



Australian Government

Assessment Requirements for CPCCB4003 Select, prepare and administer a construction contract

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Modification History

- Release 4 Updated reference to general construction induction training program.
- Release 3 This version first released with CPC Construction, Plumbing and Services Training Package Release 8.0.
Performance Criteria 3.1 updated to provide clarity.
- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.
Typographical error in Element and Performance Criteria 3.3 corrected.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.
Supersedes but is not equivalent to CPCCBC4003A Select and prepare a construction contract. Combines CPCCBC4003A Select and prepare a construction contract and CPCCBC4016A Administer a construction contract.
Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by selecting, preparing and administering one contract for a construction project.

In doing this, the candidate must:

- select the correct contract by analysing identified legislative requirements and construction type
- prepare the construction contract specifying requirements for contract termination and special conditions agreed by all parties
- administer the contract following government legal and regulatory requirements and to the organisation's standards
- monitor price and time variations and negotiate with various parties to resolve contract anomalies
- collect all related construction contract and final inspection documentation and issue completion certificate.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- Australian legal system and its relevance to contracts
- various types of housing and construction industry contracts and the circumstances they cover
- definitions and interpretations commonly applied to contracts
- Australian Standards
 - *AS2124 General conditions of contract*, and
 - *AS4000 General conditions off contract series*
- relationships between the organisation and its clients
- range of documents associated with a contract:
 - equipment, site accommodation and services information
 - human resource projections
 - materials lists
 - construction drawings and specifications
 - project timelines
 - schedules
- digital tools and devices to communicate and collaborate effectively with others
- range of digitally-based technology and applications to access, extract, integrate and compile information.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- relevant government building and construction and contract legislation
- current building and construction codes and standards
- relevant construction industry contracts
- construction drawings and specifications
- organisational policies and procedures and other quality documentation required to undertake the performance criteria and assessment requirements
- digital devices, applications and software to transmit and receive information electronically.

Links

Companion volumes to this training package are available at the VETNet website -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>