



Australian Government

Department of Education, Employment and Workplace Relations

AHCLSC502A Manage landscape projects

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the process of managing landscape projects and defines the standard required to: receive/prepare landscape project documentation; develop and cost a bill of quantities; develop a schedule of works; order and arrange for purchase and delivery of goods and services; organise and manage works program and works team; identify sub-contracted work and program and manage sub-contractors; identify, negotiate and implement variations to the contract; identify and rectify non-conforming elements to the contract; prepare and manage on-going maintenance program until handover. This standard is linked to licencing regulations in local jurisdictions.
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Application of the Unit

Application of the unit	This unit applies to landscape managers in a management role as part of an enterprise or as a contractor and covers the process of managing landscape projects.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
1. Identify issues relating to the landscape project	1.1. The goals and objectives of the project are identified and discussed with the client and/or management. 1.2. Landscape documentation is analysed to determine the nature and scope of the project. 1.3. Potential constraints to the success of the project are identified. 1.4. The environmental impact of the proposed landscape project works is considered at this stage. 1.5. Occupational Health and Safety (OHS) hazards are identified, risks assessed and controls implemented.
2. Maintain effective client liaison	2.1. Responsibilities of all parties involved in the project are clarified according to the contract. 2.2. Procedures to vary the contract are clarified to the satisfaction of all parties involved in the project. 2.3. Emergency procedures are identified to the satisfaction of all parties involved in the project according to contract terms and conditions. 2.4. Communication obligations in respect of the work program are established according to contractual obligations and sound business practice.
3. Develop work schedule	3.1. Work schedules and timelines of operations are identified and documented in a form that is accessible and understandable to all relevant personnel. 3.2. Resources required for the landscape project are identified according to the contract and landscape design. 3.3. Quantity, quality and timing of supply of each input and service are identified and documented. 3.4. Key performance outcomes and indicators are established to measure performance of all operations and personnel.
4. Manage contractors	4.1. Standard contracts are prepared for specific works in line with the landscape design and contract. 4.2. Progress of works against contract is monitored according to enterprise standards. 4.3. Variations are identified, negotiated, implemented and recorded. 4.4. Non-conforming elements of the contract are identified, rectified and recorded. 4.5. Progress payments and final payments are initiated according to the terms of contract.

ELEMENT	PERFORMANCE CRITERIA
5. Submit works for hand over	5.1. Site inspection is undertaken with relevant personnel at completion of works and prior to hand over according to enterprise guidelines. 5.2. All items below specification are noted, recorded and rectified according to enterprise guidelines and contract terms and conditions.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- monitor and minimise adverse environmental impacts by contractors
- report on and document clearly all aspects related to landscape project works
- interpret or prepare estimates, quotes and tenders
- use literacy skills to fulfil job roles as required by the organisation. The level of skill may range from reading and understanding documentation to completion of written reports
- use oral communication skills/language competence to fulfil the job role as specified by the organisation including questioning, active listening, asking for clarification, negotiating solutions and responding to a range of views
- use numeracy skills to estimate, calculate and record complex workplace measures
- use interpersonal skills to work with others and relate to people from a range of cultural, social and religious backgrounds and with a range of physical and mental abilities.

Required knowledge

- contract preparation and administration
- estimation, quotation and tender process
- project management principles
- regulations having possible bearing on landscape projects
- public liability and legal responsibilities
- personal and professional liability
- duty of care
- environmental awareness to identify, manage and minimise any environmental risks
- landscape machinery and equipment such as earthmoving and earth forming machinery.

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.

Overview of assessment

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

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy holistically all of the requirements of the performance criteria and required skills and knowledge and include achievement of the following:

- receive/prepare landscape project documentation
- develop and cost a bill of quantities
- develop a schedule of works
- order and arrange for purchase and delivery of goods and services
- organise and manage works program and works team
- identify sub-contracted work and program and manage sub-contractors
- identify, negotiate and implement variations to the contract
- identify and rectify non-conforming elements to the contract
- prepare and manage on-going maintenance program until handover.

Context of and specific resources for assessment

Competency requires the application of work practices under work conditions. Selection and use of resources for some worksites may differ due to the regional or enterprise circumstances.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole.

Landscape projects may include:

- all installations
- renovations and development works for residential and commercial landscape and civil

RANGE STATEMENT	
	projects.
Landscape project management may include:	• all contractual and administration requirements • legislative • regulatory and legal constraints • risk management • OHS • Quality Assurance (QA) • EMP best practice.

Unit Sector(s)

Unit sector	Landscape
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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