



Australian Government

Department of Education, Employment and Workplace Relations

SIFBGM006A Evaluate building and grounds maintenance and development needs

Revision Number: 1

SIFBGM006A Evaluate building and grounds maintenance and development needs

Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This unit describes the performance outcomes, skills and knowledge required to identify and evaluate building and grounds maintenance and development needs and to develop schedules for their completion.

Application of the Unit

Application of the unit

This unit applies to service industry staff involved in supervising building and grounds maintenance, such as those working in cemeteries, crematoria and holiday parks and resorts.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units

Nil

Employability Skills Information

Employability skills

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 required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | | |
|---|---|--|
| 1 | Identify building and grounds maintenance and development requirements. | <p>1.1 Liaise with appropriate staff to identify preventative <i>maintenance needs</i>.</p> <p>1.2 Inspect building and grounds works according to regular schedule and identify maintenance requirements according to <i>workplace policies and procedures</i>, and <i>relevant legislation</i>.</p> <p>1.3 Identify and assess maintenance reports according to public safety requirements and workplace policies and procedures.</p> <p>1.4 Develop strategy to resolve identified reported maintenance issues according to workplace policies and procedures.</p> <p>1.5 Identify and prioritise <i>building and grounds development</i> proposals against workplace requirements and plans.</p> <p>1.6 Assess building and grounds development proposals to determine sustainability of development.</p> <p>1.7 Consult with <i>specialist personnel</i> as required.</p> |
| 2 | Report on building and grounds condition. | <p>2.1 Identify and record problems and faults in building and grounds maintenance and development according to workplace policies and procedures.</p> <p>2.2 Prepare reports according to workplace policies and procedures, and relevant legislation.</p> |

ELEMENT**PERFORMANCE CRITERIA**

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| 3. Prepare building and grounds maintenance and development schedules. | 3.1 Prepare schedule for building and grounds maintenance and development to meet workplace requirements and plans. |
| | 3.2 Check and confirm that planning arrangements adhere to relevant legislation and workplace policies and procedures. |
| | 3.3 Identify and confirm availability of resources and services needed to implement schedule. |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills, including active listening and questioning techniques, and written communication skills to determine, clarify and inform work requirements, consult with colleagues and specialist personnel, and prepare reports
- literacy and numeracy skills to prepare reports and maintenance schedules
- problem-solving skills to identify and resolve reported maintenance issues and assess proposals
- organisational and self-management skills to complete required tasks according to workplace policies and procedures, prioritise proposals and identify and use resources.

Required knowledge

- preventative maintenance techniques
- sustainability principles
- asset preservation techniques
- broad working knowledge of relevant federal, state or territory, and local government legislation and regulations relating to OHS and public safety issues
- workplace policies and procedures regarding building and grounds maintenance and development.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- ability to identify and prioritise building and grounds development proposals and to prepare schedules to meet the specific and current needs of the workplace
- the ongoing inspection and documentation of building and grounds maintenance requirements
- evaluating different types of building and grounds maintenance and development needs on multiple occasions and over a period of time to ensure

EVIDENCE GUIDE

consistency of performance and ability to respond to and evaluate different situations.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of skills in an environment where building and grounds inspections can occur to inform the development of plans, schedules and reports
- access to relevant documentation, such as maintenance reports and building and grounds development proposals.

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- observation identifying building and grounds maintenance and development requirements, inspecting building and grounds maintenance needs, identifying and prioritising building and grounds maintenance and development proposals and preparing reports
- written or verbal questioning to assess knowledge and understanding of relevant legislation and workplace policies and procedures with regard to evaluating building and maintenance needs
- review of workplace documents completed by candidate
- review of portfolios of evidence and third-party workplace reports of on-the-job performance by the candidate.

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIFBGM007A Coordinate building and grounds maintenance and development.

Employability skills embedded in this unit should be assessed holistically with other relevant units that make up the skill set or qualification and in the context of the job role.

Range Statement

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, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Maintenance needs may include:

- repairing buildings and structures
- repairing paths
- pest eradication
- garden maintenance.

Workplace policies and procedures may include:

- standard operating policies and procedures
- standards and certification requirements
- quality assurance procedures
- OHS procedures
- emergency procedures, including fire and accident procedures
- complaints resolution procedures.

Relevant legislation and regulations may include:

- OHS
- workers' compensation legislation and regulations
- cemetery Acts and by-laws
- Crematorium Acts
- local government regulations
- Lands Act
- Public Health Act
- Environment Protection Act
- Australian standards
- Worksafe Australia certification and standards
- Traffic Acts and regulations.

RANGE STATEMENT

Building and grounds development may include:

- building of structures
- building of paths and roads
- vault installations
- garden development.

Specialist personnel may include:

- external consultants
- technical experts.

Unit Sector(s)

Sector Funeral Services

Competency field

Competency field Building and Grounds Maintenance