



Australian Government

RIICWM402D Supervise civil works contractors

Release: 2

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Modification History

Release	Comment
1	This unit replaces RIICWM402A Supervise civil works contractors
2	Required frequency and volume of evidence amended in Performance evidence. Substantial amendments made in Assessment Conditions field, including: references to Industry Sectors, assessor and subject matter expert experience requirements, how assessment should be conducted and what it should confirm.

Application

This unit describes a participant's skills and knowledge required to supervise civil works contractors in Civil construction.

This unit is appropriate for those working in supervisory roles, or in technical specialist roles.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Civil construction

Elements and Performance Criteria

1. Plan and prepare to supervise civil works contractors	1.1 Access, interpret and apply civil work documentation and ensure the work activity is compliant 1.2 Obtain, read, interpret, clarify and confirm work requirements 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures 1.4 Select and wear personal protective equipment appropriate for work activities 1.5 Ensure the contractor has a job plan available and ensure best use of the available resources that meet the task requirements 1.6 Identify resources required to complete the tasks
2. Ensure appropriate initiation of	2.1 Confirm that the contractor has the required resources 2.2 Ensure the contractor has communicated clear and timely

tasks is carried out	instructions to team members and others involved 2.3 Set out tasks as required for the effective completion of the civil works
3. Oversee the execution of tasks	3.1 Monitor civil works contractors' performance and ensure they achieve the required outcomes 3.2 Ensure the safe, effective and efficient conduct of the tasks 3.3 Initiate adjustments to civil works practice or job plan and ensure safe execution of work and achievement of required outcomes 3.4 Ensure plant equipment and tools maintenance requirements are carried out and recorded
4. Report on the execution of tasks	4.1 Complete and submit written and verbal reports 4.2 Recommend improvements to e safety, efficiency and effectiveness

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit. Further information is available in the Resources and Infrastructure Industry Training Package Companion Volume.

Unit Mapping Information

RIICWM402A Supervise civil works contractors

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIICWM402D Supervise civil works contractors

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Performance Evidence

Evidence is required to be collected that demonstrates a candidate's competency in this unit. Evidence must be relevant to the roles within this sector's work operations and satisfy all of the requirements of the performance criteria of this unit and include evidence that the candidate:

- locates and applies relevant legislation, documentation, policies and procedures
- implements appropriate procedures and techniques for the safe, effective and efficient supervision of civil works contractors including accessing, interpreting and applying:
 - project site soil and geological data
 - meteorological data
 - material properties and test results, including compaction test results
 - project site geotechnical data
 - project site hydrological data
 - project engineering survey information
 - project plans and drawings
 - project specifications
 - civil works test results materials properties and test results
- works effectively with others to supervise civil works contractors that meets all the required outcomes including:
 - organising work activities to meet all task requirements
 - communicating clearly and concisely with others to receive and clarify work instructions
 - communicating clearly and concisely with others to resolve coordination requirements prior to commencing and during work activities
 - consulting with stakeholders

- demonstrates completion of supervising civil works construction that safely, effectively and efficiently meets all of the required outcomes on more than one (1) occasion including:
 - preparing a job plan that is to include:
 - human resource requirements
 - plant and machinery requirements
 - construction materials requirements
 - sub-contractor support requirements
 - waste disposal requirements
 - coordination requirements
 - activity scheduling
 - materials delivery scheduling
 - risk assessment and management requirements
 - Work Health And Safety requirements
 - quality management requirements, including testing scheduling requirements
 - traffic management requirements
 - environmental requirements
 - task monitoring requirements
 - task performance monitoring requirements
 - communication requirements
 - reporting requirements
 - successful supervision of civil works contractors including:
 - ongoing risk assessment
 - engineering survey
 - sampling and testing
 - recording and observation of construction practice
 - general supervision

Knowledge Evidence

The candidate must demonstrate knowledge in supervising civil works contractors through:

- accessing, interpreting and applying legislative, organisation and site requirements and procedures for:
 - risk assessment and management
 - statutory compliance
 - work, health and safety
 - environmental management
 - quality management
 - work zone traffic management
 - contract management

- communication
- administration
- plant, equipment and tools maintenance
- recording and reporting
- employment
- workplace relationship
- organisational and site operational obligations
- materials quality and delivery requirements and procedures
- the relationship between various areas of civil works
- civil works plant and equipment capabilities and limitations
- using team leadership techniques
- works planning techniques
- civil works monitoring methods
- engineering survey principles
- mentoring techniques
- civil works construction sequencing
- set out requirements and procedures
- road geometry
- drainage requirements

Assessment Conditions

- An assessor of this unit must satisfy the requirements of the NVR/AQTF or their successors; and Industry regulations for certification and licensing; and,
- this unit must be assessed in the context of this sector's work environment; and,
- this unit must be assessed in compliance with relevant legislation/regulation and using policies, procedures, processes and operational manuals directly related to the industry sector for which it is being assessed; and,
- assessment may be conducted in conjunction with the assessment of other Units of Competency; and,
- assessment must confirm consistent performance can be applied in a range of relevant workplace circumstances; and,
- assessors must demonstrate the performance evidence, and knowledge evidence as outlined in this Unit of Competency, and through the minimum years of current* work experience specified below in an Industry sector relevant to the outcomes of the unit; or,
- where the assessor does not meet experience requirements a co-assessment or partnership arrangement must exist between the qualified assessor and an Industry subject matter expert. The Industry subject matter expert should hold the unit being assessed (or an equivalent unit) and/or demonstrate equivalence of skills and knowledge at the unit level. An Industry technical expert must also demonstrate skills and knowledge from the minimum years of current work experience specified below in the Industry sector, including time spent in roles related to the unit being assessed; and,

- assessor and Industry subject matter expert requirements differ depending on the Australian Qualifications Framework Level (AQF) of the qualification being assessed and/or Industry Sector as follows:

Industry sector	AQF** Level	Required assessor or Industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Construction	1	1 Year
	2	2 Years
Drilling, Coal Mining and Extractive (Quarrying)	3-6	3 Years
Metalliferous Mining and Civil Construction	3-6	5 Years
Other sectors	Where this Unit is being assessed outside of the Resources and Infrastructure Sectors assessor and/or Industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no Industry standard is specified should comply with any relevant regulation.	

*Assessors can demonstrate current work experience through employment within Industry in a role relevant to the outcomes of the Unit; or, for external assessors this can be demonstrated through exposure to Industry by conducting frequent site assessments across various locations.

**Where a unit is being delivered outside of a Qualification the first numeric character in the Unit code should be considered to indicate the AQF level

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