



Australian Government

RIICWM504E Prepare civil works bill of quantities

Release: 1

RIICWM504E Prepare civil works bill of quantities

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to prepare a civil works bill of quantities in civil construction. It includes identifying and calculating on-site resource requirements and finalising and reviewing the application of the bill of quantities process.

It applies to those working in managerial or technical specialist roles. They generally apply a broad range of technical and managerial skills and are responsible for the delivery of outputs that meet site requirements.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Users must check requirements with relevant body before applying the unit.

Unit Sector

Civil construction

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 for the civil works bills of quantities	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to prepare civil works bill of quantities and confirm work activity is compliant 1.3 Prepare a draft works program that details tasks to be undertaken 1.4 Gain agreement on draft works program
2. Identify and calculate on-site labour requirements	2.1 Interpret and analyse data and identify the types and numbers of on-site labour required to undertake each stage 2.2 Identify the total amount of on-site labour required overall to meet required project outcomes 2.3 Complete documentation of stage by stage and overall labour

ELEMENT	PERFORMANCE CRITERIA
	requirements
3. Identify and calculate materials requirements	3.1 Interpret and analyse data and identify types and quantities of materials required to undertake each stage 3.2 Identify total quantity of materials required overall to meet required project outcomes 3.3 Complete documentation of stage by stage and overall materials requirements
4. Identify and calculate the on-site sub-contractor service requirements	4.1 Interpret and analyse data and identify the types and numbers of on-site sub-contractor services required to undertake each stage 4.2 Identify total number of on-site sub-contractor services required to meet required project outcomes 4.3 Complete documentation of stage by stage and overall on-site subcontractor services requirements
5. Finalise civil works bills of quantities process	5.1 Complete and submit bill of quantities and other reporting according to site requirements 5.2 Gain approval of bill of quantities 5.3 Confirm required filing of bill of quantities is completed
6. Support and review the application of the bill of quantities	6.1 Provide clarification and advice to those applying bill of quantities 6.2 Review application of bill of quantities and recommend improvements to civil works bill of quantities preparation processes

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Numeracy	Applies basic mathematics to calculate labour and materials requirements and bill of quantities
Oral communication	Conveys information and requirements clearly and listens actively
Reading	Identifies and interprets relevant information from workplace procedures, documentation and legislation
Writing	Prepares specific information that complies with requirements, using sector-specific vocabulary, grammatical structures and conventions

Unit Mapping Information

Supersedes and is equivalent to RIICWM504D Prepare civil works bill of quantities.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>