



## CPCBC4002A MANAGE OCCUPATIONAL HEALTH AND SAFETY IN THE BUILDING AND CONSTRUCTION INDUSTRY

This section describes the skills and knowledge required for this unit.

- **Required skills for this unit are:**

- application of regulatory requirements, including safe work method statements and plans such as site safety plans
- appropriate literacy and numeracy skills
- attention to detail in applying building codes and standards
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - seek expert advice and consult with relevant parties and workplace personnel on a variety of issues
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication
- written communication skills to complete inspection reports and maintain records
- conducting OHS legislation and documentation research
- construction site inspection techniques for OHS compliance
- interpretation and application of construction documentation
- interviewing skills
- knowledge of the technical and trade skills in building and construction processes
- maintaining records and documents
- negotiation and conflict resolution skills
- OHS auditing skills
- OHS compliance investigation skills.

- **Required knowledge for this unit is:**

- building and construction industry contracts
- current workplace and OHS legislation and advisory standards applicable to each State and Territory, such as:



- Asbestos Advisory Standards
- Concrete Pumping Supplement
- Construction Workplace Advisory Standard
- Demolition Advisory Standard
- Excavation Advisory Standard
- Falling Objects Advisory Standard
- Falls from Heights Advisory Standard
- Formwork Advisory Standard
- Manual Handling in the Building Industry Advisory Standard
- Noise Advisory Standard
- Plant Advisory Standard
- Scaffolding Advisory Standard
- Steel Construction Advisory Standard
- Work on Roofs Advisory Standard
- other relevant state or territory building and construction codes, standards and government regulations.



## CPCBC4001A - Apply building codes and standards to the construction process for low rise building projects

This section describes the skills and knowledge required for this unit.

### Required skills for this unit are:

- analysis and interpretation skills relating to documentation from a wide range of sources, including BCA and referenced documents
- application of design concepts and principles in accordance with BCA, namely:
- Class 1 and 10
- Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction
- attention to detail in applying building codes and standards
- communication skills to:
- discuss and propose alternative solutions
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- read and interpret:
- documentation from a variety of sources, including BCA and referenced documents
- drawings and specifications
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to complete documentation in accordance with BCA requirements
- numeracy skills to interpret and apply mathematical information included in building codes and standards.

### Required knowledge for this unit is:

- basic design principles and the behaviour of structures under stress, strain, compression, bending or combined actions
- BCA performance hierarchy
- definitions and common technical terms or usage specified under general provisions of BCA
- general nature of materials and the effects of performance
- relevant Australian standards
- relevant legislative and OHS requirements, codes and practices
- types of working drawings and specifications
- understanding of the BCA relating to:



- Class 1 and 10
- Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction.



## CPCBC4003A - Select and prepare a construction contract

This section describes the skills and knowledge required for this unit.

### Required skills for this unit are:

communication skills to:

- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- facilitate effective communication by phone, facsimile, email or in writing, with members of the organisation and external parties, including client
- facilitate drafting detailed responses to queries relating to the finer points of contracts
- read and interpret:
  - complex legal text
  - construction schedules
  - contracts
  - reports
  - specifications
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to prepare a construction contract, including completing memos, schedules and evaluative reports and communicating complex ideas
- contractual arrangement problem solving
- negotiation with construction clients
- numeracy skills to apply calculations, including rise and fall amounts applicable to changed contract circumstances.

### Required knowledge for this unit is:

- definitions and interpretations commonly applied to contracts
- legal meanings of terms and clauses in building and construction contracts
- relationships between the organisation and its clients
- various contract types and the circumstances they cover.

## **CPCBC4004A - Identify and produce estimated costs for building and construction projects**

This section describes the skills and knowledge required for this unit.

- **Required skills for this unit are:**

- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - read and interpret drawings and specifications
  - use language and concepts appropriate to cultural differences
  - use and interpret non-verbal communication
- contractual arrangement problem solving
- estimate labour and materials costs from written information
- numeracy skills to calculate labour hours and costs, material quantities and costs
- use appropriate costing software programs.

- **Required knowledge for this unit is:**

how to access and interpret:

- national codes, including Building Code of Australia (BCA) and the Plumbing Code of Australia
- Australian standards relevant to the industry sector
- includes state or territory and local government building and construction codes, standards and government regulations relevant to the form of work being undertaken (e.g. WorkCover and EPA)
- types of building and construction drawings and specifications
- types, scope and usage of labour through the employee and subcontractor systems
- operation and structure of the organisation's costing and contracting system.



## **CPCBC4010B - Apply structural principles to residential low rise constructions**

This section describes the skills and knowledge required for this unit.

### **Required skills for this unit are:**

- apply manufacturer specifications and Australian standards and codes
- apply structural principles to a variety of structures within BCA Classes 1 and 10
- communication skills to:
- consult with industry professionals
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- read and interpret project documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- identify and analyse relevant information
- select structural members based on project or specification requirements
- work safely to OHS regulations and site requirements.

### **Required knowledge for this unit is:**

- building and construction industry contracts
- relevant state or territory building and construction codes, standards and government regulations
- underlying mathematics related to structural analysis
- workplace safety requirements.



## CPCBC4011B - Apply structural principles to commercial low rise constructions

This section describes the skills and knowledge required for this unit.

### **Required skills for this unit are:**

- analytical skills and the capacity to foresee potential problems
- apply Australian standards, codes and manufacturer specifications
- apply structural principles to a variety of low rise structures
- construction management and planning techniques
- coordination of the work and advice of internal and external professionals
- communication skills to:
- consult with industry professionals
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- read and interpret project documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- identify and analyse relevant information
- low rise construction building problem solving
- numeracy skills to apply calculations
- select structural members based on project or specification requirements
- work safely to OHS regulations and site requirements.



**Required knowledge for this unit is:**

- building and construction industry contracts
- new and emerging building technologies, techniques and materials
- relevant state or territory building and construction codes, standards and government regulations
- underlying principles related to structural analysis
- workplace safety requirements.

## **CPCBC4005A - Produce labour and material schedules for ordering**

This section describes the skills and knowledge required for this unit.

**Required skills for this unit are:**

communication skills to:

- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- communicate information effectively within the organisation and to external agencies and the client
- read and interpret:
  - contracts
  - drawings and specifications
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to:
  - prepare and maintain site files
  - produce schedules and orders
  - identify and analyse relevant information
  - numeracy skills to apply calculations.

**Required knowledge for this unit is:**

- operation and structure of the organisation's costing and contracting system
- state or territory building and construction codes, standards and regulations relevant to the form of building or construction being undertaken



- types of building or construction drawings and specifications commonly used in the industry
- types, scope and usage of labour through the employee and contractor systems.

## **CPCBC4006B - Select, procure and store construction materials for low rise projects**

This section describes the skills and knowledge required for this unit.

- **Required skills for this unit are:**
- analysis and report preparation
- application of safe work practices and materials handling
- apply numeracy skills to workplace requirements
- communication skills to:
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - communicate with manufacturers and suppliers of materials
  - provide advice and information to regulatory authorities
- read and interpret:
  - contracts
  - drawings and specifications
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- development and management of standardised processes
- supervision of small teams.



**Required knowledge for this unit is:**

- alternative materials that can be specified in construction projects
- building and construction materials and technologies
- Building Code of Australia (Class 1 and 10 and Class 2 to 9 with a gross floor area not exceeding 2000 square metres, but not including Type A
- construction supply processes
- construction and contracting equipment and its use
- environmental effects on various building and construction materials
- relevant state or territory building and construction codes, standards and regulations
- testing procedures for construction materials
- workplace safety requirements.

## **CPCBC4007A – Plan building or construction work**

This section describes the skills and knowledge required for this unit

**Required skills for this unit are:**

communication skills to:

- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- communicate by telephone, facsimile, email and in writing
- identify availability of subcontractors
- liaise with suppliers
- read and interpret:
  - contract documentation
  - organisational policies
  - other relevant workplace documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to:
  - document required resources
  - prepare documentation for authorities



- prepare reports
- record site deliveries
- numeracy skills to apply calculations.

**Required knowledge for this unit is:**

- application of project management and critical path techniques to the organisation of materials, plant and people
- building and construction industry subcontractor system
- building, construction or civil construction practices in on-site project management
- internal documentation systems
- processes and timeframes for regulatory approvals
- relevant state or territory building and construction codes, standards and government regulations
- types of building and construction industry contracts
- types of plant and equipment employed in the undertaking of the organisation's projects.

## **CPCBC4009B - Apply legal requirements to building and construction projects**

This section describes the skills and knowledge required for this unit.

- **Required skills for this unit are:**
- ability to research, access and interpret complex documents
- communication skills to:
  - communicate with local or regulatory authorities on matters relating to site conditions or approvals and to negotiate on matters concerning industry, telephone, or face to face
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to communicate by memo, letter, facsimile or email with subcontractors, staff, clients and regulatory authorities
- interpersonal skills relevant to the supervision and monitoring of work processes
- numeracy skills to apply calculations.



**Required knowledge for this unit is:**

- building and construction industry contracts
- OHS frameworks and obligations under federal, state and territory legislation and regulation
- organisational policies and procedures related to discrimination and harassment
- reasonable understanding of federal, state or territory anti-discrimination and equal employment opportunity legislation
- risk management processes and practices and the planning required to develop plans
- state or territory building and construction codes, standards and government regulations
- workplace safety requirements.

## **CPCBC4008B – Conduct on-site supervision of building and construction projects**

This section describes the skills and knowledge required for this unit.



**Required skills for this unit are:**

- application of contract terms and conditions
- application of quality processes
- communication skills to:
  - communicate request and requirements
  - communicate with the client and regulatory authorities
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- facilitate on-site meetings and dispute resolution
- read and interpret:
  - quality control procedures
  - regulatory and organisational requirements
  - other relevant workplace documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written skills to:
  - complete site reports
  - develop and maintain site records
- interpersonal skills relevant to the supervision and monitoring of work processes
- numeracy skills to apply calculations.

**Required knowledge for this unit is:**

- building and construction industry contract payment system and obligations
- building and construction industry standards
- certification requirements arising from work performed under regulations or local authority requirements
- contract variation procedures and associated documentation requirements
- contracts employed in the building and construction industry.

## **CPCBC4012B - Read and interpret plans and specifications**

This section describes the skills and knowledge required for this unit.



**Required skills for this unit are:**

- communication skills to:
- consult with industry professionals
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- interact effectively by telephone, facsimile, email and in writing with clients, organisational personnel and appropriate local authorities
- read and interpret:
- tender documentation
- other relevant workplace documentation
- use language and concepts appropriate to cultural differences
- use and interpret non-verbal communication
- written communication skills to produce required documentation
- identify and analyse relevant information
- numeracy skills to calculate labour hours and costs and material quantities and costs
- translation of documented requirements into on-site activities and site and structural features from two-dimensional to three-dimensional format:

**Required knowledge for this unit is:**

- building and construction practices
- internal documentation systems
- regulatory approvals processes and timeframes
- relevant state or territory building and construction codes, standards and regulations
- types of building and construction drawings and drawing perspectives
- types of building and construction industry contracts.



This section describes the skills and knowledge required for this unit.

**Required skills for this unit are:**

- communication skills to:
- communicate by telephone
- enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
- research and evaluate information and circumstances surrounding a business dispute
- read and interpret relevant legislation
- use and interpret non-verbal communication
- use language and concepts appropriate to cultural differences
- written skills to:
- complete checklists
- send emails and faxes
- write memos and reports
- negotiation relevant to dispute resolution situations
- problem solving in the context of dispute resolution
- research and evaluate information and circumstances surrounding a business dispute.

**Required knowledge for this unit is:**

- contractual and business frameworks underpinning the building and construction industry
- mores, values and attitudes of various groups in the community that should be accounted for in discussions
- possible reactions from persons under pressure, such as anger and withdrawal.



## **CPCBC4020A - Build thermally efficient and sustainable structures**

This section describes the skills and knowledge required for this unit.

### **Required skills for this unit are:**

- application of Australian standards and manufacturer specifications
- application of BCA Part 3.12
- communication skills to:
  - communicate information to client
  - consult designers
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - identify and negotiate client requirements
  - read and interpret legislative and planning requirements
  - seek advice
  - use and interpret non-verbal communication
  - use language and concepts appropriate to cultural differences
- evaluation of the thermal efficiency of building design solutions
- apply numeracy skills to workplace requirements.

### **Required knowledge for this unit is:**

- building and construction industry processes for building sustainability
- relevant state or territory building and construction codes, standards and government regulations
- underlying mathematics related to the calculation of thermal efficiency



## **BSBSMB406A Manage small business finances**

This section describes the skills and knowledge required for this unit.

### **Required skills for this unit are:**

- analytical skills to interpret financial data
- communication skills to negotiate capital and to report on performance
- literacy skills to interpret legal requirements and financial reports
- numeracy skills to calculate costs, prices, profit and other financial information

### **Required knowledge for this unit is:**

The following knowledge must be assessed as part of this unit:

- benchmarking
- financial decision making relevant to the business
- financial indicators
- purpose of financial reports
- preparation and interpretation of budget/actual reports
- principles for preparation of balance sheets and their interpretation
- principles for preparation of profit and loss statements and their interpretation
- stock records/stock control relevant to the business.



## BSBPMG522 - Undertake project work

Performance Evidence

### Evidence of the ability to:

- define the parameters of the project including:
  - project scope
  - project stakeholders, including own responsibilities
  - relationship of project to organisational objectives and other projects
  - reporting requirements
  - resource requirements
- use project management tools to develop and implement a project plan including:
  - deliverables
  - work breakdown
  - budget and allocation of resources
  - timelines
  - risk management
  - recordkeeping and reporting
- consult and communicate with relevant stakeholders to generate input and engagement in planning, implementing and reviewing the project
- provide support to team members to enable them to achieve deliverables and to transition them as appropriate at completion of the project
- finalise the project including documentation, sign-offs and reporting
- review and document the project outcomes.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

### Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- give examples of project management tools and how they contribute to a project
- outline types of documents and other sources of information commonly used in defining the parameters of a project
- explain processes for identifying and managing risk in a project
- outline the organisation's mission, goals, objectives and operations and how the project relates to them
- explain the organisation's procedures and processes that are relevant to managing a project including:
  - lines of authority and approvals



- quality assurance
- human resources
- budgets and finance
- recordkeeping
- reporting
- outline the legislative and regulatory context of the organisation in relation to project work, including work health and safety (WHS) requirements.