



Australian Government

RIICWM402E Supervise civil works contractors

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to supervise civil works contractors in civil construction, including confirming the initiation of, overseeing and reporting on civil works contractor performance.

It applies to those working in supervisory roles, or in technical specialist roles. They generally perform a broad range of operational activities in their area of responsibility and are responsible for monitoring a safe work environment.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Users must check requirements with relevant body before applying the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan and prepare to supervise contractors of civil works	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to supervise civil works contractors and confirm work activity is compliant 1.3 Identify and address potential risks, hazards and environmental issues and implement control measures 1.4 Select and wear personal protective equipment according to site requirements 1.5 Confirm contractor has a job plan available that meets task requirements 1.6 Confirm required resources are acquired and made available for task

ELEMENT	PERFORMANCE CRITERIA
2. Confirm task initiation	2.1 Confirm contractor has communicated instructions to team members and others involved 2.2 Set out tasks as required for completion of civil works
3. Oversee execution of tasks	3.1 Monitor civil works contractor performance and confirm required outcomes are achieved 3.2 Implement adjustments to civil works practice and job plan as required 3.3 Confirm plant, equipment and tool maintenance requirements are carried out and recorded
4. Report on execution of tasks	4.1 Complete and submit reports according to site requirements 4.2 Recommend improvements to civil works practice

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Oral communication	Presents workplace procedures and technical instructions using sector-specific vocabulary

Unit Mapping Information

Supersedes and is equivalent to RIICWM402D Supervise civil works contractors.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for RIICWM402E Supervise civil works contractors

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- supervise civil works contractors on at least two occasions, 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
 - performing ongoing risk assessment
 - interpreting engineering surveys
 - performing sampling and testing and interpreting results
 - recording and observing construction practice
 - providing general supervision.

During the above, the candidate must:

- locate and apply required legislation, documentation, policies and procedures
- implement procedures and techniques for the 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
- work with others to supervise civil works contractors that meets required outcomes, including:
 - organising work activities to meet task requirements
 - communicating with others to receive and clarify work instructions
 - communicating with others to resolve coordination requirements prior to commencing and during work activities
 - consulting with stakeholders.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- legislation required to supervise civil works contractors
- policies, procedures and documentation required to supervise civil works contractors, including those relating to:
 - risk assessment and management
 - statutory compliance
 - work health and safety
 - emergency response
 - environmental management
 - quality management
 - work zone traffic management
 - contract management
 - specifications
 - organisational and site operational requirements
 - materials quality and delivery
 - coordination, timing and budgeting
 - cultural and heritage management
 - assessment of operational techniques
 - assessment of resource requirements
 - workplace reporting requirements, including:
 - task specifications

- job plan
- task drawings
- activity scheduling
- unit costs
- overall task costs
- workplace roles and responsibilities
- relationship between various areas of civil works
- civil works plant and equipment capabilities and limitations, including maintenance requirements
- principles and techniques required to supervise civil works contractors, including those relating to:
 - civil works tasks
 - task specific information and requirements, including:
 - site geological, geotechnical, hydrological and meteorological data
 - job plan development
 - civil works construction sequencing
 - civil works monitoring
 - engineering survey principles
 - set out requirements and procedures
 - road geometry
 - materials properties and test results, including compaction test results
 - drainage requirements.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment required to supervise civil works contractors
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

- **Assessor requirements**

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 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.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

******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 a minimum number of site assessments as determined by the relevant industry sector, across various locations.

******* While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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