Draft 0.1

This is our work-in-progress update to CPCCBC6012A Manage and administer development of documentation for building or construction projects: https://training.gov.au/Training/Details/CPCCBC6012A.

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.

CPCCBC6012
Manage and administer development of documentation for building or construction projects

Application

This unit of competency specifies the skills and knowledge required to manage and administer the development of documentation for low or high rise structures, residential or commercial construction projects, civil construction and earthworks, provision of electrical, plumbing and gas, waste disposal and environmental clean-up and other services. It includes development of a quality document control and recording system.

It applies to those with a wide range of technical and management skills and knowledge to initiate alternative approaches to produce accurate and successful project outcomes in accordance with organisational guidelines.

This unit of competency applies to builders, project managers and related construction industry professionals responsible for coordinating and managing building or construction projects.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Identify factors for inclusion in organisational documentation.	1.1	Identify and quantify organisational administrative and operational structures and processes.
	1.2	Identify legal and financial obligations that must be reflected in and conformed to in the development of documentation for building and construction projects.
	1.3	Quantify range and scope of activities to be undertaken by the organisation and types of documentation and documentation processes required to support building or construction projects.
	1.4	Review and qualify strategic operational and project structures within and external to the organisation as to their documentation requirements.
2. Implement and manage documentation system.	2.1	Facilitate and manage the design and development of documentation system of construction organisation.
	2.2	Establish operational criteria for personnel and processes concerned with construction and project documentation.
	2.3	Obtain endorsement from senior management for implementation of system.

	2.4	Appoint staff members with necessary expertise and industry knowledge to excel at the work involved.
3. Establish a construction documentation quality control system.	3.1	Identify and develop appropriate corporate guidelines for a construction documentation quality control system which underpins the development and maintenance of construction or project documentation.
	3.2	Establish and manage house rules for the accurate and timely completion of construction and project documentation.
	3.3	Produce documentation impinging on or requiring adherence to Acts, regulations or local authority requirements, that meets the necessary legal and/or financial obligations.
	3.4	Implement and facilitate a review and feedback system using internal and external advice about the usability of company documentation.
4. Establish a recording and evaluation system.	4.1	Institute a documentation recording system which fosters ongoing evaluation of construction or project performance.
	4.2	Apply strategic checks and balances which enable ongoing maintenance of the quality of construction and project documentation.

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 complex data to analyse for strategic purposes.

Unit Mapping Information

Supersedes and equivalent to CPCCBC6012A Manage and administer development of documentation for building or construction projects.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC6012 Manage and administer development of documentation for building or construction projects

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by managing and administrating development of documentation for a Type A building or construction project.

In doing this, the candidate must:

- manage practices that maintain confidentiality of information
- provide safe and secure storage of electronic and hard copy documents
- develop conceptual and strategic problem solving processes

Knowledge Evidence

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

- appropriate sector of the building and construction industry and nature of the contracts upon which its activities are based
- processes, procedures and techniques of documentation development:
    - tenders, offers, contracts, drawings, specifications, schedules, materials list and variations
    - recording, tracking and security
    - quality control systems:
        - confidentiality in document handling
        - development by experienced personnel
        - limitations on document circulation, access and distribution
        - security in document filing, storage and identification
- 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 the building and construction:
    - industry work health and safety (WHS)
    - environmental and sustainability requirements
    - employment and financial 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 and current government building legislation, codes and standards
- project plans, specifications and manufacturer's instructions
- organisational policies and procedures including workplace safety requirements
- sufficient equipment and materials to facilitate manage and administer development of documentation for building and construction projects.

Links

Companion Volume Implementation Guide: to be added.