



Australian Government

CPCCB6012 Manage and administer development of documentation for building and construction projects

Release: 2

CPCBC6012 Manage and administer development of documentation 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 CPCBC6012A Manage and administer development of documentation for building or construction projects. Change to title. Updated to meet the Standards for Training Packages 2012.

Application

This unit of competency specifies the skills and knowledge required to manage and administer the development of documentation for residential and/or commercial construction projects to produce accurate and successful project outcomes. It includes development of a quality document control and recording system.

It applies to those with a wide range of technical and management skills and knowledge to initiate alternative approaches to produce accurate and successful project outcomes in accordance with organisational guidelines.

This unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing building or construction 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.
1 Identify factors for inclusion in organisational documentation.	1.1 Identify and quantify organisational administrative and operational structures and processes. 1.2 Identify legal and financial obligations that must be reflected in and conformed to in the development of documentation for building and construction projects. 1.3 Quantify range and scope of activities to be undertaken by the organisation and types of documentation and documentation processes required to support building and construction projects. 1.4 Review and qualify documentation requirements of strategic operational and project structures within and external to the organisation.
2 Implement and manage documentation system.	2.1 Facilitate and manage the design and development of a documentation system for construction organisation. 2.2 Establish operational criteria for personnel and processes concerned with construction and project documentation. 2.3 Obtain endorsement from senior management for implementation of system. 2.4 Appoint staff members with necessary expertise and industry knowledge to excel at the work involved.
3 Establish a construction documentation quality control system.	3.1 Identify and develop appropriate corporate guidelines for a construction documentation quality control system which underpins the development and maintenance of construction or project documentation. 3.2 Establish and manage organisation rules for the accurate and timely completion of construction and project documentation. 3.3 Produce documentation impinging on or requiring adherence to Acts, regulations or local authority requirements, that meets the necessary legal and or

financial obligations.

3.4 Implement and facilitate a review and feedback system using internal and external advice about the usability of company documentation.

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| 4 Establish a recording and evaluation system. | 4.1 Institute a documentation recording system which fosters ongoing evaluation of construction or project performance. |
| | 4.2 Apply strategic checks and balances which enable ongoing maintenance of the quality of construction and project documentation. |

Foundation Skills

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

- technology skills to:
 - use digital tools and devices to communicate and collaborate effectively with others
 - use equipment and programs to access and extract information and complex data to analyse for strategic purposes.

Unit Mapping Information

Supersedes and is equivalent to CPCCBBC6012A Manage and administer development of documentation 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 CPCCB6012 Manage and administer development of documentation for building and construction projects

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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

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