



Australian Government

Department of Education, Employment and Workplace Relations

CPPDSM5007A Coordinate construction or renovation of facilities

Release: 1

CPPDSM5007A Coordinate construction or renovation of facilities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to coordinate the construction or renovation of facilities. It requires the ability to use appropriate consultative processes to determine requirements and to develop, monitor and finalise a construction plan.

The unit may form part of the licensing requirements for persons working in the property industry, including in the real estate, business broking, stock and station agency and property operations and development sectors, in those States and Territories where these are regulated activities.

Application of the Unit

Application of the unit

This unit of competency supports the work of those involved in coordinating the construction or renovation of facilities.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills The required outcomes described in this unit of competency contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged, will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine construction or renovation requirements.	1.1 <i>Construction drawings</i> are reviewed and confirmed with <i>relevant people</i> according to <i>project</i> requirements. 1.2 <i>Consultative processes</i> are used to negotiate and confirm construction requirements with <i>contracted parties</i> according to <i>organisational requirements</i> . 1.3 <i>Site access and specific site requirements</i> are identified and appropriate arrangements are made as required according to client, organisational and <i>legislative requirements</i> . 1.4 Construction plan is prepared, including <i>contingencies</i> to ensure contract and organisational requirements are met.
2 Organise resources and support processes.	2.1 Provision of financial, physical and human resources is planned according to client and organisational requirements. 2.2 Construction strategies, objectives and time lines are negotiated and agreed in consultation with client and relevant people. 2.3 Monitoring and reporting arrangements for construction activities are established and documented according to organisational requirements. 2.4 Relevant approvals are obtained within the designated timeframe according to legislative and organisational requirements.
3 Arrange contractors and consultants.	3.1 <i>Contractors</i> and consultants are arranged to undertake construction according to legislative and organisational requirements. 3.2 <i>Tendering and selection methods</i> are chosen to meet client, organisational procurement guidelines and legislative requirements. 3.3 Contracted services are provided that are relevant to the construction work to be undertaken and client requirements. 3.4 <i>Documentation</i> regarding reporting arrangements and deliverables is finalised according to organisational and legislative requirements.
4 Monitor construction or renovation process.	4.1 Construction or renovation is monitored against construction plan to ensure completion occurs within designated timeframes. 4.2 Factors affecting achievement of scheduled work are identified and required variations to schedules are

ELEMENT	PERFORMANCE CRITERIA
	negotiated and agreed with relevant people.
	4.3 Established <i>communication channels</i> and processes are used to ensure an accurate exchange of information throughout operations.
	4.4 Situations requiring <i>specialist advice</i> are identified and appropriate support is sought as required.
5 Finalise construction or renovation process.	5.1 <i>Notification</i> of completed construction is received and checked against client and organisational requirements.
	5.2 Inspection is arranged to confirm facilities are fully operational and meet required specifications and industry standards.
	5.3 Information is securely maintained with due regard to client confidentiality, and legislative and organisational requirements.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

Required skills:

- communication skills to negotiate client requirements, variations and adjustments to construction processes
- computing skills to access the internet and web pages, prepare and complete online forms, lodge electronic documents and search online databases
- decision making skills to select appropriate contractual arrangements and determine appropriate procurement options
- interpersonal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities
- literacy skills to interpret written and oral information and complete documentation
- organisational skills to plan and arrange construction or renovation work, schedule and meet time lines and client requirements, and manage risk
- research skills to source information and resource requirements
- technical skills to schedule tasks, report outcomes and design monitoring systems and processes.

Required knowledge and understanding:

- building construction practices, principles and processes
- building control legislation, codes and relevant Australian standards

REQUIRED SKILLS AND KNOWLEDGE

- contract law applied to building contracts
- implications of warranties, guarantees and exclusions
- limitations of work role, responsibility and professional abilities
- project planning and scheduling
- regulations and legislation affecting property investments
- relevant federal and state or territory legislation and local government regulations related to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - OHS
 - privacy
 - property sales, leasing and management
- roles and capabilities of contractors and consultants
- whole of life costing and price-quality relationship issues.

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, the range statement and the Assessment Guidelines for this Training Package.

Overview of assessment This unit of competency could be assessed through practical demonstration of coordinating the construction or renovation of facilities. Targeted written (including alternative formats where necessary) or verbal questioning to assess the candidate's underpinning knowledge would provide additional supporting evidence of competence. The demonstration and questioning would include collecting evidence of the candidate's knowledge and application of ethical standards and relevant federal, and state or territory legislation and regulations. This assessment may be carried out in a simulated or workplace environment.

Critical aspects for A person who demonstrates competency in this unit must

assessment and evidence required to demonstrate competency in this unit

be able to provide evidence of:

- arranging inspections and preparing and collating documentation relating to finalisation of contract requirements using business technology
- determining construction requirements and developing a construction plan through research and consultation
- knowledge of organisation's practices, ethical standards and legislative requirements associated with coordinating the construction or renovation of facilities
- making available appropriate resources to support the construction process
- monitoring construction processes using project management methodologies and developing and communicating appropriate contingency plans
- negotiating variations and adjustments to work schedules
- preparing selection schedule and criteria for contractors and arranging people to be involved in the contract process by following organisational procurement procedures.

Context of and specific resources for assessment

Resource implications for assessment include:

- a registered provider of assessment services
- assessment materials and tools
- candidate special requirements
- competency standards
- cost and time considerations
- suitable assessment venue and equipment
- workplace documentation.

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence require 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 of competence only taken at the point when the assessor has complete confidence in the person's competence

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence
- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be current and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based elements in this unit.

In all cases activity and must include evidence relating to each of the where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in such a manner as is appropriate to the language and literacy levels of the candidate and any cultural issues that may affect responses to the questions, and will reflect the requirements of the competency and the work being performed.

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 in the performance criteria is detailed below. Add any 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.

Construction may include:

- construct only
- cost plus
- design and construct
- involvement of more than one builder
- use of fixed price.

Construction drawings may include:

- detail drawings
- detailed architect drawings
- engineers' drawings
- specifications
- working drawings.

Relevant people may include:

- agents
- clients
- colleagues
- engineers and technicians
- government agencies
- installers
- investors
- legal representatives
- OHS representatives
- members of industry associations
- property owners
- subcontractors
- technical experts
- tenants.

Project may involve:

- creation of an asset
- fitting out of new structures
- modification of existing structures.

Consultative processes may include:

- face-to-face meetings
- telephone, facsimile and written communication.

Contracted parties may include:

- builders
- financial institutions

Organisational requirements may be outlined and reflected in:

Site access and specific site requirements may relate to:

Legislative requirements may be outlined and reflected in:

- investors
- other special consultants
- project managers
- subcontractors.
- access and equity principles and practice guidelines
- business and performance plans
- complaint and dispute resolution procedures
- goals, objectives, plans, systems and processes
- legal and ethical requirements and codes of practice
- mission statements and strategic plans
- OHS policies, procedures and programs
- policies and procedures in relation to client service
- quality and continuous improvement processes and standards
- quality assurance and procedure manuals.
- access codes, keys, passes and security clearances
- access points and time of access
- building codes and regulations
- environmental issues
- heritage listings
- noise control
- OHS requirements
- union requirements.
- Australian standards
- general duty of care to clients
- home building requirements
- privacy requirements
- relevant federal, and state or territory legislation that affects organisational operation, including:
 - anti-discrimination and diversity
 - environmental issues
 - EEO
 - industrial relations
 - OHS
- relevant industry codes of practice covering the market sector and industry, financial transactions, taxation, environment, construction, land use, native title, zoning, utilities use (water, gas and electricity), and contract or common law
- strata, community and company titles
- tenancy agreements
- trade practices laws and guidelines.

- Contingencies*** may include:
- budget constraints
 - building delays
 - competing work demands of contractors and consultants
 - environmental factors, such as time and weather
 - industrial disputes
 - non-availability of resources and materials
 - public holidays and shut-down periods
 - equipment and technology breakdown
 - unforeseen incidents
 - variations in market conditions
 - workplace hazards, risks and controls.
- Contractors*** may include:
- multiple builders
 - one builder
 - service providers.
- Tendering and selection methods*** may include:
- advertisement
 - compulsory competitive tender
 - direct appointment
 - open quotation
 - public tender
 - register of consultants
 - selective tender.
- Documentation*** may include:
- certification, including inspection certificates
 - contracts
 - costings, receipts and invoices
 - handover documentation
 - logs of equipment and system problems or faults
 - operational checks and maintenance conducted
 - planning permits
 - progress reports
 - property leases, plans or contracts
 - schedules
 - warranty conditions and allowances.
- Communication channels*** may include:
- direct line supervision paths
 - lateral supervision paths
 - organisational communication protocols and procedures
 - organisational networks.

- Specialist advice* may be sought from:
- architects
 - bankers and financiers
 - builders
 - business consultants
 - government officials
 - investment consultants
 - members of industry associations
 - planners
 - real estate agents
 - solicitors
 - subcontractors
 - technical experts
 - valuers.
- Notification* may include:
- certificate of occupancy
 - certification
 - handover documentation.

Unit Sector(s)

Unit sector Property development, sales and management

Competency field

Competency field Property operations and development