



**Australian Government**

# **CPCCOM1013 Plan and organise work**

**Release: 2**

# CPCCOM1013 Plan and organise work

## Modification History

Release 2 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.1.

Rectified to reflect endorsed version.

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCCCM1013 Plan and organise work.  
Updated to reflect current industry terminology, tools and equipment.

## Application

This unit of competency specifies the skills and knowledge required to plan and organise basic work tasks on a construction site.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

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 unit *CPCCWHS1001 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

Common

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe what needs to be done to demonstrate achievement of the element.

1 Determine and plan basic work task

1.1 Determine work task outcomes and other requirements.

1.2 Break the work task into its component tasks.

- activities.
- 1.3 Assess the component tasks to determine what needs to be done and how it is to be done.
  - 1.4 Estimate the time and the number of personnel required to complete each component task.
  - 1.5 Identify the tools and equipment required, including personal protective equipment (PPE) for each stage of the task
  - 1.6 Plan the sequence of the component tasks in a logical order and to maximise efficient use of resources.
  - 1.7 Prepare a written work plan and a list of resources required to complete the overall work task.
- 2 Organise performance of basic work task.
- 2.1 Work with team members to review the work plan, schedule the work, allocate roles and responsibilities, and review work health and safety requirements.
  - 2.2 Confirm availability of required tools and equipment, including PPE.

## Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCCM1013 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>