necessary variations or adjustments are negotiated with subcontractors and the client, and agreed outcomes are documented.</p> <p>3.4. <i>Asset refurbishments</i> are completed according to plan within budget and time constraints to client and statutory requirements.</p> <p>3.5. Reports and administrative procedures are completed to client specifications.</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 respond to change and contribute to workplace responsibilities, such as current work site environmental and 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
 - provide advice to client, confirm access arrangements, coordinate team and negotiate with clients and subcontractors
 - read and interpret property inspection reports and other relevant documentation
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
 - written skills to report inspection outcomes
- interpret and apply mathematical information.

Required knowledge

Required knowledge for this unit is:

- administration and preparation of documentation
- procedures to establish asset refurbishment of commercial buildings
- processes for the interpretation of status or inspection reports, dilapidation reports and refurbishment evaluation processes
- processes for the interpretation of working drawings and specifications
- relevant federal, state or territory legislation and local government policy and procedures
- research methods
- structural, design and construction principles of buildings.

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 provide evidence of the ability to:

- comply with OHS regulations applicable to workplace operations
- apply organisational management policies and procedures, including quality assurance requirements where applicable
- assess a building to determine refurbishment requirements and report findings, including the required engagement of subcontractors for the refurbishment of at least one building
- provide reports to appropriate body/individual as determined by the project brief.

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:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to applying safe work practices
- support materials appropriate to activity

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- workplace instructions relating to safe work practices and addressing hazards and emergencies
- material safety data sheets
- research resources, including industry related systems information.

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 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

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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.

Asset refurbishment process includes:

- evaluation and inspection of properties/premises
- implementation of service contracts with subcontractors
- reporting of inspection outcomes.

Asset refurbishment:

- includes commercial property/premises and may include residential property/premises
- lease property requiring the services of subcontractors or assessment of a property/premise in determining the scope of work required for refurbishment.

Unit Sector(s)

Unit sector

Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area