



Australian Government

CPPDSM5007 Coordinate construction or renovation of facilities

Release: 1

CPPDSM5007 Coordinate construction or renovation of facilities

Modification History

Release 1.

Replaces superseded equivalent CPPDSM5007A Coordinate construction or renovation of facilities.

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

Application

This unit of competency specifies the outcomes required to coordinate the construction or renovation of facilities. It requires the ability to use appropriate consultative processes to determine construction or renovation requirements and to develop, monitor and finalise a construction plan.

The unit supports the work of those involved in coordinating the construction or renovation of facilities. It applies to real estate agents, strata community managers, and stock and station agents.

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 or | 1.1. <i>Construction</i> drawings are reviewed and confirmed with relevant people according to <i>project</i> requirements. |
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renovation requirements.	1.2.	Consultative processes are used to negotiate and confirm construction requirements with contracted parties.
	1.3.	Site access and specific site requirements are identified and appropriate arrangements are made as required.
	1.4.	Construction plan is prepared, including contingencies to ensure contract and organisational requirements are met.
2. Organise resources and support processes.	2.1.	Provision of financial, physical and human resources is planned.
	2.2.	Construction strategies, objectives and timelines are negotiated and agreed in consultation with client and relevant people.
	2.3.	Monitoring and reporting arrangements for construction activities are established and documented.
	2.4.	Relevant approvals are obtained within designated timeframe.
3. Arrange contractors and consultants.	3.1.	Contractors and consultants are arranged to undertake construction.
	3.2.	<i>Tendering and selection methods</i> are selected and followed to meet client and organisational procurement guidelines.
	3.3.	Contracted services are provided that are relevant to the construction work to be undertaken and client requirements.
	3.4.	Documentation regarding reporting arrangements and deliverables is finalised.
4. Monitor construction or renovation process.	4.1.	Construction or renovation is monitored against construction plan to ensure completion within designated timeframes.
	4.2.	Factors affecting achievement of scheduled work are identified and required variations to schedules are negotiated and agreed with relevant people.
	4.3.	Established communication channels and processes are used to ensure accurate exchange of information throughout operations.
	4.4.	Situations requiring specialist advice are identified and

appropriate support is sought as required.

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| 5. Finalise construction or renovation process. | 5.1. Notification of completed construction is received and checked against client and organisational requirements. |
| | 5.2. Inspection is arranged to confirm facilities are fully operational and meet required specifications and industry standards. |
| | 5.3. Information is securely maintained with due regard to client privacy and confidentiality, and legislative and organisational requirements. |

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:	evaluate information from a variety of sources to inform selection of appropriate tendering and selection methods for contractors on construction projects.
Numeracy skills to:	interpret statistical and graphical data to evaluate progress of construction project against time and budget parameters.
Oral communication skills to:	- discuss solutions to problems affecting completion of facility construction or renovation with team members and professional advisors - use language and concepts appropriate to cultural differences.
Reading skills to:	interpret documentation on scope and progress of construction and renovation works, including technical specifications and contractor reports.
Writing skills to:	notify tenderers of outcomes of tender processes.

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.

Construction must

- construct only

include at least one of the following:

- cost plus
- design and construct
- involvement of more than one builder
- use of fixed price.

Project must include at least two of the following:

- creating an asset
- fitting out new structures
- modifying existing structures.

Tendering and selection methods must include at least two of the following:

- open tendering
- request for proposal
- request for quotation
- restricted tendering
- single source
- two stage tendering.

Unit Mapping Information

CPPDSM5007A Coordinate construction or renovation of facilities

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 CPPDSM5007 Coordinate construction or renovation of facilities

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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 coordinate the construction or renovation of two different facilities in the property industry, involving two of the following:

- creating an asset
- fitting out a new structure
- modifying an existing structure.

In doing the above, the person must:

- arrange inspections and prepare and collate documentation relating to finalisation of contract requirements using business technology
- determine construction requirements and develop a construction plan through research and consultation
- apply knowledge of organisation's practices, ethical standards and legislative requirements associated with coordinating the construction or renovation of facilities
- make available appropriate resources to support the construction or renovation process
- monitor construction processes using project management methodologies, and develop and communicate appropriate contingency plans
- negotiate variations and adjustments to work schedules
- prepare selection schedule and criteria for contractors and arrange people to be involved in the contract process by following organisational procurement procedures.

Knowledge Evidence

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

- common defects in facilities
- contract law applied to building contracts
- limitations of own work role, responsibilities and professional abilities in relation to coordinating the construction and renovation of facilities
- processes and procedures for project planning and scheduling

- key features of project management software
- regulations and legislation affecting property investments
- key provisions of the Building Code of Australia (BCA)
- key requirements of federal, state or territory legislation and local government regulations relating to:
 - anti-discrimination
 - consumer protection
 - environmental issues
 - equal employment opportunity (EEO)
 - financial probity
 - franchise and business structures
 - industrial relations
 - privacy
 - property sales, leasing and management
 - strata community
 - work health and safety (WHS)
- roles and capabilities of contractors and consultants
- whole of life costing and price-quality relationship issues
- workplace policies and procedures relating to engaging consultants and contractors.

Assessment Conditions

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

- equipment:
 - computer system with internet, email and printing facilities
- materials:
 - project management software
- physical conditions:
 - work sites as specified in the performance evidence
- specifications:
 - specialist advice on renovation and construction of facilities
 - key provisions of the Building Code of Australia (BCA)
 - building drawings and plans
 - workplace policies and procedures relating to engaging consultants and contractors, constructing and renovating facilities, and workplace safety
 - details of facilities to be constructed or renovated
- supervisor:
 - member of a work team in a property industry context.

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.

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