Draft 0.1

This is our work-in-progress update to CPCCBC5005A Select and manage building and construction contractors: https://training.gov.au/Training/Details/CPCCBC5005A.

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.

CPCCBC5005
Select and manage building and construction contractors

Application

This unit of competency specifies the skills and knowledge required to select and manage building and construction contractors. It includes engaging with contractors to determine contract conditions and evaluating their performance.

This unit of competency applies to builders and senior managers within building and construction firms and other construction industry personnel who engage and manage various contractors with diverse occupations.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Determine subcontractor requirements.	1.1	Assess subcontractor resource requirements based on expected operations and reference to the business plan.
	1.2	Manage, prioritise and document subcontractor requirements based on expected work sequence and volume.
	1.3	Conduct and manage task analyses to identify competences from the nature of the work to be done and organisational structure.
	1.4	Determine type and number of subcontractors and develop a formal subcontractor structure for the project.
	1.5	Research industrial relations legislation and contract legal matters to clarify workplace obligations and subcontractor rights that impact on operations.
2. Review subcontractor performance.	2.1	Build an operational profile for each subcontractor from reviewed and identified existing subcontractor areas of expertise.
	2.2	Examine existing subcontractor's previous work profiles and history to gather information on their performance.
	2.3	Review subcontractor performance to identify strengths and weaknesses.
	2.4	Develop a management plan for each subcontractor to enhance their ability to meet contractual obligations.
3. Establish terms and conditions for subcontractor engagement.	3.1	Review and develop subcontractor terms of engagement and scope of operations to ensure obligations can be met under the contract.
	3.2	Review subcontractor terms of engagement and periodically reinforce to ensure conditions are met.

4. Manage the selection and engagement of subcontractors.	4.1	Develop and facilitate subcontractor engagement strategies and processes to meet organisational timelines and contract dates.
	4.2	Manage processes for selection and engagement of subcontractors to ensure that equal opportunity principles apply to all applicants.
	4.3	Manage subcontractor short-listing and qualification checking to enable the selection and engagement of the most appropriate subcontractor.
	4.4	Notify successful and unsuccessful tenderers about the outcomes of the selection process.
	4.5	Manage and implement processes for commencement, induction and any required pre-engagement training.
5. Evaluate subcontractor performance.	5.1	Develop and manage systems that evaluate subcontractor performance and compliance with contract requirements.
	5.2	Collect strategic information regarding subcontractor performance within the collection parameters and terms of confidentiality and security.
	5.3	Discuss performance review outcomes with subcontractors on a confidential and equitable basis.
	5.4	Introduce and manage feedback and appeal systems to ensure that subcontractors can challenge review outcomes.
	5.5	Undertake remedial or disciplinary action against the subcontractor in accordance with organisational policy and operational guidelines where appropriate.

Foundation Skills

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

- speaking skills to:
  - negotiate appropriate solutions when engaging with subcontractors during performance reviews
  - clarify any misinterpretations that may create issues
- listening skills to;
  - observe and question to understand other's perspectives
- 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 CPCCBC5005A Select and manage building and construction contractors.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC5005 Select and manage building and construction contractors

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by selecting and managing building and construction contractors for one medium rise project against projected organisational activities and the business plan.

In doing this, the candidate must:

- manage the subcontractor selection, engagement and appointment system to meet project timeframes:
    - providing invitations to tender for subcontract opportunities
    - advising interviewees of the outcome of the selection process
    - arranging credit checks to determine subcontractor financial viability
    - ensuring selection interviews with subcontractors meet the criteria
    - reviewing tender responses and checking referees
    - undertaking contractual arrangements between the organisation and successful subcontractors.
- action and remediate below standard subcontractor performance.

Knowledge Evidence

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

- industrial relations legislation, structures and processes
- organisational quality assurance requirements relating to contracts and contractors
- contracts, workplace agreements and relevant licensing arrangements
- industry subcontracting system and industry benchmarks for subcontractors
- subcontractor administration and performance management systems:
    - work sequence and nature of job roles
    - project timeframe from start to finish
    - quantum of hours required to perform the work
    - performance benchmarks within subcontracts
    - project meetings and provision of progress reports
    - performance monitoring against project timelines and objectives
    - performance management where performance is sub-standard or inappropriate:
        - anecdotal evidence, including input from project managers and administrators
        - examination of data provided by the subcontractor
        - input about subcontractor performance from other organisations
        - observation of the subcontractor on other project sites
        - using subcontractor performance records from previous associations.

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:

- industrial relations legislation and appropriate awards and workplace agreements
- construction project plans, specifications, codes and standards
- organisational quality assurance procedures and processes
- sufficient equipment and materials to facilitate the selection and management of building and construction contractors.

Links

Companion Volume Implementation Guide: to be added.