



Australian Government

CPCCB5005 Select and manage building and construction contractors

Release: 3

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Modification History

- Release 3 Updated reference to general construction induction training program.
- Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.
Performance Evidence formatted for clarity.
- Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.
Supersedes and is equivalent to CPCBC5005A Select and manage building and construction contractors. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to select and manage building and construction contractors. It includes identifying and quantifying project resource needs and engaging with contractors to determine contract conditions and evaluating their performance.

This unit of competency applies to builders and senior managers within building and construction firms and other construction industry personnel who engage and manage various contractors with diverse occupations.

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.

Licensing, regulatory or registration requirements apply to this unit of competency in some jurisdictions. Relevant state and territory regulatory authorities should be consulted to confirm these requirements.

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.

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| 1 Determine subcontractor requirements. | 1.1 Assess subcontractor resource requirements based on expected operations and reference to the business plan. |
| | 1.2 Manage, prioritise and document subcontractor requirements based on expected work sequence and volume. |
| | 1.3 Conduct and manage task analyses to identify competences from the nature of the work to be done and organisational structure. |
| | 1.4 Determine the type and number of subcontractors and develop a formal subcontractor structure for the project. |
| | 1.5 Research industrial relations legislation and contract legal matters to clarify workplace obligations and subcontractor rights that impact on operations. |
| 2 Review subcontractor performance. | 2.1 Build an operational profile for each subcontractor from reviewed and identified existing subcontractor areas of expertise. |
| | 2.2 Examine existing subcontractor's previous work profiles and history to gather information on their performance. |
| | 2.3 Review subcontractor performance to identify strengths and weaknesses. |
| | 2.4 Develop a management plan for each subcontractor to enhance their ability to meet contractual obligations. |
| 3 Establish terms and conditions for subcontractor engagement. | 3.1 Develop or review subcontractor terms of engagement and scope of operations to ensure obligations can be met under the contract. |
| | 3.2 Review subcontractor terms of engagement and periodically reinforce to ensure conditions are met. |
| 4 Manage the selection | 4.1 Develop and facilitate subcontractor engagement |

and engagement of subcontractors.		strategies and processes to meet organisational timelines and contract dates.
	4.2	Manage processes for selection and engagement of subcontractors to ensure that equal opportunity principles apply to all applicants.
	4.3	Manage subcontractor short-listing and qualification checking to enable the selection and engagement of the most appropriate subcontractor.
	4.4	Notify successful and unsuccessful applicants about the outcomes of the selection process.
	4.5	Manage and implement processes for commencement, induction and any required pre-engagement training.
5 Evaluate subcontractor performance.	5.1	Develop and manage systems that evaluate subcontractor performance and compliance with contract requirements.
	5.2	Collect strategic information regarding subcontractor performance within the collection parameters and terms of confidentiality and security.
	5.3	Discuss performance review outcomes with subcontractors on a confidential and equitable basis.
	5.4	Introduce and manage feedback and appeal systems to ensure that subcontractors can challenge review outcomes.
	5.5	Undertake remedial or disciplinary action against the subcontractor in accordance with organisational policy and operational guidelines where appropriate.

Foundation Skills

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

- speaking skills to:
 - negotiate appropriate solutions when engaging with subcontractors during selection and performance reviews
 - question and confirm requirements and clarify any misinterpretations that may create issues

- listening skills to:
 - to interpret responses to understand other's perspectives
- 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 CPCCB5005A Select and manage building and construction contractors.

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 CPCBC5005 Select and manage building and construction contractors

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by selecting and managing building and construction contractors for one building and construction project.

In doing this, the candidate must:

- identify subcontractor needs against current and projected workloads and contractual commitments and the business plan of the organisation
- manage the subcontractor selection, engagement and appointment process to meet project timeframes:
 - developing and managing terms of engagement for subcontracting opportunities
 - advising interviewees of the outcome of the selection process
 - undertaking referee and credit checks to determine subcontractor performance and financial viability
 - ensuring selection interviews with subcontractors meet the determined criteria
 - undertaking contractual arrangements between the organisation and successful subcontractors
- action and remediate below standard subcontractor performance.

Knowledge Evidence

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

- industrial relations legislation, structures and processes

- organisational quality assurance requirements relating to contracts and contractors
- contracts, workplace agreements and relevant licensing arrangements
- industry subcontracting system and industry benchmarks for subcontractors
- subcontractor administration and performance management systems:
 - work sequence and nature of job roles
 - project timeframe from start to finish
 - quantum of hours required to perform the work
 - performance benchmarks within subcontracts
 - project meetings and provision of progress reports
 - performance monitoring against project timelines and objectives
 - performance management where performance is sub-standard or inappropriate:
 - anecdotal evidence, including input from project managers and administrators
 - examination of data provided by the subcontractor
 - input about subcontractor performance from other organisations
 - observation of the subcontractor on other project sites
 - using subcontractor performance records from previous associations.

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 be provided with:

- industrial relations and privacy legislation and appropriate awards and workplace agreements
- construction project plans, specifications, codes and standards
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- technology, applications and software to access, extract, integrate and compile information and data, and securely retain documentation and records

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