



Australian Government

**Assessment Requirements for
CPCCB6012 Manage and administer
development of documentation for building
and construction projects**

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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 CPCCBC6012A Manage and administer development of documentation for building or construction projects. Change to title. Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by managing and administering the development of contractual, regulatory, financial and associated documentation for a building and construction project.

In doing this, the candidate must:

- manage practices that maintain confidentiality of information
- provide safe, secure and controlled access and storage of electronic and hard copy documents and records
- monitor documentation quality and manage documentation within an organisation's established documentation quality controls.

Knowledge Evidence

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

- appropriate sector of the building and construction industry and nature of the contracts upon which its activities are based
- processes, procedures and techniques of documentation development:
 - tenders, offers, contracts, drawings, specifications, schedules, materials list and variations
 - recording, tracking and security
 - quality control systems:
 - confidentiality in document handling
 - development by experienced personnel
 - limitations on document circulation, access and distribution
 - security in document filing, storage and identification

- factors to be considered in assessing the risk inherent in different types of building and construction projects
- financial and business administration principles commensurate with organisational needs
- human resource practices and the industry's industrial relations climate and practices
- legislative, regulatory and administrative obligations incumbent on the building and construction:
 - industry work health and safety (WHS)
 - environmental and sustainability requirements
 - employment and financial 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:

- relevant and current government building, consumer protection, intellectual property, privacy and quality systems legislation, codes and standards
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- organisational templates and guidelines for documentation and control
- business equipment and technology, applications and software to facilitate managing and administering the development of documentation for 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>