Draft 0.1

This is our work-in-progress update to CPCCBC6005A Manage tender developments for major projects: https://training.gov.au/Training/Details/CPCCBC6005A.

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

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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.

CPCCBC6005
Manage tender developments for major projects

Application

This unit of competency specifies the skills and knowledge required to manage tender developments for major projects. It covers the facilitation, implementation and management of the tender development system in a building and construction organisation involved in residential and/or commercial projects.

This unit of competency applies to builders and senior managers in building, construction and services who use sound economic business and resource data to manage complex projects and processes and are responsible for managing tender developments for major projects.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Evaluate contract risk.	1.1	Review and analyse invitation to tender.
	1.2	Obtain and examine in detail contract documents pertinent to the project.
	1.3	Examine and confirm conditions of contract in accordance with legislative and organisational requirements.
	1.4	Verify organisation's current work load to determine capacity to meet contract timelines.
	1.5	Conduct risk analysis and investigate and establish the degree of risk in the project.
	1.6	Consult management team in relation to likely construction approach and resources.
	1.7	Advise client of the intention or otherwise to submit a tender response.
2. Manage the tender process.	2.1	Allocate staff members to tender preparation process.
	2.2	Supervise staff contact with subcontractors to obtain quotations and suppliers for services or physical resources.
	2.3	Manage and supervise development of pre-tender construction and project schedule.
3. Manage the development of human and physical resource costs.	3.1	Determine equipment and materials charge-out rates.
	3.2	Establish labour rates for elements of work.
	3.3	Analyse project elements to ensure they conform to organisational contracting processes.

	3.4	Arbitrate on rates applied to elements of the work, to ensure they compare to relevant existing records of costs.
	3.5	Supervise staff members to ensure appropriate rates are applied to the bill of quantities.
	3.6	Review and monitor extensions of human and physical resource costs to ensure their accurate translation into the estimate summary.
	3.7	Monitor extended values for preliminaries and overheads calculated by staff.
	3.8	Monitor staff to ensure they are calculating and including all supplementary costs.
4. Prepare complete tender documentation and operating margins.	4.1	Review and assess conditions of contract to ensure there are no variations to the tender.
	4.2	Review and assess subcontractor quotes to ensure there are no variations to the tender.
	4.3	Check and confirm availability of plant and equipment.
	4.4	Confirm delivery schedules and follow up material suppliers.
5. Evaluate tender documentation prior to submission.	5.1	Supervise and manage staff preparation of the schedules which detail the sequence of work.
	5.2	Monitor progress of the tender development for timeliness and accuracy.
	5.3	Review client documentation to ensure that tender is finalised in standard industry format.
	5.4	Appraise final tender documentation for completeness and allocation of critical rates and allowances prior to its submission.

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 and share strategic information.

Unit Mapping Information

Supersedes and equivalent to CPCCBC6005A Manage tender developments for major projects.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC6005 Manage tender developments for major projects

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by managing the development two major project tenders. One major commercial construction project and one major residential project.

In doing this, the candidate must:

- develop tenders that comprehensively address project requirements
- implement management practices that result in a high level of strategic input and accuracy
- manage data acquisition from within and external to the organisation
- demonstrate conceptual and strategic problem solving
- communicate effectively both verbally and in writing with owners, senior management and employees
- comply with relevant legislative and regulatory requirements, standards and codes of practice.

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:
    - contract clauses and intentions
    - dispute resolution
    - general conditions of contract
    - legislative and regulatory requirements
    - liabilities
    - parties' obligations under contracts
- factors to be considered in assessing the risk inherent in different types of building and construction projects
- conducting risk assessment:
    - analysis and revision of data
    - critical incident analysis and reporting
    - proposing solutions and recovery scenarios
    - risk management practices
    - scheduling and planning for contingencies
- financial and business administration principles commensurate with organisation's needs
- industry's industrial relations climate and practices:
    - subcontractor contractual arrangements
    - independent workplace agreements
    - employment conditions

    - enterprise agreements
    - human resource practices
- relevant state or territory building and construction codes, standards and regulations
- socioeconomic and political factors which determine the climate in that sector of the building and construction industry.

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:

- current and relevant government building acts, regulations, codes and standards
- organisational quality systems, policies and procedures and tender documentation
- industry contracts relevant to the operations of the organisation
- copies of appropriate awards and workplace agreements
- sufficient equipment and materials to facilitate manage tender development for major projects.

Links

Companion Volume Implementation Guide: to be added.