



Australian Government

CPPDSM4042 Coordinate construction contract

Release: 1

CPPDSM4042 Coordinate construction contract

Modification History

Release 1.

Replaces superseded equivalent CPPDSM4042A Coordinate construction contract.

This version first released with CPP Property Services Training Package Version 5.

Application

This unit of competency specifies the outcomes required to implement and monitor construction contracts. It requires the ability to effectively plan and document work activities, coordinate and monitor subcontractors, and check and report completed work.

The unit supports workers in the property industry who are involved in implementing and monitoring construction contracts. It applies to real estate agents, property managers, strata managers and facility managers.

Licensing, legislative, regulatory or certification requirements apply to this unit in some States and Territories. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Competency Field

Strata community management

Unit Sector

Property services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

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|--|---|
| 1. Determine construction contract requirements. | 1.1. Construction contract requirements are reviewed and confirmed with relevant people. |
| | 1.2. <i>Consultative processes</i> are used to negotiate and confirm construction requirements with contracted |

- parties.
- 1.3. **Site access and specific site requirements** are identified and appropriate arrangements made as required according to client, legislative and organisational requirements.
 - 1.4. Construction plan is prepared and contingencies are planned to ensure contract and organisational requirements are met.
 - 1.5. Additional resource requirements are identified according to construction plan and budget.
 - 1.6. Draft documentation is reviewed to ensure accuracy and relevance of information.
2. Monitor construction contract.
- 2.1. Construction plan is monitored against contract and work schedules to ensure completion within designated timeframes.
 - 2.2. Site inspections are made on a regular basis so progress can be assessed and reported.
 - 2.3. Factors affecting achievement of scheduled work are identified and required variations to schedules are negotiated and agreed.
 - 2.4. Established communication channels and processes are used to ensure accurate exchange of information throughout operation.
 - 2.5. Situations requiring specialist advice are identified and support is sought as required.
3. Check and record completed works according to contract conditions.
- 3.1. Certificate of practical completion is received from contracted parties and checked against client and organisational requirements to finalise construction contract.
 - 3.2. Inspection is arranged to confirm that construction meets contract requirements and industry standards.
 - 3.3. Defects are identified and prompt remedial action is arranged.
 - 3.4. Written reports and associated documentation are prepared using business equipment and technology.

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.

Skill	Performance feature
Learning skills to:	• maintain current knowledge of contents and procedures for preparing construction contracts.
Numeracy skills to:	• calculate and analyse costs associated with implementing construction contracts • interpret and convert measurements and scales used in constructions plans, drawings and specifications.
Oral communication skills to:	• ask questions to clarify information in construction contracts and work schedules.
Reading skills to:	• read and interpret complex information in site reports.
Writing skills to:	• prepare written reports on defects identified through site inspections.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Consultative processes</i> must include:	• face-to-face meetings • telephone, facsimile and written communication.
<i>Site access and specific site requirements</i> must include:	• access and egress points • access codes • building codes and regulations • heritage listings • keys, passes and security clearances • noise control • time of access • union requirements • work health and safety (WHS) requirements.

Unit Mapping Information

CPPDSM4042A Coordinate construction contract

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPDSM4042 Coordinate construction contract

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria, foundation skills and range of conditions of this unit.

The person must also implement and monitor a construction contract for two of the following:

- new building construction
- renovation of existing building
- fitout of existing building
- new building facility installation
- upgrade or replacement of existing building
- equipment installation.

In doing the above, the person must:

- administer the contracts for the above construction work in normal industry conditions
- determine appropriate work schedules with contracted parties
- identify and organise appropriate documentation
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with implementing and monitoring the contracts
- negotiate variations and adjustments to construction schedules.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- building codes and Australian standards relating to construction contracts
- purpose, contents, and process for preparing building contracts
- building construction practices, principles and processes
- building control legislation
- common building defects
- key features of construction plans, drawings and specifications
- limitations of own work role, responsibilities and professional abilities
- local zoning requirements
- methods and techniques for monitoring project outcomes

- project planning methods and techniques
- range of contracted parties and their roles and capabilities
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - financial probity
 - franchise and business structures
 - industrial relations
 - privacy
 - property sales, leasing and management
 - work health and safety (WHS).

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - computer system with internet, email and printing facilities
- specifications:
 - details of construction work to be undertaken
 - organisational policies and procedures for coordinating construction contracts
 - organisational template for construction contracts
 - source documentation or access to source documentation relating to construction work to be undertaken
- relationship with team members and supervisor:
 - member of a work team involved in implementing and monitoring construction contracts strategies.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the *Standards for Registered Training Organisations* (RTOs) current at the time of assessment.

Links

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