



Australian Government

CPCCB6018 Manage processes for complying with legal obligations of a building and construction contractor

Release: 2

CPCBC6018 Manage processes for complying with legal obligations of a building and construction contractor

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 CPCBC6018A Manage processes for complying with legal obligations of a building or construction contractor.
- 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 the processes to ensure the legal obligations of a building and construction contractor involved in either residential and/or commercial contracting projects are fully met.

It involves managing relationships with advisors and ensuring that the organisation meets the requirements of licensing, work health and safety (WHS), welfare, workers compensation, taxation, insurance, fair trading and environmental legislation.

This unit of competency supports builders, project managers and related construction industry professionals responsible for ensuring the legal obligations of a contractor are met.

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 Determine contract compliance and licensing requirements.	1.1 Evaluate the type of building contract and identify provisions of the contract, terms, conditions, inclusions and variations. 1.2 Determine building contractor licensing and contract requirements and communicate to company employees to ensure contract and licensing requirements are met. 1.3 Identify changes to licensing arrangements in a timely manner. 1.4 Apply for and take necessary steps to obtain the necessary building or construction licenses. 1.5 Advise staff of the consequences of non-compliance with relevant legal obligations and licensing requirements.
2 Manage relationships on legal matters.	2.1 Identify areas of contract requiring professional legal advice and introduce and manage processes to enable the organisation to obtain such legal advice. 2.2 Introduce and manage systems through which legal interpretations of contract or tender documents may be obtained before submission. 2.3 Establish and maintain mechanisms to improve communications and dialogue between the organisation and the client to facilitate conciliation.
3 Administer organisation's obligations.	3.1 Develop and manage administration systems that facilitate conforming with organisation's obligations and meeting WHS and welfare, workers' compensation, noise abatement and working hours' regulations. 3.2 Maintain and manage records demonstrating organisational compliance with legal obligations. 3.3 Establish and maintain administrative guidelines and facilities for the proper and secure storage of organisational legal documentation.
4 Manage compliance	4.1 Instigate and manage systems that support and maintain

with government legislation.		organisational capacity to meet legal obligations with regard to insurance and taxation.
	4.2	Arrange appropriate training and instruction for personnel in matters relating to insurance and taxation and make them aware of their responsibilities.
5 Apply and manage consumer protection practices.	5.1	Develop and implement practices and policies which facilitate the organisation meeting its obligations to its clients, subcontractors and employees.
	5.2	Establish and enforce codes of conduct for all employees and subcontractors.
	5.3	Take remedial action where evidence of non-compliance with consumer protection principles is identified.
6 Manage compliance with environmental legislation.	6.1	Establish and manage mechanisms to gather information in relation to the organisational environmental management plan.
	6.2	Manage supply and removal of subcontract works and materials and constantly scrutinise to ensure compliance with environmental standards.
	6.3	Record changes to legislation or environmental requirements and alter organisational activities and systems to ensure ongoing compliance.

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, extract information and develop relevant documentation.

Unit Mapping Information

Supersedes and is equivalent to CPCBC6018A Manage processes for complying with legal obligations of a building or construction contractor.

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 CPCBC6018 Manage processes for complying with legal obligations of a building and construction contractor

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by managing the processes to ensure the compliance of contractor's legal obligations for one building and construction project.

In doing this, the candidate must:

- develop policies, procedures and controls to ensure the contractor meets legal obligations
- manage the efficiency and performance of the contract management systems and individuals involved in the process
- investigate problems, symptoms and causes of non-compliance and recognise key issues and synthesise information to generate solutions.

Knowledge Evidence

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

- government legislation and regulations relevant to building and construction contractors:
 - industrial relations
 - workers compensation and rehabilitation
 - taxation law
 - business and project insurance
 - consumer protection
- various types and nature of building and construction contracts appropriate to the building and construction industry
- 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 a building and construction contractor for licensing, work health and safety (WHS), welfare, workers compensation, noise abatement, working hours, taxation, insurance and fair work requirements
- environmental requirements
- Australian Business Licence and Information Service (ABLIS).

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 legislation and regulations relating to building and construction contractors
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- building and construction contract for project
- environmental and sustainability requirements
- business equipment, technology, applications and software systems for accessing and researching legal obligations, extracting, analysing and interpreting information, and controlling access to and securely storing legal documentation and records.

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