Draft 0.1

This is our work-in-progress update to CPCCBC4013A Prepare and evaluate tender documentation: https://training.gov.au/Training/Details/CPCCBC4013A.

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.

CPCCBC4013
Prepare and evaluate tender documentation

Application

This unit of competency specifies the skills and knowledge required to evaluate, prepare and formalise tender documentation associated with projects in the building and construction industry. It includes interpreting, compiling and documenting essential project information and demands into a final tender document.

It applies to builders, estimators and managers in the building and construction industry who have a responsibility to evaluate and prepare tenders for residential and commercial 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. Research project requirements.	1.1 Gather relevant information for tender preparation from current and approved project plans, specifications and project documentation. 1.2 Select appropriate contracts. 1.3 Identify and record risks during evaluation of contracts and tender documents.
2. Prepare tender documentation.	2.1 Collate all information for tender preparation and check for accuracy. 2.2 Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.
3. Attach supporting documentation.	3.1 Select and accurately complete relevant documentation required to submit with the tender. 3.2 Attach vital information, drawings, specifications or other supporting evidence to the tender document. 3.3 Prepare and attach client acceptance forms and any amendments and conditions to the tender or contract.
4. Obtain tender approval or endorsement.	4.1 Conduct final evaluation of completed tender documentation. 4.2. Complete appropriate client contract for the project. 4.3 Provide tender documentation to the appropriate staff member for approval or endorsement.

Foundation Skills

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

- reading skills to:
    - extract and comprehend relevant information from complex document text
- technology skills to:
    - use 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 CPCCBC4013A Prepare and evaluate tender documentation.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC4013 Prepare and evaluate tender documentation

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by preparing a client tender documents for two projects. One for a residential project and one for a commercial project.

In doing this, the candidate must:

- source and check relevant plans, specifications and tender documentation for currency and amendments
- evaluate risk associated with the tender process.

Knowledge Evidence

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

- relevant government building and construction regulations, codes and standards
- structure and operations of the organisation's costing, tendering and contracting system
- tender documents and supporting documentation:
    - artist's impressions
    - building information modelling (BIM)
    - product information
    - promotional materials
    - reports and findings beneficial to the organisation
- project risks associated with tendering:
    - breach of contract
    - project delays
    - payment disputes
    - delays in progress payments
    - circumstances, such as:
        - delivery delays that extend project completion dates
        - labour shortages
        - weather
        - exposure through clauses that work against the organisation
        - failure to adequately anticipate labour or materials costs
        - inappropriate funding levels and funding shortfalls
        - industrial disputes through misunderstandings or overt action
        - risk of default or non-performance of key players
- types of building and construction drawings and specifications
- types, scope and usage of labour through the employee and subcontractor systems.
- using appropriate costing software programs.

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 building and construction regulations, codes and standards
- current project plans, specifications and manufacturer's product information
- range of relevant tender documentation and associate forms for residential and commercial projects
- sufficient materials and equipment to facilitate preparation and evaluation of tender documents.

Links

Companion Volume Implementation Guide: to be added.