

# CPCCCM1013A Matrix Map

(Generated Thursday, 12 February 2015)

## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify task requirements.	1.1. Task requirements are determined or confirmed and clarified to ensure correct interpretation of specifications or requirements.	Activity 1: Identify Daily Tasks : Q1 Activity 2: Identify General Aspects of Employment Conditions: Q1 Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Activity 4: Create Work Instruction: Q1 Workplace Task: Works with others to determine appropriate sequencing of tasks
2. Plan steps to complete tasks.	2.1. Task is interpreted and relevant steps are identified to ensure efficient conduct of work, and in accordance with safety (OHS), environmental requirements and quality requirements.	Activity 1: Identify Daily Tasks : Q1 Activity 4: Create Work Instruction: Q1 Activity 5: Suggesting and Implementing Ideas for Improvement: Q1 Workplace Task: Determine and confirm requirements of workplace task
	2.2. Steps are planned in conjunction with others.	Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1 Activity 5: Suggesting and Implementing Ideas for Improvement: Q1 Workplace Task: Works with others to determine appropriate sequencing of tasks
3. Organise work.	3.1. Work activity is organised with other involved personnel to ensure safe and appropriate sequencing of tasks.	Activity 2: Identify General Aspects of Employment Conditions: Q1 Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1 Workplace Task: Works with others to determine appropriate sequencing of tasks
	3.2. All necessary documentation related to job planning progress is completed and recorded in accordance with workplace requirements.	Activity 2: Identify General Aspects of Employment Conditions: Q1 Activity 4: Create Work Instruction: Q1 Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4 Workplace Task: Determine and confirm requirements of workplace task

<p>4. Review planning and organising process.</p>	<p>4.1. Planning and organising of work activities is reviewed to establish the effectiveness of the process.</p>	<p>Activity 3: Complete Plan for Typical Day: Q1                      Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7                      Activity 4: Create Work Instruction: Q1                      Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4                      Workplace Task: Plans and organises work activities in a range of situations</p>
	<p>4.2. Ideas for improvement are suggested and implemented in future planning and organising of work activities.</p>	<p>Activity 1: Identify Daily Tasks : Q1                      Activity 3: Complete Plan for Typical Day: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1                      Accept Responsibility for Quality of Own Work: Q4                      Workplace Task: Suggests ideas for improving processes and tasks</p>

## REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are: communication skills to:	
<i>determine or confirm and clarify task requirements</i>	<i>Activity 1: Identify Daily Tasks : Q1</i> <i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i> <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Activity 4: Create Work Instruction: Q1</i> <i>Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: Plans and organises work activities in a range of situations</i>
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i> <i>Activity 4: Create Work Instruction: Q1</i> <i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i> <i>Workplace Task: Complete any necessary documents relating to the workplace task</i>
<i>plan steps and organise work activities with others</i>	<i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i> <i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Activity 3: Complete Plan for Typical Day: Q1</i> <i>Activity 4: Create Work Instruction: Q1</i> <i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i> <i>Workplace Task: Works with others to determine appropriate sequencing of tasks</i>
<i>use language and concepts appropriate to cultural differences</i>	<i>Activity 1: Identify Daily Tasks : Q1</i> <i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i> <i>Activity 3: Complete Plan for Typical Day: Q1</i> <i>Activity 4: Create Work Instruction: Q1</i> <i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i> <i>Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: Complete any necessary documents relating to the workplace task</i>
<i>use and interpret non-verbal communication, such as hand signals</i>	<i>Workplace Task: Complete any necessary documents relating to the workplace task</i>

<p>written skills to complete workplace documentation</p>	<p>Activity 1: Identify Daily Tasks : Q1                      Activity 2: Identify General Aspects of Employment Conditions: Q1                      Activity 3: Complete Plan for Typical Day: Q1                      Activity 4: Create Work Instruction: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</p>
<p>evaluating own actions and make judgements about performance and necessary improvements</p>	<p>Activity 1: Identify Daily Tasks : Q1                      Activity 3: Complete Plan for Typical Day: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1                      Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5                      Workplace Task: Suggests ideas for improving processes and tasks</p>
<p>identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials</p>	<p>Activity 4: Create Work Instruction: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1                      Workplace Task: Determine and confirm requirements of workplace task</p>
<p>interpret information relevant to the work activity including plans, specifications and drawings and documentation from a variety of sources</p>	<p>Activity 2: Identify General Aspects of Employment Conditions: Q1                      Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10                      Activity 3: Complete Plan for Typical Day: Q1                      Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7                      Activity 4: Create Work Instruction: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1                      Workplace Task: Determine and confirm requirements of workplace task</p>
<p>teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities</p>	<p>Activity 2: Identify General Aspects of Employment Conditions: Q1                      Activity 3: Complete Plan for Typical Day: Q1                      Activity 4: Create Work Instruction: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1                      Workplace Task: Works with others to determine appropriate sequencing of tasks</p>
<p>technological skills to:</p>	
<p>use a range of mobile technology, such as two-way radio and mobile phones</p>	<p>Activity 1: Identify Daily Tasks : Q1                      Activity 3: Complete Plan for Typical Day: Q1                      Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7                      Activity 4: Create Work Instruction: Q1                      Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</p>

<p><i>voice and hand signals to access and understand site-specific instructions.</i></p>	<p><i>Workplace Task: Complete any necessary documents relating to the workplace task</i></p>
<p><i>using time management techniques to organise and prioritise work.</i></p>	<p><i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i>  <i>Activity 3: Complete Plan for Typical Day: Q1</i>  <i>Activity 4: Create Work Instruction: Q1</i>  <i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i>  <i>Workplace Task: Works with others to determine appropriate sequencing of tasks</i></p>

## REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>work activity that needs to be planned and organised</i>	<p><i>Activity 1: Identify Daily Tasks : Q1</i></p> <p><i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i></p> <p><i>Activity 3: Complete Plan for Typical Day: Q1</i></p> <p><i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Activity 4: Create Work Instruction: Q1</i></p> <p><i>Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5</i></p> <p><i>Workplace Task: Works with others to determine appropriate sequencing of tasks</i></p>
<i>work safety, environmental and quality requirements</i>	<p><i>Activity 1: Identify Daily Tasks : Q1</i></p> <p><i>Activity 4: Create Work Instruction: Q1</i></p> <p><i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i></p> <p><i>Accept Responsibility for Quality of Own Work: Q1 Q2</i></p> <p><i>Workplace Task: Determine and confirm requirements of workplace task</i></p>
<i>workplace personnel that are to be involved in planning and organising tasks</i>	<p><i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i></p> <p><i>Activity 4: Create Work Instruction: Q1</i></p> <p><i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i></p> <p><i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i></p> <p><i>Accept Responsibility for Quality of Own Work: Q5</i></p> <p><i>Workplace Task: Works with others to determine appropriate sequencing of tasks</i></p>
<i>workplace reporting requirements.</i>	<p><i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i></p> <p><i>Activity 3: Complete Plan for Typical Day: Q1</i></p> <p><i>Activity 4: Create Work Instruction: Q1</i></p> <p><i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i></p> <p><i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i></p> <p><i>Accept Responsibility for Quality of Own Work: Q3</i></p> <p><i>Workplace Task: Determine and confirm requirements of workplace task</i></p>

## CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p><i>A person who demonstrates competency in this unit must be able to provide evidence of the ability to plan and organise a variety of work activities. Evidence should be collected over a period of time in a range of general construction relevant contexts and include dealings with an appropriate range of situations.</i></p>	<p><i>Activity 2: Identify General Aspects of Employment Conditions: Q1</i></p> <p><i>Activity 3: Complete Plan for Typical Day: Q1</i></p> <p><i>Activity 4: Create Work Instruction: Q1</i></p> <p><i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i></p>

## RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Safety (OHS) is to be in accordance with legislation, regulations, codes of practice, organisational safety policies and procedures, and project safety plan and may include:</i>	<i>emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation</i>	<i>Activity 4: Create Work Instruction: Q1 Workplace Task: Determine and confirm requirements of workplace task</i>
	<i>handling of materials</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1 Workplace Task: Determine and confirm requirements of workplace task</i>
	<i>hazard control</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1 Workplace Task: Determine and confirm requirements of workplace task</i>
	<i>hazardous materials and substances</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Workplace Task: Determine and confirm requirements of workplace task</i>
	<i>safe operating procedures, including the conduct of operational risk assessment and treatments associated with:</i>	
	<i>earth leakage boxes</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
	<i>lighting</i>	
	<i>power cables, including overhead service trays, cables and conduits</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
	<i>restricted access barriers</i>	
	<i>surrounding structures</i>	
	<i>traffic control</i>	
	<i>trip hazards</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
	<i>work site visitors and the public</i>	
	<i>working at heights</i>	
	<i>working in confined spaces</i>	
	<i>working in proximity to others</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>



	<i>working with dangerous materials</i>	
	<i>organisational first aid</i>	
	<i>personal protective clothing and equipment prescribed under legislation, regulations and workplace policies and practices</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1</i>
	<i>use of firefighting equipment</i>	
	<i>use of tools and equipment</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Activity 4: Create Work Instruction: Q1</i>
	<i>workplace environment and safety.</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
<i>Environmental requirements include:</i>	<i>clean-up management</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
	<i>noise and dust</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
	<i>vibration</i>	
	<i>waste management.</i>	<i>Activity 3: Complete Plan for Typical Day: Q1</i>
<i>Quality requirements include relevant regulations, including:</i>	<i>Australian standards</i>	<i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i>
	<i>internal company quality policy and standards</i>	<i>Activity 3: Complete Plan for Typical Day: Q1 Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Activity 4: Create Work Instruction: Q1 Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4 Activity 5: Suggesting and Implementing Ideas for Improvement: Q1 Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5 Workplace Task: Determine and confirm requirements of workplace task</i>
	<i>manufacturer specifications, where specified</i>	<i>Activity 4: Create Work Instruction: Q1 Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i>

	<i>workplace operations and procedures.</i>	<i>Plan Workplace Activities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Work Instructions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Activity 4: Create Work Instruction: Q1</i> <i>Standard Operating Procedures (SOPs): Q1 Q2 Q3 Q4</i> <i>Activity 5: Suggesting and Implementing Ideas for Improvement: Q1</i> <i>Accept Responsibility for Quality of Own Work: Q1 Q2 Q3 Q4 Q5</i> <i>Workplace Task: Works with others to determine appropriate sequencing of tasks</i>
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