



Australian Government

AHCWRK305 Coordinate work site activities

Release: 1

AHCWRK305 Coordinate work site activities

Modification History

Release	TP Version	Comment
1	AHCv1.0	Initial release

Application

This unit of competency describes the skills and knowledge required to coordinate work site activities for small scale projects.

This unit applies to individuals who work under broad direction and take responsibility for their own work including limited responsibility for the work of others. They use discretion and judgement in the selection and use of available resources.

No occupational licensing, legislative or certification requirements are known to apply to this unit at the time of publication.

Pre-requisite Unit

Nil.

Unit Sector

Work (WRK)

Elements and Performance Criteria

Element	Performance criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Prepare for work site activities	1.1 Clarify the requirements of the work with supervisor 1.2 Identify personnel, equipment and material resource requirements according to the scope of the project and supervisors instructions 1.3 Identify and document the order of activities and time allocation and present to the supervisor for verification 1.4 Identify the environmental implications of the proposed work site activities and assess the likely outcomes and report to supervisor 1.5 Carry out a work health and safety risk assessment 1.6 Select, use and maintain personal protective equipment according

Element	Performance criteria
	to the type of work site activities to be undertaken
2. Organise resources	2.1 Purchase materials and hire equipment and machinery as authorised by the supervisor 2.2 Obtain external agency permits in the correct order as necessary 2.3 Notify neighbours and affected parties of works to be undertaken as necessary 2.4 Organise delivery of materials, equipment and machinery to site as outlined in the order of activities 2.5 Organise personnel to be on site when they are required
3. Coordinate and report on activities	3.1 Coordinate all resources to suit the scope of the project and order of activities 3.2 Direct personnel in activities for each period of work 3.3 Monitor and document personnel, activities, timelines and resource usage 3.4 Identify contingency situations and report to the supervisor and take corrective actions as required 3.5 Write a simple project report to inform management of work site activities undertaken and completed

Foundation Skills

Foundation Skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Unit Mapping Information

This unit is equivalent to AHCWRK305A Coordinate work site activities.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72>

Assessment Requirements for AHCWRK305 Coordinate work site activities

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Performance Evidence

The candidate must be assessed on their ability to integrate and apply the performance requirements of this unit in a workplace setting. Performance must be demonstrated consistently over time and in a suitable range of contexts.

The candidate must provide evidence that they can:

- read and interpreting documentation associated with work site activities
- prepare and planning worksite activities
- calculate material and resource requirements
- schedule activities and allocating tasks and responsibilities
- coordinate a team to achieve optimum performance
- communicate with personnel at all levels
- monitor activities and recording costs and production levels
- document results clearly and concisely
- perform a work health and safety risk assessment
- use industry standard terminology.

Knowledge Evidence

The candidate must demonstrate knowledge of:

- environmental awareness associated with undertaking project works to ensure the impact on the environment is minimal
- work schedule programming
- possible causes of disruption to work activities and their effect on quality and time schedules
- responsibilities and requirements for obtaining external agency permits as necessary
- the range, use and availability of materials, equipment and machinery that may be required for the project
- work health and safety issues, legislative requirements and Codes of Practice.

Assessment Conditions

Assessors must satisfy current standards for RTOs.

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