



Australian Government

ICTCBL403 Supervise cabling project

Release: 1

ICTCBL403 Supervise cabling project

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to supervise an indoor or outdoor, domestic, commercial or industrial communications cabling project. It requires planning, preparing financial budgets and monitoring cabling work. Communications applications include digital and analog, telephony, data, video, digital broadcasting, computer networks, local area networks (LAN), wide area networks (WAN) and multimedia.

It applies to technical staff who supervise a cabling project on a client's premises where technical and organisational skills are required to ensure an effective outcome for the client.

Work functions in the occupational areas where this unit may be used are subject to regulatory requirements. Refer to the Implementation Guide Companion Volume or the relevant regulator for specific guidance on requirements.

Unit Sector

Telecommunications – cabling

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and organise cabling activities	1.1 Obtain cabling installation specifications and project specifications from client 1.2 Prepare work schedules and installation plans identifying key dates and milestones 1.3 Organise resource requirements 1.4 Verify location of proposed installation according to plans obtained from authorised personnel

ELEMENT	PERFORMANCE CRITERIA
	1.5 Obtain information on location of other services from relevant authorities 1.6 Document plans for cabling project and advise relevant parties
2. Prepare financial budgets	2.1 Prepare budget identifying cost and expenditure items from scheduling and planning documentation 2.2 Advise relevant personnel of purchasing and other delegations within budget allocations 2.3 Prepare budget projections within estimated and approved contract pricing
3. Source human resource requirements for cabling	3.1 Estimate number and determine availability of suitable human resources according to contract requirements and relevant industrial and enterprise policy 3.2 Establish necessary competency and licence requirements of project personnel prior to recruitment 3.3 Schedule personnel workloads and allocate within industrial and enterprise requirements
4. Monitor cabling works	4.1 Follow work health and safety (WHS) processes and site-specific safety requirements according to plan 4.2 Monitor compliance regularly with client specification, relevant legislation, codes, regulations and standards 4.3 Notify client promptly on difficult or known problem areas 4.4 Reallocate work as required to meet client and company requirements 4.5 Monitor costs and time schedules to identify and resolve any potential problem 4.6 Provide report on work progress activity and schedule
5. Evaluate outcomes of cabling projects	5.1 Review cabling projects to identify areas where performance has been below client and enterprise expectations 5.2 Implement recommendations to ensure effective improvements
6. Complete administrative tasks	6.1 Complete documentation 6.2 Notify client and obtain sign off

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.3-1.5, 2.1	- Critically analyses complex documentation from a variety of sources - Checks completeness and accuracy of information and data
Writing	1.2, 1.6, 2.1, 2.3, 3.3, 4.3, 4.6, 6.1, 6.2	- Completes organisational documents and correspondence using clear language and correct spelling, grammar and terminology - Documents outcomes and changes to schedules using industry relevant terminology and symbols - Writes, edits and proofreads documents to ensure clarity of meaning, accuracy and consistency of information
Oral Communication	1.1, 1.6, 2.2, 4.3, 4.6, 6.2	- Participates in verbal exchanges using collaborative and inclusive techniques including active listening and questioning to convey and clarify information - Presents complex information using clear and convincing language, tone and pace appropriate for the audience and purpose
Numeracy	1.2-1.5, 2.1-2.3, 3.1, 3.3, 4.5	- Interprets and manipulates numerical information relating to targets and timelines - Make calculations appropriate for measuring and estimating materials for installation work - Performs mathematical calculations to analyse labour, costs and quantities to accurately produce quotations and budgets
Navigate the world of work	3.1-3.3, 4.1, 4.2, 4.4	- Takes full responsibility for following policies, procedures and legislative requirements, and identifies the organisational implications of new legislation or regulation - Identifies and acts on issues that contravene relevant policies, procedures and legal requirements
Interact with others	1.1, 1.6, 2.2, 4.3, 6.2	- Implements strategies for a diverse range of colleagues and clients to build rapport and foster strong relationships - Collaborates with others, sharing information to build strong work groups and avoid behaviours that are not conducive to a productive environment - Manages conflict in the workplace through the recognition of contributing factors and by implementing strategies to

		resolve conflict
Get the work done	1.2-1.6, 3.2, 4.2, 4.4, 4.5, 5.1, 5.2	• Accepts responsibility for planning, sequencing and monitoring complex tasks and workload, negotiating key aspects with others and taking into account capabilities, efficiencies and effectiveness • Responds to problems requiring immediate resolution, drawing on past experiences

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTCBL403 Supervise cabling project	ICTCBL4023A Supervise cabling project	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>