# Draft 0.1

This is our work-in-progress update to CPCCBC4015A Prepare specifications for all construction works: https://training.gov.au/Training/Details/CPCCBC4015A.

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.

# CPCCBC4015
# Prepare specifications for all construction works

## Application

This unit of competency specifies the skills and knowledge required to prepare clearly understood specifications for construction works that may range from an outline to a more detailed specification. It includes establishing the level of detail required in inherent contractual obligations and developing the works specifications.

This unit applies to builders, site managers, estimators, forepersons and other construction industry personnel responsible for specifying materials, project timelines and quality of work for residential and commercial construction projects.

This unit is suitable for those using specialised knowledge to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

## Prerequisite Unit

Nil.

## Unit Sector

Construction.

## Elements and Performance Criteria

| | | |
|---|---|---|
| 1. Determine specification requirements. | 1.1 | Read and identify prescriptive and performance requirements from development approval, project brief, working drawings, codes and other relevant documents. |
| | 1.2 | Determine suitability of information for adaptation into the current project. |
| | 1.3 | Identify scope of works. |
| | 1.4 | Ascertain contractual obligations and where necessary seek clarification and advice from specialists. |
| 2. Assess the nature and scope of the work. | 2.1 | Conduct site inspection to establish and record site layout, details and features and preliminary site-work requirements. |
| | 2.2 | Describe clearly the relevant details and level of quality necessary to carry out the nature and scope of work. |
| | 2.3 | Undertake research to establish appropriate schedules, using relevant data sources. |
| | 2.4 | Tabulate and cross-reference details to ensure consistency between the design brief, working drawings and specifications. |
| | 2.5 | Provide details in the specification that conform to industry codes of practice, Australian standards and relevant statutory requirements. |

| | | |
|---|---|---|
| 3. Prepare the specification document. | 3.1 | Identify the contractual obligations and rights of the parties involved in the specification. |
| | 3.2 | Collate and add relevant information requested from specialists, colleagues and clients. |
| | 3.3 | Complete specification document, check and edit thoroughly for compliance with requirements. |
| | 3.4 | Present specification to the client in the required format and timeframe. |

## 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 CPCCBC4015A Prepare specifications for all construction works.

## Links

Companion Volume Implementation Guide: to be added.

# Assessment Requirements for CPCCBC4015 Prepare specifications for all construction works

## Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by preparing a works specification for one low rise building project.

In doing this, the candidate must:

- arrange researched work specification information into easily understood formats
- draft the specification free of any ambiguities
- structure the specification document using correct terminology and linked to other relevant construction documentation
- complete the specification to meet National Specification System of Australia (NATSPEC) and other relevant standards applicable to the building project.

## Knowledge Evidence

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

- National Specification System of Australia (NATSPEC) and other relevant industry standard specifications and codes
- building project scope of work:
    - standards of work
    - work schedules
    - milestones
- prescriptive requirements:
    - performance requirements
    - detail relating to materials and quality of work
    - nominated subcontractors
    - provision and costs of site access and facilities
- contractual obligations:
    - expected performance levels
    - insurance requirements
    - work health and safety (WHS) issues
    - type of tender
- organisational quality assurance relating to works specifications
- relevant legislation:
    - contract law
    - trade practices legislation
- documentation requirements arising from building information modelling (BIM)

## 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 regulations, codes and standards
- current project plans, building specifications and manufacturer's product information
- organisational quality documents and NATSPEC or other industry standard specification
- sufficient materials and equipment to facilitate prepare construction specifications.

## Links

Companion Volume Implementation Guide: to be added.