

# Unit of Competency CPCCOM1013 Plan and organise work

## Application

This unit of competency specifies the skills and knowledge required to plan and organise basic individual and group work activities on a construction site.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Prerequisite Unit

CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry.

## Elements and Performance Criteria

1. Determine basic work task requirements.	1.1 Read and/or interpret a work order. 1.2 Determine work task requirements, work health and safety (WHS) requirements, and appropriate tools and equipment for the work. 1.3 Select and use personal protective equipment (PPE) for each part of the task. 1.4 Confirm and clarify work task requirements, WHS requirements, and tools and equipment with supervisor to ensure correct interpretation of requirements.
2. Plan steps to complete basic work task.	2.1 Analyse task and identify work steps to ensure efficient conduct of work in accordance with identified WHS, environmental and quality requirements. 2.2 Work with team members to plan, sequence and allocate time and resources to task steps. 2.3 Complete records of task planning and progress to workplace requirements.
3. Review basic work task planning and organising process.	3.1 Review planning and organising of work task activities to establish the effectiveness of the process. 3.2 Provide feedback and suggestions for improvements, and consider them in future planning and organising of work task activities.

## Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Unit Mapping Information

Supersedes and is equivalent to CPCCOM1013 Plan and organise work.

## Links

Companion Volume Implementation Guide:

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

# Assessment Requirements for CPCCOM1013 Plan and organise work

## Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by:

- determining requirements for three different basic work tasks on a construction work site
- planning steps to complete three different basic work tasks on a construction work site
- reviewing the planning and organising process for three different basic work tasks on a construction work site.

## Knowledge Evidence

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

- work health and safety (WHS) and environmental legislation and regulations relating to own working role in the construction industry
- quality policies and standards for planning and organising work
- processes for:
  - determining task requirements
  - undertaking all aspects of planning and organising work tasks, including interpreting work orders and reporting problems
  - planning steps to complete work tasks
  - organising the implementation of work task planning
  - recording work task planning and organising activities
  - reviewing work task planning and organising activities
  - providing and acting on feedback and suggestions for improvements.

## Assessment Conditions

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

This unit must be assessed in the workplace or a close simulation using realistic workplace conditions and standards, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

## Links

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