Draft 0.1

This is our work-in-progress update to CPCCBC6018A Manage processes for complying with legal obligations of a building or construction contractor: https://training.gov.au/Training/Details/CPCCBC6018A.

We are working with industry experts to ensure the updated unit:

- meets current and anticipated industry needs
- complies with current Standards for Training Packages
- is written in clear understandable English.

Information on our training package review and development process is available here: http://www.artibus.com.au/project-stage.

Summary of changes from current endorsed unit

Re-templated to meet Standards for Training Packages 2012.

Sequenced Elements and Performance Criteria.

Specified what and how performance is demonstrated in Performance Evidence.

Captured critical Range Statement items and included industry relevant knowledge in Knowledge Evidence.

Stated mandatory conditions and specific requirements for assessment.

CPCCBC6018
Manage processes for complying with legal obligations of a building or construction contractor

Application

This unit of competency specifies the skills and knowledge required to manage the processes to ensure the legal obligations of a building or construction contractor involved in either residential or commercial contracting projects are fully met.

It involves managing relationships with advisors and ensuring that the organisation meets the requirements of licensing, health and safety, welfare, workers compensation, taxation, insurance, fair trading and environmental legislation.

This unit of competency supports builders, project managers and related construction industry professionals responsible for ensuring the legal obligations of a contractor are met.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Determine contract compliance and licensing requirements.	1.1	Evaluate type of building contract and identify provisions of the contract, terms, conditions, inclusions and variations.
	1.2	Determine building contractor licensing and contract requirements and communicate to company employees to ensure contract and licensing requirements are met.
	1.3	Identify changes to licensing arrangements in a timely manner.
	1.3	Apply for and take necessary steps to obtain the necessary building or construction licenses.
	1.4	Advise staff of the consequences of non-compliance with relevant legal obligations and licensing requirements.
2. Manage relationships on legal matters.	2.1	Identify areas of contract requiring professional legal advice and introduce and manage processes to enable the organisation to obtain such legal advice.
	2.2	Introduce and manage systems through which legal interpretations of contract or tender documents may be obtained before submission.
	2.3	Establish and maintain mechanisms improve communications and dialogue between the organisation and the client to facilitate conciliation.

3. Administer organisation's obligations.	3.1	Develop and manage administration systems that facilitate conforming with organisation's obligations and meeting work health and safety (WHS) and welfare, workers' compensation, noise abatement and working hours' regulations.
	3.2	Maintain and manage records demonstrating organisational compliance with legal obligations.
	3.3	Establish and maintain administrative guidelines and facilities for the proper and secure storage of organisational legal documentation.
4. Manage compliance with government legislation.	4.1	Instigate and manage systems that support and maintain organisational capacity to meet legal obligations with regard to insurance and taxation.
	4.2	Arrange appropriate training and instruction for personnel in matters relating to insurance and taxation and make them aware of their responsibilities.
5. Apply and manage fair trading practice.	5.1	Develop and implement practices and policies which facilitate the organisation meeting its obligations to its clients, subcontractors and employees.
	5.2	Establish and enforce codes of conduct for all employees and subcontractors.
	5.3	Take remedial action where evidence of non-compliance with fair trading principles is identified.
6. Manage compliance with environmental legislation.	6.1	Establish and manage mechanisms to gather information in relation to the organisational environmental management plan.
	6.2	Manage supply and removal of subcontract works and materials and constantly scrutinise to ensure compliance with environmental standards.
	6.3	Record changes to legislation or environmental requirements and alter organisational activities and systems to ensure ongoing compliance.

Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- technology skills to:
  - use digital tools and devices to communicate and collaborate effectively with others
  - use equipment and programs to access, extract information and develop relevant documentation

Unit Mapping Information

Supersedes and equivalent to CPCCBC6018A Manage processes for complying with legal obligations of a building or construction contractor.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC6018 Manage processes for complying with legal obligations of a building or construction contractor

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by managing processes for complying with legal obligations of building or construction contractors for a high-rise project.

In doing this, the candidate must:

- manage the performance of the contract management systems and individuals involved in the process
- investigate problems, symptoms and causes of non-compliance and recognise key issues and synthesise information to generate solutions

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- government legislation and regulations relevant to building and construction contractors:
    - industrial relations
    - workers compensation and rehabilitation
    - taxation law
    - business and project insurance
- various types and nature of building and construction contracts appropriate to the building and construction industry
- factors to be considered in assessing the risk inherent in different types of building and construction projects
- financial and business administration principles commensurate with organisational needs
- human resource practices and the industry's industrial relations climate and practices
- legislative, regulatory, and administrative obligations incumbent on a building and construction contractor for licensing, work health and safety (WHS), welfare, workers compensation, noise abatement, working hours, taxation, insurance and fair
- environmental requirements

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment.

Candidates must be provided with:

- relevant government legislation and regulations relating to building and construction contractors
- organisational policies, procedures and workplace safety requirements
- various and relevant building and construction contracts
- environmental and sustainability requirements
- sufficient equipment and materials to manage processes for complying with legal obligations of a building and construction contractor.

Links

Companion Volume Implementation Guide: to be added.