



Australian Government

CPCCBBC4052 Lead and manage teams in the building and construction industry

Release: 2

CPCBC4052 Lead and manage teams in the building and construction industry

Modification History

- Release 2 Updated reference to general construction induction training program.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.
New unit.

Application

This unit of competency specifies the skills and knowledge required to lead, manage and engage with a variety of teams working in the building and construction industry. Building and construction industry work teams may include subcontractors and employees, with cultural, competency or other diversities, who are engaged on the project for different periods of time and at different times. It includes liaising with team supervisors or leading hands to establish team objectives, maintain team performance and progress and achieve project quality.

This unit of competency applies to builders, site supervisors and related construction industry professionals responsible for managing diverse work teams to complete projects to specifications and on time.

This unit is suitable for those using specialised knowledge 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 by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of *CPCWHS1001 Prepare to work safely in the construction industry* meets this requirement.

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

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 Identify responsibilities of work teams. | 1.1 Identify project timeframes, stages of construction and scheduled commencement dates for work teams. |
| | 1.2 Interpret subcontractor and employee work obligations, conditions and limitations from contracts and associated documentation. |
| | 1.3 Clearly define and communicate team roles, responsibilities and accountabilities. |
| | 1.4 Develop effective communication systems to track team outcomes, progress, delays and any specific requirements. |
| | 1.5 Identify, implement and manage workplace safety requirements that apply to various teams. |
| 2 Liaise with supervisors of teams. | 2.1 Identify diversities within teams and negotiate support requirements. |
| | 2.2 Identify and resolve potential conflict within work teams, between other teams and between self and teams on a construction project. |
| | 2.3 Consult with supervisors and provide constructive feedback, information and advice to support teams and individuals to work together on a project and achieve quality work outcomes. |
| | 2.4 Conduct regular meetings and assist team supervisors to plan and prioritise team tasks and workload. |
| | 2.5 Actively encourage team members to participate in and take responsibility for team activities and communication processes. |
| | 2.6 Resolve issues relating to access to workplace areas where multiple teams intend to carry out work. |
| | 2.7 Issue improvement or safety breach notices to team supervisor or individuals. |

- | | |
|---|---|
| 3 Monitor and manage team performance and progress. | 3.1 Monitor teams' effectiveness, progress and work quality. |
| | 3.2 Delegate responsibilities to teams or team individuals to improve performance and productivity. |
| | 3.3 Monitor skills level of individuals within a team, evaluate and address training requirements. |
| | 3.4 Discuss barriers and issues that impact on performance and progress. |
| | 3.5 Address and solve current and potential problems. |
| | 3.6 Encourage active participation in work activities, innovation and initiative. |
| | 3.7 Monitor resource utilisation. |
| | 3.8 Record and save team information. |

Foundation Skills

As well as the Foundation skills explicit in the performance criteria of this unit, candidates require:

- communication skills to:
 - select and use appropriate conventions and protocols when communicating with different teams
 - adapt personal communication styles to model required behaviour, build trust and positive working relationships and to show respect for the opinions and values of others.

Unit Mapping Information

No equivalent unit.

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 CPCBC4052 Lead and manage teams in the building and construction industry

Modification History

Release 2 Updated reference to general construction induction training program.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

New unit.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by leading and managing at least three different work teams on a building and construction project.

In doing this, the candidate must:

- manage teams with varying competency levels of workers
- work effectively and interact with team supervisors or leading hands to achieve quality work within set timeframes
- manage and support teams experiencing difficulties and take necessary action to rectify issues
- effectively manage communications with, and between diverse groups
- resolve negative interactions or problems between project teams.

Knowledge Evidence

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

- conditions and requirements of contracts and agreements
- government legislation relating to employment of employees and contractors
- delegation and work allocation
- workplace planning and performance measurement systems and processes
- diversity:
 - gender
 - culture
 - language
 - age
 - ability
- approaches to support teams and individuals and respond to diversity in the workplace
- cultural diversity and cultural values

- work teams:
 - trades
 - labourers
 - suppliers
 - administration support
 - sales
 - professionals
- team relationships and group dynamics
- duty of care when informing teams and allocating job tasks
- workplace procedures relating to on-site contractors
- workplace safety requirements.

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:

- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- industrial relations and work health and safety (WHS) legislation
- digital devices, applications and software to access, share and save information
- relevant building industry and local authority codes and standards
- workplace safety documentation.

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>