



Australian Government

Department of Education, Employment and Workplace Relations

CPCCBBC4007A Plan building or construction work

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities concerning residential and commercial projects.

The ability to identify appropriate resources and suppliers, and assess the availability of and requirements for skilled labour are essential.

Application of the Unit

Application of the unit

This unit of competency supports the needs of builders, site managers, forepersons and other professionals in the construction industry who have a responsibility to plan on-site construction work.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units Nil

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Appraise contract documentation to identify operational requirements.	1.1. Contract documentation is reviewed to identify any unusual aspects of construction, use of materials or penalties. 1.2. Availability of selected subcontractors to suit the job requirements is determined. 1.3. Availability of materials is assessed and confirmed with suppliers. 1.4. Site access requirements and limitations are identified and actions taken to facilitate entry. 1.5. Documentation for authorities controlling construction work is prepared and project commencement date is determined. 1.6. Procedures for controlling and recording site deliveries are implemented.
2. Implement strategies for construction operations.	2.1. Organisational strategies for implementing construction operations are identified. 2.2. Procedures for recording the hire of plant and equipment are implemented. 2.3. Organisational OHS policy and procedures, including hazard and risk management, are implemented. 2.4. Procedures for the removal of existing services and hazardous materials are implemented in accordance with Environment Protection Agency requirements. 2.5. Procedures for the control of multiple projects are followed.
3. Prepare project schedule.	3.1. Construction operations are sequenced. 3.2. Operations details are entered into a manually prepared project schedule or computer-based software package. 3.3. Critical path of the project is defined and revised as required. 3.4. Project timeframes are adjusted to account for anticipated delays.
4. Determine required resources.	4.1. Temporary services and site accommodation requirements are determined and documented. 4.2. Plant requirements and availability dates are determined and documented with reference to contract documentation. 4.3. On-site labour requirements are determined and

ELEMENT	PERFORMANCE CRITERIA
5. Prepare and submit condition reports.	documented with reference to contract documentation. 5.1. Reports on the condition of existing buildings and structures on adjacent site boundaries are completed. 5.2. Copies of condition reports are forwarded to the owners of adjacent buildings prior to commencing construction.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- communication skills to:
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - communicate by telephone, facsimile, email and in writing
 - identify availability of subcontractors
 - liaise with suppliers
 - read and interpret:
 - contract documentation
 - organisational policies
 - other relevant workplace documentation
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
 - written skills to:
 - document required resources
 - prepare documentation for authorities
 - prepare reports
 - record site deliveries
- numeracy skills to apply calculations.

Required knowledge

Required knowledge for this unit is:

REQUIRED SKILLS AND KNOWLEDGE

- application of project management and critical path techniques to the organisation of materials, plant and people
- building and construction industry subcontractor system
- building, construction or civil construction practices in on-site project management
- internal documentation systems
- processes and timeframes for regulatory approvals
- relevant state or territory building and construction codes, standards and government regulations
- types of building and construction industry contracts
- types of plant and equipment employed in the undertaking of the organisation's projects.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed by preparing a project schedule and the associated documentation for a construction project.

This unit of competency can be assessed in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

A person who demonstrates competency in this unit must be able to provide evidence of the ability to:

- identify supplier alternatives and gather supply information effectively
- plan and allocate human resources effectively
- produce documentation that meets the timeframes and quality standards established by the organisation
- communicate information effectively within the organisation and to external agencies and the client, as required
- identify and communicate with the appropriate regulatory authorities to gain the necessary approvals.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- documentation that should normally be available in either a building or construction office

EVIDENCE GUIDE

- relevant codes, standards and government regulations
- office equipment, including calculators, photocopiers and telephone systems
- computers with appropriate software to view 2-D CAD drawings, run costing programs and print copies
- a technical reference library with current publications on measurement, design, building construction and manufacturers' product literature
- a suitable work area appropriate to the construction process.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and

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separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge

- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Contract documentation relevant to the sector and organisation may include:

- Australian standard contracts, including the AS2124 and AS4000 series
- Construction Industry Contract (CIC) suite
- individual organisational contracts
- Joint Contracts Committee (JCC) suite
- Master Builders Association (MBA) and Housing Industry Association (HIA) contracts
- Simple Building Works (SBW), including series 1 and series 2 (SBW2 Lump Sum).

Documentation includes:

- applications for permits and service connections

RANGE STATEMENT

- Organisational strategies** include:
- copies of plans, drawings and specifications
 - environmental applications
 - parking restriction applications.
 - advertising for tradespersons and other employees
 - appointing project managers and construction supervisors
 - briefing organisational personnel
 - calling for tenders for subcontract operations
 - purchasing processes for building supplies or construction materials
 - refining project critical path information.
- Project schedule** includes:
- human resource schedules
 - materials delivery schedules
 - project critical path
 - project timeframes
 - schedules of plant and equipment.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area