



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK602A Supervise establishment of works projects

Release 2

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Modification History

LGAWORK602A Release 2: Layout adjusted.

LGAWORK602A Release 1: Primary release.

Unit Descriptor

This unit covers supervising the pre-planning and start-up activities of a project.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

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 required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Complete pre-construction activities	1.1 Site and project services are established to support project works through coordination with relevant authorities . 1.2 An accurate pre-construction asset evaluation is undertaken and recorded. 1.3 Pre-construction activities are undertaken within the requirements of occupational health and safety (OHS) legislation, council policy and legislative requirements. 1.4 Site security is established for project assets during project works. 1.5 Relevant and affected parties are advised of the date for commencement of works.
2 Prepare works programs	2.1 Project tasks are scheduled against time and resource availability to enable completion on time and on budget. 2.2 Works programs are prepared with reference to OHS and quality assurance requirements.
3 Organise pre-construction briefings	3.1 All parties involved in works are invited to participate in briefings to ensure clear communication is established. 3.2 Project/works objectives, schedules and task allocations are clearly presented and discussed during briefings with participants. 3.3 Lines of delegation and authority are clearly defined and clarified during briefings with participants. 3.4 Opportunities are provided for clarification of issues between all briefing participants.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- weights, measures, volumes and ratios
- calculating formulas
- job-specific technology
- construction techniques
- financial monitoring
- computer software
- interpreting plans, maps, instructions, level sheet charts and specifications
- communication and negotiation strategies
- interpreting acts, regulations, policies and procedures
- relevant technical knowledge
- computer skills related to reading reports, data entry and interpreting three-dimensional design
- planning and organising resources to meet deadlines
- preparing and presenting reports

Required Knowledge

- environment, landscape and ground structure of work site
- risk factors and potential hazards
- types, intended use, capacity and limitation of equipment
- acts, regulations, standards and codes of practice
- weather/climatic conditions

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	All pre-construction activities are completed and a pre-construction briefing is undertaken. An outline of the complete project is established detailing resource availability and time frames.
Context of assessment	May be assessed through: • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units (prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	In accordance with a range of variable requirements.

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 in the Performance Criteria is detailed below.

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| <i>Pre-construction</i> may include: | <ul style="list-style-type: none">• site signage• photography of existing structures |
| <i>Works</i> may include: | <ul style="list-style-type: none">• day labour• contractors or a combination of hired plant• resource sharing, subcontractors and day labour |
| <i>Project scheduling</i> may include: | <ul style="list-style-type: none">• time lines• critical path analysis |
| <i>Relevant authorities</i> may include: | <ul style="list-style-type: none">• utilities• road transport authorities• electricity• communication |
| <i>Parties</i> may include | <ul style="list-style-type: none">• businesses• rate payers• residents• schools• hospitals |

Unit Sector(s)

Operational Works