



Australian Government

CPCCB6005 Manage tender developments for major projects

Release: 2

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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.
- Supersedes and is equivalent to CPCBC6005A Manage tender developments for major projects. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to manage the development of tenders for major projects. It covers the facilitation, implementation and management of the tender development system in a building and construction organisation involved in residential and/or commercial projects.

This unit of competency applies to builders and senior managers in building, construction and services who use sound economic business and resource data to manage complex projects and processes and are responsible for managing tender developments for major projects.

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.
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| 1 Evaluate contract risk. | 1.1 Review and analyse an invitation to tender. |
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- 1.2 Obtain and examine in detail contract documents pertinent to the project.
 - 1.3 Examine and confirm conditions of contract in accordance with legislative and organisational requirements.
 - 1.4 Verify the organisation's current workload to determine capacity to meet contract timelines.
 - 1.5 Conduct risk analysis and investigate and establish the degree of risk in the project.
 - 1.6 Consult the management team in relation to likely construction approach and resources.
 - 1.7 Advise client of the intention or otherwise to submit a tender response.
- 2 Manage the tender process.
 - 2.1 Allocate staff members to tender preparation process.
 - 2.2 Supervise staff contact with subcontractors and suppliers to obtain quotations for services or physical resources.
 - 2.3 Manage and supervise the development of pre-tender construction or project schedule.
- 3 Manage the development of human and physical resource costs.
 - 3.1 Monitor determination of equipment and materials charge-out rates.
 - 3.2 Manage the establishment of labour rates for elements of work.
 - 3.3 Analyse project elements to ensure they conform to organisational contracting processes.
 - 3.4 Arbitrate on rates applied to elements of the work to ensure they compare to relevant existing records of costs.
 - 3.5 Supervise staff members to ensure appropriate rates are applied to the bill of quantities.
 - 3.6 Review and monitor extensions of human and physical resource costs to ensure their accurate translation into the estimate summary.

	3.7	Monitor extended values for preliminaries and overheads calculated by staff.
	3.8	Monitor staff to ensure they are calculating and including all supplementary costs.
4 Prepare complete tender documentation and operating margins.	4.1	Review and assess conditions of contract to ensure there are no variations to the tender.
	4.2	Review and assess subcontractor quotes to ensure there are no variations to the tender.
	4.3	Check and confirm availability of plant and equipment.
	4.4	Confirm delivery schedules and follow up material suppliers.
5 Evaluate tender documentation prior to submission.	5.1	Supervise and manage staff engaged in the preparation of the schedules which detail the sequence of work.
	5.2	Monitor progress of the tender development for timeliness and accuracy.
	5.3	Review documentation to ensure that the tender is finalised for the client in standard industry format.
	5.4	Appraise final tender documentation for completeness and allocation of critical rates and allowances prior to submission.

Foundation Skills

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

- communication skills to:
 - direct the activities of personnel involved in the tender development process
 - delegate tasks
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access, extract and share strategic information.

Unit Mapping Information

Supersedes and is equivalent to CPCBC6005A Manage tender developments for major 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 CPCBC6005 Manage tender developments for major projects

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Performance Evidence

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

In doing this, the candidate must:

- develop a tender that comprehensively addresses project requirements
- implement management practices that result in a high level of strategic input and accuracy
- manage data acquisition from within and external to the organisation
- demonstrate conceptual and strategic problem solving
- comply with relevant legislative and regulatory requirements, standards and codes of practice.

Knowledge Evidence

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

- appropriate sector of the building and construction industry and conditions of the contracts upon which its activities are based:
 - contract clauses and intentions
 - dispute resolution
 - general conditions of contract
 - legislative and regulatory requirements
 - liabilities
 - parties' obligations under contracts
- factors to be considered in assessing the risk inherent in different types of building and construction projects
- conducting risk analysis:
 - analysis and revision of data
 - critical incident analysis and reporting

- proposing solutions and recovery scenarios
- risk management practices
- scheduling and planning for contingencies
- financial and business administration principles commensurate with organisation's needs
- human resource processes:
 - accuracy and legitimacy of the tender process
 - management of material costs and availability
 - management of work practices, discipline and performance appraisal
 - staff selection and training in tender functions
- industry's industrial relations climate and practices:
 - costing methods and calculating standard time for activities
 - subcontractor contractual arrangements
 - independent workplace agreements
 - employment conditions
 - enterprise agreements
- relevant state or territory building and construction codes, standards and regulations
- socioeconomic and political factors which determine the climate in that sector of the building and construction industry.

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:

- current and relevant government building, industrial relations, privacy, consumer protection legislation, regulations, codes and standards
- technology, applications and software systems for accessing, researching, extracting, analysing and presenting information, interpreting data and developing tender and associated documentation
- copies of appropriate awards and workplace agreements
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements.

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