Draft 0.1

This is our work-in-progress update to CPCCBC4008B Conduct on-site supervision of building and construction projects: https://training.gov.au/Training/Details/CPCCBC4008B.

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.

Application includes onsite supervision skills of a construction project to undertake this unit.

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; performance to be demonstrated onsite.

CPCCBC4008
Conduct onsite supervision of building and construction projects

Application

This unit of competency specifies the skills and knowledge required to supervise the onsite regulatory and organisational requirements of low-rise construction projects. It includes managing quality control procedures and project administration processes.

This unit applies to those who are responsible for administering onsite quality processes and procedures and communicating information to clients.

This unit is suitable for builders, site managers, forepersons and other construction industry professionals using specialised knowledge and skills to complete routine and non-routine tasks and using their own judgement to deal with predictable and sometimes unpredictable problems.

Those undertaking this unit of competency must conduct on-site supervision of construction projects. Assessment of this unit must include onsite performance.

Prerequisite Unit

Nil.

Unit Sector

Construction.

Elements and Performance Criteria

1. Manage compliance and quality control.	1.1	Read and interpret plans, specifications, documentation and contracts relating to the project.
	1.2	Identify relevant compliance and quality control requirements.
	1.3	Develop processes to supervise onsite work to ensure the performance of work meets industry, regulatory and contractual standards.
	1.4	Develop and use checklists detailing specific items to be inspected at appropriate stages.
	1.5	Manage the quality process referencing industry and organisational quality manuals.
	1.6	Assess building work against quality requirements and communicate information to relevant persons.
	1.7	Identify non-compliant work and implement corrective action.
	1.8	Arrange local authority inspections.
2. Maintain onsite communications	2.1	Develop and implement systems for effect communication between onsite and offsite staff, contractors and suppliers.

and recording systems.	2.2	Develop and maintain construction project recording systems to capture project details.
	2.3	Maintain a daily diary of client, contractor and supplier communication and events.
	2.4	Record information relating to inspections, union and legislative matters.
	2.5	Record reported defects from client and establish liabilities and remedial action required.
	2.6	Notify and record client's approval and acceptance of rectification.
3. Conduct onsite supervision.	3.1	Manage and apply work health and safety (WHS) onsite requirements.
	3.2	Check workers hold the appropriate qualifications and have undertaken a workplace safety induction.
	3.3	Notify workers and organise delivery of materials, plant and equipment as per project schedule.
	3.4	Supervise onsite work and ensure organisational safety and quality requirements are met.
	3.5	Inspect quality of work, notify relevant people of non-compliance and issue rectification notes.
	3.6	Inspect completed work to ensure compliance with organisational quality requirements and building standards and issue relevant documentation.
4. Supervise the administration processes.	4.1	Notify relevant authorities and internal organisation department of commencement and completion dates.
	4.2	Advise workers and contractors of required services, project schedule, quality requirements and scheduled payments.
	4.3	Authorise commencement of work once tenders, insurances, qualifications and other organisational checks have been conducted and approved.
	4.4	Review variations to contracts and invoices and authorise payments.
	4.5	Investigate any insurance claims for material, plant and equipment loss or damage and complete documentation as required.
	4.6	Prepare certificates and appropriate client handover information and warranties.
	4.7	Apply project administration processes to conduct final inspection to verify compliance with contract requirements and company quality policy.

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 (equivalency to be determined) CPCCBC4008B Conduct on-site supervision of building and construction projects.

Links

Companion Volume Implementation Guide: to be added.

Assessment Requirements for CPCCBC4008 Conduct on-site supervision of building and construction projects

Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by conducting the onsite supervision of one low rise building and construction project.

In doing this, the candidate must:

- identify project outcome and specified building materials
- supervise, maintain and monitor onsite processes to achieve quality outcomes that meet organisational and building regulation codes and standards
- apply environmental and sustainability requirements.

Knowledge Evidence

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

- properties, characteristics and limitations of specified materials
- production of materials and prefabrication of products off site
- work health and safety (WHS) act and regulation
- on-site safety:
    - hierarchy of control
    - duty of care
    - hazardous manual handling
    - risk assessment
    - rehabilitation and return to work requirements
- environmental management requirements and sustainability principles
- construction methodologies
- government building legislation, codes, standards and regulations
- National Construction Code
- building and construction industry contracts
- organisation's and worker's rights and responsibilities
- organisational quality management processes and procedures:
    - communicating with regulatory authorities to ensure compliance with their requirements
    - allocating and managing of human resources
    - worker and contractor payment systems and conditions
    - dispute resolution
    - selecting and hiring of physical resources
    - relevant licensing arrangements
    - issuing of completion certificates and appropriate documentation
    - finalising project contractual agreements
- on-site communication:
    - emails and faxes
    - face-to-face verbal communication

- mobile and fixed telephone contact
- site diaries
- written reports and memoranda

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment of performance must be undertaken on a construction worksite.

Candidates must be provided with:

- government building legislation, codes and standards
- project plans and specifications
- quality documentation, manufacturer's specifications and instructions
- access to a low-rise construction worksite
- sufficient materials and equipment to conduct onsite supervision of a building and construction project.

Links

Companion Volume Implementation Guide: to be added.