



Australian Government

RIICWM505E Prepare civil works schedule of rates

Release: 1

RIICWM505E Prepare civil works schedule of rates

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 schedule of rates in civil construction. It includes preparing, detailing and issuing quotations for resource requirements, assessing quotations and preparing and reviewing application of schedules of rates.

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 to prepare civil works schedule of rates	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to prepare civil works schedule of rates and confirm work activity is compliant 1.3 Identify and list types of on-site labour that may be employed in the areas of civil works to be undertaken 1.4 Identify and list of materials that may be required 1.5 Identify and list on-site sub-contractor services that may be employed 1.6 Gain agreement on lists of on-site labour, materials, and on-site sub-contractors' services that may be employed or required

ELEMENT	PERFORMANCE CRITERIA
2. Prepare and document details of materials and sub-contractor services requirements	2.1 Develop and document details and specifications of listed materials 2.2 Develop and document details of listed sub-contractor services 2.3 Gain agreement on details and specifications of materials, and on-site sub-contractors' services
3. Invite quotations from materials suppliers and sub-contract service providers	3.1 Prepare invitations to quote on supply of materials and sub-contractor services 3.2 Gain approval of invitations to quote 3.3 Issue invitation to quote for the supply of materials and sub-contractor services
4. Assess quotations and prepare schedules of rates for materials and sub-contractor services	4.1 Assess submitted materials and sub-contractor services quotation documents against details and specifications set out in the invitations to quote 4.2 List selected suppliers and use quoted prices to calculate scheduled rates for listed materials and sub-contractor services 4.3 Gain agreement on schedules of rates for listed materials and on-site sub-contractor services
5. Prepare the schedule of rates for on-site labour	5.1 Develop and document factors to be applied to hourly labour costs in determining the schedule of rates of on-site labour 5.2 Apply factors to hourly labour costs of various types of on-site labour and determine the schedule of rates of on-site labour 5.3 Gain approval of on-site labour schedule of rates
6. Support and review the application of and maintain the schedule of rates	6.1 Provide clarification and advice to those applying the schedule of rates 6.2 Complete and submit civil works schedule of rates 6.3 Gain approval for civil works schedule of rates 6.4 Confirm required filing of civil works schedule of rates 6.5 Review application of schedule of rates and recommend improvements to of civil works schedule of rates preparation processes 6.6 Monitor costs of required labour, materials and sub-contractor services and maintain the currency of the schedules of rate

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 materials requirements and schedule of rates
Oral communication	Presents workplace procedures and technical instructions to a group using sector-specific vocabulary

Unit Mapping Information

Supersedes and is equivalent to RIICWM505D Prepare civil works schedule of rates.

Links

Companion Volume Implementation Guide is found on VETNet -

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