



Australian Government

**CPCCB4008 Supervise site
communication and administration
processes for building and construction
projects**

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.

Application

This unit of competency specifies the skills and knowledge required to supervise site communications, monitor and maintain compliance with codes and standards and implement project administration processes on a building and construction project.

It is strongly recommended that the site, as specified in the performance evidence, is 'live' (see Companion Volume for guidance).

This unit of competency specifies the skills and knowledge required to supervise the administration of quality control compliance and the use of site communications and record keeping systems; and conduct onsite inspections to complete the required project administration processes.

This unit applies to National Construction Code (NCC) classifications:

- Residential - Class 1 buildings to a maximum of two storeys
- Commercial - NCC Class 2 to 9, Type C only constructions.

This unit of competency is suitable for builders, site managers, forepersons and other construction industry professionals using specialised knowledge and skills to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Completion of the general construction induction training program, specified in the model Code of Practice for Construction Work, is required by anyone carrying out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

Pre-requisite Unit

Nil.

Unit Sector

Building and Construction

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe what needs to be done to demonstrate achievement of the element.
1 Supervise the administration of quality control compliance.	1.1 Identify project quality control compliance requirements.
	1.2 Communicate organisational quality control processes and industry requirements to relevant personnel.
	1.3 Develop processes to ensure onsite work performance meets industry regulatory framework, jurisdictional requirements and quality control standards.
	1.4 Confirm that regulatory, jurisdictional and organisational compliance and quality control requirements have been met.
	1.5 Access or develop schedules and checklists detailing specific inspections to be conducted at appropriate stages of construction.

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| 2 | Supervise the administration of projects. | 2.1 | Identify project administration requirements. |
| | | 2.2 | Authorise payment of material and contractor invoices, drawing against contract allowances and back-charges, as required. |
| | | 2.3 | Authorise variations to contracts and take corrective action as required. |
| | | 2.4 | Process insurance claims for site loss or damage. |
| | | | |
| 3 | Supervise the use of site communications and record keeping systems. | 3.1 | Develop and implement systems for effective communication between onsite and offsite staff, contractors and suppliers that systematically gather onsite information. |
| | | 3.2 | Develop and implement construction project recording systems to capture relevant project details. |
| | | 3.3 | Maintain a daily communications diary and key events. |
| | | 3.4 | Record information relating to certifier inspections, union and legislative matters. |
| | | | |
| 4 | Conduct onsite project monitoring and inspection of work quality | 4.1 | Apply workplace safety requirements and project administration procedures during onsite visit. |
| | | 4.2 | Conduct onsite project monitoring and inspection of work quality. |
| | | 4.3 | Inspect and record quality of work, notify relevant people of defects and issue rectification notice. |
| | | 4.4 | Develop systems to monitor rectified work to ensure compliance with organisational quality control requirements, building standards and client satisfaction. |
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| 5 | Complete project administration processes. | 5.1 | Record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist. |
| | | 5.2 | Notify client of rectification, and record client's response |

to completed work.

- 5.3 Instigate procedures that will result in client approval and acceptance where this was not the client's initial response.
- 5.4 Confirm contract requirements are fulfilled with relevant company personnel and client.
- 5.5 Arrange for local authority completion inspection.
- 5.6 Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria, including:

- technology skills to:
 - use communication tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access, extract information and develop relevant documentation

Unit Mapping Information

Supersedes and is equivalent to CPCCBBC4008B Conduct on-site supervision of building and construction projects.

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>

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

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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

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