



Australian Government

CPCCB6006 Manage the procurement and acquisition of resources for building and construction projects

Release: 2

CPCBC6006 Manage the procurement and acquisition of resources for building and construction projects

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 CPCBC6006A Manage the procurement and acquisition of resources for building or construction projects. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to establish and strategically manage the resource procurement process. It includes the evaluation and moderation of practices, resulting in generating appropriate information and activities to support and maintain the timely provision of supplies, equipment and people to residential and commercial projects.

This unit of competency applies to builders, project managers and related construction industry professionals who apply their knowledge and skills in contexts that are subject to change and demonstrate autonomy and judgement in their area of responsibility.

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 Performance criteria describe what needs to be done to

essential outcomes.	demonstrate achievement of the element.
1 Direct the resource acquisition process.	1.1 Manage organisational strategic resource procurement and acquisition processes. 1.2 Inform staff members responsible for procurement and acquisition of resources of organisational resource requirements. 1.3 Apply financial and business principles to the resource acquisition process.
2 Maintain financial and administrative control over the resource acquisition process.	2.1 Monitor the effectiveness of the financial and administrative systems and controls through which resources are procured and acquired. 2.2 Exercise financial and corporate responsibility over maintenance of the procurement and acquisition system. 2.3 Evaluate procurement reports in preparation for management team meetings. 2.4 Prepare schedules of staff duties for setting up of each site. 2.5 Allocate staff to specific tasks within the procurement process. 2.6 Facilitate and conduct regular meetings between team members and the client to report on progress.
3 Manage industrial relations matters.	3.1 Monitor industrial relations practices within the building and construction industry to ensure compliance. 3.2 Address and resolve industrial relations disputes emanating from either the supply or delivery of physical resources in accordance with organisational policy. 3.3 Maintain industrial relationships between the organisation's personnel, subcontractors and other workers.
4 Evaluate the procurement and	4.1 Develop and manage procurement process evaluation and moderation systems in accordance with company

acquisition process.	policy.
	4.2 Address and resolve industrial relations disputes from the supply or delivery of physical resources.
	4.3 Initiate and monitor evaluations of the resource procurement system and related processes to identify possible system improvements.
	4.4 Gather and evaluate strategic information relating to the procurement or acquisition of resources.
	4.5 Evaluate reports on trends in costs and quality of the resources provided to organisational worksites by suppliers.
	4.6 Scrutinise and evaluate orders for resources using approved company documentation and procedures to ensure compliance.
5 Administer the provision and withdrawal of resources from site.	5.1 Establish and maintain systems for the effective supply and withdrawal of resources from sites.
	5.2 Manage strategic information on the usage and movement of resources on site.
	5.3 Establish and maintain communications principles and policies between on-site personnel and providers of physical resources.
	5.4 Obtain and monitor feedback from sites at commencement, during and on completion of the project.

Foundation Skills

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

- communication skills to:
 - address and resolve disputes
 - facilitate meetings
 - direct the activities of personnel
- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others

- use equipment and programs to access, extract information and data to analyse for management purposes.

Unit Mapping Information

Supersedes and is equivalent to CPCCB6006A Manage the procurement and acquisition of resources for building or 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 CPCCB6006 Manage the procurement and acquisition of resources for building and construction 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 procurement and acquisition of resources for at least one building and construction project.

In doing this, the candidate must:

- strategically focus on the procurement process and system to handle activities on more than one site
- overcome obstacles to procurement of human and physical resources to maintain project scheduled timeframes
- effectively deal with delays
- develop resource supply schedules and prioritise events, allowing for possible contingencies
- evaluate the system and recommend and implement remedial or improvement-based changes
- communicate information, including work health and safety (WHS) regulations applicable to the workplace.

Knowledge Evidence

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

- building and construction industry contracts
- factors that contribute to the provision of physical and human resources in a construction environment
- financial and business principles as they apply to the building and construction industry:
 - accountability and integrity
 - accurate and timely development and maintenance of financial records

- compliance with all legal and financial obligations
- probity and honest dealing
- transparency of financial processes
- financial and administrative controls over the procurement process:
 - agreements with subcontractors and material suppliers
 - authorising payment for services provided
 - generation of procurement documentation
 - managing the raising of purchase orders
- human resource and industrial relations practices within the building and construction industry:
 - associations and industrial relationships between the organisation and subcontractors
 - associations and industrial relationships between the organisation and material suppliers
 - dispute resolution between on-site personnel involved in the procurement process
 - dispute resolution involving disagreements between the organisation and subcontractors
 - engaging on-site labour
 - negotiating payments under awards, agreements and workplace agreements
 - proactive communication and incident avoidance
- relevant building and construction codes, standards and regulations
- organisational strategic and operational activities and the mechanisms through which they are addressed.

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:

- relevant government construction legislation, regulations, codes and standards
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- copies of appropriate awards and workplace agreements
- business equipment, technology, applications and software systems for accessing, researching, extracting, analysing and presenting information, tracking and monitoring orders, deliveries and invoices and developing documents and reports.

Links

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