



Australian Government

Department of Education, Employment and Workplace Relations

CPPBDN8005A Manage the tendering and construction process for a client

Release: 1

CPPBDN8005A Manage the tendering and construction process for a client

Modification History

New unit

Unit Descriptor

This unit of competency specifies the outcomes required to oversee the development of tenders and the subsequent awarding and management of contracts for the completion of a building project on behalf of a client.

The unit extends to the management of the tendering, contract and building process following the completion of the design function. The effective, efficient and transparent awarding and management of external contracts are required, together with the technical skills to ensure the building is constructed on time, to budget and to specification. The need for high levels of communication, negotiation and problem-solving skills together with a detailed understanding of the construction and quality control processes are required for effective performance in this unit.

Application of the Unit

This unit of competency supports building designers who scope and manage the initiation and planning of design projects, including large and complex projects.

Licensing/Regulatory Information

Work in this area must be completed according to relevant legislative, industry and organisational requirements, including occupational health and safety (OHS) policies and procedures.

Different states and territories may have regulatory mechanisms that apply to this unit. Users are advised to check for regulatory limitations.

Pre-Requisites

Not applicable.

Employability Skills Information

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

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| 1 | Prepare a tender on behalf of the client | 1.1 | Client is consulted to negotiate the <i>budget and costs</i> to the client for services provided by the building designer. |
| | | 1.2 | Form of building contract is determined appropriate to the size and level of the project being undertaken. |
| | | 1.3 | Client is consulted to determine the <i>budget</i> , timeframe and related parameters for the letting of a tender to complete the construction of the project. |
| | | 1.4 | Client expectations of the <i>role, level of service</i> and project outcomes to be provided by the building designer are discussed and negotiated. |
| | | 1.5 | Tender is prepared that addresses all requirements for the build. |
| | | 1.6 | Legal advice is sought to finalise the preparation of the tender. |
| | | 1.7 | The tender is let with steps put in place to secure a competitive number of responses. |
| 2 | Oversee the selection of the contractor | 2.1 | Tender submissions are reviewed against predetermined evaluation criteria. |
| | | 2.2 | Advice is provided to the client regarding the strengths and weaknesses of the various tender bids. |
| | | 2.3 | Costing advice is sought as required from a quantity surveyor or other professional. |
| | | 2.4 | <i>Professional advice</i> is provided to the client to conclude negotiations with the preferred contractor. |

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| 3 | Manage the completion of the building project | 3.1 | Contracted builder is consulted to establish business relationships and processes for monitoring the completion of the construction within the required timeframe. |
| | | 3.2 | Constraints and potential risks of the project are monitored and managed to ensure the best outcomes for the client. |
| | | 3.3 | Routine monitoring of project progress is undertaken to ensure quality and timeliness of the build. |
| | | 3.4 | Clarification of project plans and specifications is provided to the builder as required. |
| | | 3.5 | Changes to plans and specifications are undertaken with the consent of the client as the project progresses. |
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| 4 | Manage the completion of the contract | 4.1 | Costs associated with the completion of the project are monitored and reported to the client in a timely manner. |
| | | 4.2 | Progress and other agreed payments are authorised according to the performance requirements of the contract. |
| | | 4.3 | Variations to the contract are proposed as required to the client and negotiated with the builder. |
| | | 4.4 | Disputes or concerns regarding quality, cost or timeliness of project completion are investigated, negotiated and mediated as required. |
| | | 4.5 | Legal, accounting or other professional advice is sought in order to ensure the client's best interests are protected during the completion of the contract. |
| | | 4.6 | Reporting requirements are met during the conduct of the project. |
| | | 4.7 | Steps to finalise the contract are taken according to contract requirements. |

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| 5 | Finalise the building project | 5.1 | Correction of identified building defects is negotiated with the builder. |
| | | 5.2 | Corrective actions to address defects are monitored and reported to the client. |
| | | 5.3 | Final inspection of the building is made and a report prepared for the client. |

Required Skills and Knowledge

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

Required skills

- administration and management skills to:
 - manage documents
 - manage time, including planning and prioritising work
- analytical and problem-solving skills to:
 - analyse tender responses against set criteria
 - identify appropriate external expertise and contractors
 - manage and monitor the conduct of the build and performance against contract requirements
 - research compliance requirements
- budgeting and financial management skills
- interpersonal skills to interact with clients and relevant professionals
- language, literacy and numeracy skills to:
 - communicate at a project management level with clients, colleagues and contacts, including writing reports
 - interpret and apply complex information, including contracts, legislation, regulations, and codes and standards
- negotiation skills to:
 - conclude and manage contracts
 - mediate concerns and disputes regarding project
- technology skills to use information technology and relevant software

Required knowledge

- building methods and material to:
 - monitor progress and quality of work
 - negotiate variations to contract
- business processes and requirements, including professional indemnity insurance, required to support contract management
- compliance requirements, including:
 - Australian standards
 - Building Code of Australia (BCA) deemed-to-satisfy and alternative solution requirements
 - environmental and sustainability requirements, including:

- energy efficiency
- fire resistance, including resistance to bushfire attack
- Building Acts
- legislation
- planning restrictions
- regulatory limitations
- scope of authority and procedures for implementation of:
 - contract administration
 - contract management
- organisational resource requirements to undertake large and complex projects
- regulatory requirements that may limit the contract management role
- risk management processes
- tender selection processes

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.

Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person should demonstrate the ability to: • develop tender documentation to support at least two different construction Type A projects • evaluate tender submissions for at least two large and complex projects, including one construction Type A project • document the management of at least two contracts.
Context of and specific resources for assessment	Assessment of this unit: • must be in the context of the work environment • may be conducted in an off-site context, provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills • must meet relevant compliance requirements. Resource implications for assessment include: • access to: • suitable assessment venue and equipment • suitable simulated or real opportunities and resources to demonstrate competence

	• assessment instruments.
Method of assessment	Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods: • written and/or oral assessment of the candidates required knowledge for the unit • observed, documented and/or firsthand testimonial evidence of the candidates • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of options that best meet the required outcomes • consistently achieving the required outcomes.
Guidance information for assessment	This unit could be assessed on its own or in combination with other units relevant to the job function. Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

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.

<i>Budget and costs</i> may include:	• business administration and management costs • business insurances, including professional indemnity insurance • professional fees to lawyers and accountants • staff salaries and associated on-costs • subcontractor costs • technology costs.
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<i>Role and level of service</i> may include:	• authorisation of progress payments • conduct of regular site visits • participation in regular project meetings • management of the entire project • negotiation with builder on behalf of client • performance of defect checks and final acceptance of the build • provision of advice within agreed limits.
<i>Professional advice</i> may include that provided by an:	• accountant • lawyer • planning consultant • quantity surveyor.
<i>Constraints and potential risks</i> may include:	• defects due to poor workmanship • difficulties inherent to the site • difficulties associated with the nature or complexity of the project itself • OHS • reliance on gaining input from external professionals in a timely manner • requirement to operate within a complex and rigid regulatory and compliance system • time delays due to weather, or material or service availability.

Unit Sector(s)

Building design

Custom Content Section

Not applicable.