



Australian Government

**Assessment Requirements for
CPCCBC4008 Supervise site
communication and administration
processes for building and construction
projects**



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Release: 6

Assessment Requirements for CPCBC4008 Supervise site communication and administration processes for building and construction projects

Modification History

- Release 6 Updated reference to general construction induction training program.
- Release 5 This version first released with CPC Construction, Plumbing and Services Training Package Release 6.5.
Changes to Foundation Skills, Knowledge Evidence and Performance Evidence.
- Release 4 This version first released with CPC Construction, Plumbing and Services Training Package Release 6.4.
Correction to version release numbering.
- Release 3 This version first released with CPC Construction, Plumbing and Services Training Package Release 6.0.
Typographical error in Element 4 corrected.
Element 4.2 corrected from; Conduct onsite inspections for project monitoring according to schedule using relevant inspection checklists to:
4.2 Conduct onsite project monitoring and inspection of work quality
- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.
Typographical corrections in Performance Evidence.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.
Supersedes and is equivalent to CPCBC4008B Conduct on-site supervision of building and construction projects. Title change for clarity purposes. Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency in this unit, a candidate must meet the elements and performance criteria by:

1. Developing a plan to supervise the administration processes for one building and construction project which is either a:

- Class 1 to a maximum of two storeys, or
- Class 2 to 9, Type C building

In doing this, the candidate must:

- a. Create a plan to implement, administer, maintain and monitor site quality control.
 - b. Read and understand thoroughly the Site Safety Plan used on site.
 - c. Outline the communication systems that will be used on site.
 - d. Outline how systematic gathering of onsite information will be recorded.
 - e. Develop a progress inspection checklist for at least two trades for a section of building.
2. Conducting at least one site inspection to evaluate safety, project progress and work quality for at least one section of a building. This worksite must be for a building and construction project which is either a:
- Class 1 to a maximum of two storeys, or
 - Class 2 to 9, Type C building

In doing this, the candidate must submit the following two documents:

- a. The inspection checklist used
- b. The rectification plan which outlines:
 - i. What must be rectified
 - ii. Why it must be rectified (with reference to appropriate standard, code or plan specification, etc)
 - iii. The recommended order in which rectifications should be done
 - iv. Expected duration of each rectification and when they are expected to be rectified by
 - v. Who will carry out the rectification and how they will be notified
 - vi. Will any rectifications affect the work remaining schedule, if yes - who did you notify.

Knowledge Evidence

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

- building and construction industry contracts
- construction methodologies
- workplace procedures
- work health and safety (WHS):
 - hierarchy of control
 - duty of care
 - risk assessment
- organisational quality management systems related to:
 - communicating with regulatory authorities
 - worker and contractor payment systems
 - issuing of completion certificates and appropriate documentation
 - finalising project contractual agreements
- onsite communication:
 - emails
 - face-to-face verbal communication
 - telephone contacts
 - site diaries
 - written reports and memoranda

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 workplace is one that fully replicates the resources, environment and any time and productivity pressures that exist in the actual workplace, and which meets industry standards for safety and environmental practices. The simulated workplace environment must be developed in consultation with industry stakeholders. (see Companion Volume for guidance).

Candidates must have access to:

- relevant jurisdictional safety legislation and regulations
- building and construction codes and standards
- relevant project plans and specifications
- organisational quality control documentation relevant to supervising the administration of quality control compliance, communications and recording systems, and work progress and quality
- business and safety equipment and materials to supervise administration processes for a building and construction project onsite.

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>