



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK502A Prepare detailed works project documentation

Release 2

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Modification History

LGAWORK502A Release 2: Layout adjusted.
LGAWORK502A Release 1: Primary release.

Unit Descriptor

This unit covers preparing relevant project documentation including specifications, key invoices and estimates.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare design program	<ul style="list-style-type: none">1.1 Design elements are listed to determine the scope and purpose of the design.1.2 Time constraints and financial limitations are identified.1.3 Appropriate technical, physical and human resources are assigned to the project.1.4 Complementary works are identified to enable an efficient design program to be prepared.
2 Undertake design and prepare working drawings	<ul style="list-style-type: none">2.1 Available information is reviewed and specifications are identified.2.2 <i>Design manuals</i> are used to ensure the design complies with all statutory and <i>council requirements</i>.2.3 Working drawings that comply with the design brief are prepared and recorded.
3 Prepare work specifications	<ul style="list-style-type: none">3.1 Complete and detailed works specifications are prepared at a level consistent with council and relevant standards.3.2 Quality assurance methods are applied to the preparation of works specifications.3.3 Works specifications are prepared that <i>complement</i> working drawings.3.4 Works specifications provide detail on methods, standards, materials, products and contractors as applicable.
4 Prepare detailed estimate	<ul style="list-style-type: none">4.1 Detail drawings are utilised to prepare an accurate bill of quantities.4.2 Competitive rates for provision of materials and services are obtained.4.3 Primary cost items are specified and costed.4.4 An estimate for <i>contingencies</i> is made within prepared estimates.4.5 The cost of project support resources is included in detailed <i>estimates</i>.

Required Skills and Knowledge

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

Required Skills

- interpreting relevant acts, regulations, codes, policies, procedures and standards
- interpreting engineering design criteria
- engineering drafting
- calculating weight, volume, ratio and quantity

Required Knowledge

- federal and state government acts
- local government regulations
- design standards and specifications
- drawing standards and specifications
- interpretation and analysis of resources costing

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	A range of design criteria is included. Drawings are undertaken to meet established standards. Works specifications are prepared. Estimates are detailed and include contingencies.
Context of assessment	May be assessed through: <ul style="list-style-type: none">• on the job• simulated workplace environment• written assignment• short-answer test• oral questioning• observation• or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: <ul style="list-style-type: none">• observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies• written and/or oral questioning to assess knowledge and understanding• completion of workplace documentation• third-party reports from experienced practitioners• completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	In accordance with a range of variable requirements.

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.

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| <i>Design manuals</i> may include: | <ul style="list-style-type: none">• building regulations• Australian standards• state road authority• design manuals• Austroad design manuals• reference texts• council or authority standards• quality assurance manuals• water and sewerage authority and design or industry standards |
| <i>Council requirements</i> may include: | <ul style="list-style-type: none">• works specifications• design procedures |
| <i>Complementary works</i> may include: | <ul style="list-style-type: none">• other works that can be carried out effectively and cost efficiently whilst resources are available |
| <i>Contingencies</i> may include: | <ul style="list-style-type: none">• weather conditions• industrial relations• latent conditions• additional supervision• variation in materials cost and availability |
| <i>Estimates</i> may include: | <ul style="list-style-type: none">• day labour• contract labour |

Unit Sector(s)

Operational Works