Draft 0.1

This is our work-in-progress update to CPCCBC5007B Administer the legal obligations of a building or construction contractor: https://training.gov.au/Training/Details/CPCCBC5007B.

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.

CPCCBC5007
Administer the legal obligations of a building or construction contractor

Application

This unit of competency specifies the skills and knowledge required to administer the organisations legal obligations as a contractor for medium rise contracts. It includes legislative matters, licensing and registration, and managing the compliance administering systems.

This unit of competency applies to builders, senior managers within building and construction firms and other construction industry personnel responsible for administering and ensuring contractor obligations and responsibilities and are fulfilled for all associated parties.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Establish legal requirements of the businesses.	1.1	Secure business registration of the organisation in accordance with owner/operator preferences and legal requirements.
	1.2	Seek approval of licensing and registration as a contractor/supervisor from appropriate government agency.
	1.3	Investigate and meet legal responsibilities of operating a construction business.
	1.4	Complete, submit and carefully maintain legal documents and records.
2. Engage personnel for the project.	2.1	Identify relevant industrial awards for the hiring of staff or labour.
	2.2	Determine contracts of employment on a case-by-case basis and implement the principles and legalities of workplace agreements.
	2.3	Apply equal opportunity principles in all aspects of recruitment and selection of staff and contractors.
	2.4	Explain and follow procedures for employment termination and redundancy.
	2.5	Establish, document and implement dispute resolution processes as necessary.
	2.6	Undertake worker's compensation policies.
3. Meet WHS requirements.	3.1	Identify and comply with work health and safety (WHS) legislation.
	3.2	Investigate and apply for necessary approvals or permits from WHS authority prior to work commencing.
	3.3	Inform workers of their rights and responsibilities and ensure a safe workplace that complies with legislative requirements.

	3.4	Adhere to regulations relating to noise abatement and working hours.
	3.5	Inform workers of their and the organisations obligations and ensure that workers have been inducted.
	3.6	Facilitate and implement rehabilitation arrangements for employees returning from injury or illness.
	3.7	Assist workers returning to work after injury or illness to regain full employment status as soon as practicable.
4. Administer business obligations.	4.1	Collect, record and pay taxation and Goods and Services Tax (GST) payments in compliance with Australian Taxation Office requirements.
	4.2	Calculate and contribute individual worker's superannuation entitlement.
	4.3	Evaluate and undertake adequate personnel, property and project works insurance policies.
	4.4	Engage and maintain consumer fair trading practice responsibly, effectively and efficiently.
	4.5	Promote client's best interests conscientiously and in accordance with the agreed contract.
5. Comply with environmental requirements.	5.1	Introduce and use renewable materials as a primary aim wherever possible over non-renewable materials.
	5.2	Minimise use of high energy materials and introduce low energy materials where practical.
	5.3	Implement processes to ensure compliance with environmental protection and sustainability requirements.

Foundation Skills

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

- technology skills to:
  - use communication 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 CPCCBC5007B Administer the legal obligations of a building or construction contractor.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC5007 Administer the legal obligations of a building or construction contractor

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by administering the organisation's legal obligations during the process of a medium rise construction project.

In doing this, the candidate must:

- advise appropriate authorities and gain the necessary approvals or responses
- establish and maintain good human relations with contracted employees, subcontractors and other stakeholders
- manage organisational taxation and insurance obligations
- promote and work in the best interest of clients.

Knowledge Evidence

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

- Commonwealth and state corporation law appropriate to the operations of the business:
    - fair trading legislation
    - public liability, worker's compensation, property and project work insurance requirements
    - industrial relations acts and regulations
    - superannuation contributions
- Australian Tax Office requirements
- builder's registration and licensing requirements
- work health and safety acts and regulations
- return to work and rehabilitation arrangements
- employees and subcontractor's awards and agreements
- environmental land sustainability requirements
- local building authority regulations.

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:

- Commonwealth and state and territory legislation for businesses
- relevant codes, standards and regulations for operating a business

- copies of appropriate awards, workplace agreements and contracts
- organisational policies and procedures
- sufficient equipment and materials to facilitate administration of legal obligations of a building or construction contractor.

Links

Companion Volume Implementation Guide: to be added.