



**Australian Government**

**Assessment Requirements for  
RUCWM505D Prepare civil works schedule  
of rates**

**Release: 2**

## Assessment Requirements for RIICWM505D Prepare civil works schedule of rates

### Modification History

Release	Comment
1	This unit replaces RIICWM505A Prepare civil works schedule of rates
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

### Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- implements appropriate procedures and techniques for the safe, effective and efficient preparation of civil works schedule of rates, including accessing, interpreting and applying:
  - plans and drawings
  - specifications
  - materials and sub-contractor services quotation documents
  - computer based analysis and database technology
  - client feedback techniques
- works effectively with others to prepare civil works schedule of rates that meets all the required outcomes including:
  - providing clear and timely instruction and supervision using a range of communication techniques to those involved
  - preparing for and conducting briefings, toolbox and site meetings
  - maintaining clear and legible written records and the reporting systems
  - consulting with stakeholders
- demonstrates completion of preparing civil works schedule of rates that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
  - identification of the relevant information and scope of the work required

- identification of viable options and selects civil works bill of quantities
- consultation with the clients (internal and external)
- consultation with others within the organisation
- consultation with relevant authorities
- conducting a risk assessment of the existing and potential hazards
- obtaining further site data including:
  - known and potential hazards, constraints and conditions
  - cultural and heritage data
  - geological data
  - geotechnical data
  - hydrological data
  - survey data
  - metrological data

## Knowledge Evidence

The candidate must demonstrate knowledge of the preparation of civil works schedule of rates through:

- accessing, interpreting and applying legislative, organisation and site requirements and procedures for:
  - risk assessment and management
  - statutory compliance
  - quality management
  - communication
  - labour, materials and sub-contractor services cost analysis techniques
  - schedule of rates review
  - documentation requirements
  - reporting
  - schedule of rates records filing
  - schedule of rates approval
- types of on-site labour employed in civil works
- types of materials used in civil works
- types of on-site sub-contractor services employed civil works
- and document details and specifications of civil works materials
- and document details of civil works sub-contractor services
- invitations to quote on supply of materials and sub-contractor services
- issuing invitations to quote for the supply of materials and sub-contractor services
- developing and document factors to be applied to hourly labour costs in determining the schedule of rates of on-site labour
- calculating unit rates for labour, materials and sub-contractor services
- providing clarification and advice

- monitoring costs of labour, materials and sub-contractor services

## Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector’s work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current\* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,
- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is	

	specified should comply with any relevant regulation.
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\*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

\*\*Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

## Links

Companion Volume implementation guides are found in VETNet -

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