

RTC4206A**Unit Descriptor****Unit Sector****Supervise landscape project works**

Supervise landscape project works

No sector assigned

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Identify scope of landscape project works | 1.1 Nature of landscape project works and extent of responsibilities are identified and checked against relevant landscape documentation .
1.2 Personnel and other resources required to undertake landscape project works are identified according to the scope of the project and relevant landscape documentation.
1.3 A work program is developed according to the needs of management and/or the client to ensure that project outcomes are reached within designated time lines.
1.4 The environmental impact of the proposed landscape project works is considered.
1.5 OHS hazards are identified, risks assessed and suitable controls planned. |
| 2. Coordinate the supply of materials/equipment | 2.1 Material quantities and equipment requirements are calculated to ensure an on-going work program is maintained according to the scope of the project.
2.2 Material quantities are ordered, checked for quantity and quality, then stockpiled according to enterprise guidelines.
2.3 Any specific delivery instructions are conveyed and confirmed with suppliers to ensure materials are delivered according to the work program.
2.4 Any rejected material is sent back to supplier and re-ordered according to enterprise guidelines. |
| 3. Monitor landscape project works | 3.1 Work program is monitored and adjusted to ensure the site is developed according to the needs of management and/or the client, and to ensure that project outcomes are reached within designated time lines.
3.2 Variations to the work program, issues likely to cause delays, and contingencies beyond the scope of the project are identified, recorded and reported to management and/or the client according to enterprise guidelines.
3.3 The work site is monitored to ensure it remains in a clean, tidy and safe condition throughout and on completion of landscape project works. |

4. Prepare site for completion
- 4.1 Site is inspected prior to practical completion to ensure all works have been undertaken according to management and/or client needs and the relevant landscape documentation.
 - 4.2 Any works not complying are noted and rectified according to enterprise guidelines.
 - 4.3 A completed landscape project works report is produced, recorded and communicated to management and/or the client according to enterprise guidelines.

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Ideas and information may need to be communicated with management and/or the client as the landscape project works progress.	3
Collecting analysing and organising information	Information on personnel and resource requirements may need to be collected, analysed and organised according to the scope of the project to be supervised.	3
Planning and organising activities	Activities may need to be planned and organised to ensure that the needs of management and/or the client are met, and that the project works are completed on time.	3
Working with others and in teams	Team work may be applied to ensure that all project works are completed successfully.	3
Using mathematical ideas and techniques	Mathematical ideas and techniques may be applied when ordering the materials required for the landscape project works.	3
Solving problems	Problem-solving skills may be applied when time delays are experienced due to inclement weather.	3
Using technology	Technology may be used to communicate and record progress of landscape project works.	3

RANGE STATEMENT

What might be included in landscape project works?	Landscape project works may include a planting program, turf installation and cultivation, the erection of landscape structures and features, installation of drainage and irrigation and garden maintenance or restoration, construction of walking tracks, boardwalks and safety rails, and earthworks involving land shaping and stabilisation of slopes and embankments. Landscape project works can occur across a range of environments and may include amenity and/or natural areas.
What landscape documentation is likely to guide the supervision of landscape project works?	Landscape documentation may include drawings, plans, specifications, contracts, bill of quantities and quotations, reports and computations
What might be considered an environmental impact in relation to proposed landscape project works?	Any landscape project works may impact on the environment in either a positive or negative manner. If it involves drainage and irrigation, this may reduce excess water, nutrient and chemical flow into natural waterways. If the works involve excavation, then this may damage the soil structure and stability of the site, damage remnant vegetation and affect water flow.
What OHS hazards may apply to landscape project works?	Hazards may include disturbance of services, solar radiation, dust, noise, through traffic, uneven surfaces, overhead and underground services, holes, moving machinery and machinery parts, powered equipment and hand tools.
What suitable controls are likely to be implemented?	Suitable controls should be in line with enterprise guidelines and may include cleaning and storing of materials and equipment, appropriate use, maintenance and storage of personal protective equipment such as sun, noise and dust protection, safe operation of machinery and equipment, correct manual handling, appropriate use of safety equipment such as signage and protective barriers, and basic first aid services on site.
What issues likely to cause delays and contingencies beyond the scope of the project are likely to be identified?	Delays/contingencies to the project may include industrial disputes, inclement weather, site access, labour/material shortages, and equipment breakdowns.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

- Environmental awareness associated with undertaking landscape project works to ensure the impact on the environment is minimal.
- Project contracts, documentation, plans and specifications.
- Possible causes of disruption to work programs and their effect on quality and time schedules.
- Site assessment and work site establishment.
- Supervision of labour and sub-contractors.
- Job reporting including format, frequency and documentation.
- Issuing of instructions, variations and RFI.
- Legislative requirements and legal responsibilities (including OHS).
- OHS responsibilities of employers and employees.
- Hazard identification, assessment and control.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- Read and interpret the associated documentation for landscape projects.
- Calculate material and resource requirements.
- Coordinate a team to achieve optimum performance.
- Communicate with personnel at all levels.
- Document results clearly and concisely.
- Demonstrate safe working practices.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.