



Australian Government

CPCCCM1013 Plan and organise work

Release: 1

CPCCCM1013 Plan and organise work

Modification History

Release 1.

Supersedes and equivalent to CPCCCM1013A Plan and organise work.
The unit of competency was updated to the Standards for Training Packages 2012.

This version first released with CPC Construction, Plumbing and Services Training Package Version 4.0.

Application

This unit specifies the skills and knowledge required to plan and organise individual and group work activities on a construction site.

It includes:

- identifying task requirements
- planning steps and organising work
- prioritising work tasks
- organising time and resources to undertake given tasks effectively and cooperatively with other team members.

The unit supports the attainment of basic planning and organisational skills and knowledge by workers within the construction industry.

It applies to workers in the construction industry. It involves working under supervision in a team environment.

No licensing, legislative, or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Unit Sector

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 work task requirements.	1.1 Read and/or interpret a work order 1.2 Determine work task requirements, work health and safety

	(WHS) requirements, and appropriate tools and equipment for the work. 1.3 Confirm and clarify work task requirements, WHS requirements, and tools and equipment with supervisor to ensure correct interpretation of requirements.
2. Plan steps to complete work task requirements.	2.1 Analyse task and identify work steps to ensure efficient conduct of work in accordance with identified WHS, environmental and quality requirements. 2.2 Plan task steps in conjunction with team members.
3. Organise and resource work task.	3.1 Work with team members to sequence work task steps, and to allocate time and resources to each step. 3.2 Complete records of task planning and of task progress in accordance with workplace requirements.
4. Review work task planning and organising process.	4.1 Review planning and organising of work task activities to establish the effectiveness of the process. 4.2 Provide feedback and suggestions for improvements, and consider them in future planning and organising of work task activities.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

- oral communication and teamwork skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, and share information
 - report work site hazards, including faults in tools, equipment or materials, using construction terminology.

Unit Mapping Information

Supersedes and is equivalent to CPCCCM1013A Plan and organise work.

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 CPCCCM1013 Plan and organise work

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Performance Evidence

To demonstrate competency in this unit, a person must plan and organise three (3) separate and different work tasks.

In doing this, the person must meet the performance criteria for this unit.

Knowledge Evidence

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

- jurisdictional work health and safety (WHS) and environmental legislation and regulations relating to own role working in the construction industry
- quality requirements relating to own role working in the construction industry
- processes for:
 - determining task requirements
 - undertaking all aspects of planning and organising work tasks, including interpreting work orders and reporting problems
 - planning steps to complete work tasks
 - organising the implementation of work task planning
 - recording work task planning and organising activities
 - reviewing work task planning and organising activities
 - collecting and acting on feedback and suggestions for improvements.

Assessment Conditions

Assessors must satisfy the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment. Tasks are to be performed to the level of proficiency and within the time limits expected in a workplace.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- a work role in a construction industry team
- work tasks and related documentation
- appropriate documents, materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- requirements of appropriate sections of legislation and regulations
- relevant workplace policies and procedures.

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