

CPCBC4003A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify and analyse the essential elements, sections and clauses of a business contract.	1.1. Various types of building and construction contracts are identified and the appropriate application of each type is analysed.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	1.2. Essential terms and elements of a valid contract are identified and analysed.	Workplace Task: Specified requirements of offer, acceptance, and termination of contract Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	1.3. Importance of identifying an intention to create legal relations is analysed.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations
	1.4. Rights and liabilities of parties under a contract are identified and analysed.	Workplace Task: Specified requirements of offer, acceptance, and termination of contract
	1.5. Common building contract terms and procedures are identified and applied.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	1.6. Circumstances that bring about a breach of contract are identified and analysed.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations
	1.7. Legislative requirements are identified and applied.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations
1. Identify and analyse the essential elements, sections and clauses of a business contract.	1.1. Various types of building and construction contracts are identified and the appropriate application of each type is analysed.	Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Australian Standard Contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Cost Plus: Q1 Minor Construction Works: Q1 New Home Construction Contract: Q1 Verification of Assessment Requirements: Q2 Workplace Task: Selected the appropriate contract with relevant clauses and conditions

	<p>1.2. Essential terms and elements of a valid contract are identified and analysed.</p>	<p>Cost Plus: Q2 Q3 Q8 Minor Construction Works: Q5 Q6 New Home Construction Contract: Q4 Q6 Verification of Assessment Requirements: Q2 Workplace Task: Specified requirements of offer, acceptance, and termination of contract</p>
	<p>1.3. Importance of identifying an intention to create legal relations is analysed.</p>	<p>Cost Plus: Q10 Minor Construction Works: Q2 New Home Construction Contract: Q4 Verification of Assessment Requirements: Q3 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
	<p>1.4. Rights and liabilities of parties under a contract are identified and analysed.</p>	<p>Types of contracts: Q1 Cost Plus: Q7 Q8 Minor Construction Works: Q2 Q5 Q6 Q7 Q8 New Home Construction Contract: Q2 Q4 Q6 Verification of Assessment Requirements: Q3 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
	<p>1.5. Common building contract terms and procedures are identified and applied.</p>	<p>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Legal terms used in construction contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Australian Standard Contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Cost Plus: Q7 Q8 Minor Construction Works: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Verification of Assessment Requirements: Q4 Workplace Task: Selected the appropriate contract with relevant clauses and conditions Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>

	1.6. Circumstances that bring about a breach of contract are identified and analysed.	<p>Cost Plus: Q8 Q10</p> <p>Breach and termination of contract: Q1 Q2 Q3</p> <p>Verification of Assessment Requirements: Q3</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
	1.7. Legislative requirements are identified and applied.	<p>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</p> <p>Australian Standard Contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</p> <p>Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11</p> <p>Minor Construction Works: Q2 Q6 Q7 Q8</p> <p>New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</p> <p>Verification of Assessment Requirements: Q3</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
2. Select an appropriate contract for the works to be undertaken.	2.1. A contract, appropriate for the type of construction, is accurately selected.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	2.2. Range of documents that collectively make up a contract is accurately identified and prepared.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	2.3. Requirements associated with an offer and acceptance of a contract are accurately identified and applied.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	2.4. Capacity of the parties to form a binding agreement in the form of a contract is confirmed.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
	2.5. Factors associated with the parties' consent to a contract are identified and applied.	Workplace Task: Selected the appropriate contract with relevant clauses and conditions
2. Select an appropriate contract for the works to be undertaken.	2.1. A contract, appropriate for the type of construction, is accurately selected.	<p>Cost Plus: Q1</p> <p>Minor Construction Works: Q1</p> <p>New Home Construction Contract: Q1</p> <p>Verification of Assessment Requirements: Q2</p> <p>Workplace Task: Selected the appropriate contract with relevant clauses and conditions</p>

	2.2. Range of documents that collectively make up a contract is accurately identified and prepared.	<p>Cost Plus: Q11</p> <p>Minor Construction Works: Q2</p> <p>New Home Construction Contract: Q5</p> <p>Verification of Assessment Requirements: Q6</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
	2.3. Requirements associated with an offer and acceptance of a contract are accurately identified and applied.	<p>Cost Plus: Q7</p> <p>Minor Construction Works: Q2 Q6 Q7 Q8</p> <p>New Home Construction Contract: Q4 Q6</p> <p>Verification of Assessment Requirements: Q4</p> <p>Workplace Task: Specified requirements of offer, acceptance, and termination of contract</p>
	2.4. Capacity of the parties to form a binding agreement in the form of a contract is confirmed.	<p>Cost Plus: Q6</p> <p>Minor Construction Works: Q2 Q7 Q8</p> <p>New Home Construction Contract: Q4</p> <p>Verification of Assessment Requirements: Q3</p> <p>Workplace Task: Specified rise and fall amounts, extensions, and progress payment terms</p>
	2.5. Factors associated with the parties' consent to a contract are identified and applied.	<p>Cost Plus: Q7 Q8</p> <p>Minor Construction Works: Q2 Q7</p> <p>New Home Construction Contract: Q2 Q4</p> <p>Verification of Assessment Requirements: Q4</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
3. Prepare the contract.	3.1. Expert advice is sought as required in the preparation of the contract.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations
	3.2. Factors leading to the termination of a contract are defined, analysed and assessed during the preparation of the contract.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations
	3.3. Contract rise and fall amounts are accurately calculated during the preparation of the contract.	Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations

CPCBC4003A Select and prepare a construction contract

	<i>3.4. Schedule of progress payments is assessed and included in the preparation of the contract.</i>	<i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>
	<i>3.5. Processes for applying for extensions of time are included in the preparation of the contract.</i>	<i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>
	<i>3.6. Final contract is prepared in consultation with relevant personnel and in accordance with the accepted processes of the organisation and legal requirements.</i>	<i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
Communication skills to:	
communication skills to:	
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>Verification of Assessment Requirements: Q10</i> <i>Required Communication Skills: Q1</i> <i>Workplace Task: Specified requirements of offer, acceptance, and termination of contract</i>
<i>facilitate effective communication by phone, facsimile, email or in writing, with members of the organisation and external parties, including clients and subcontractors</i>	<i>Verification of Assessment Requirements: Q10</i> <i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>
<i>facilitate drafting detailed responses to queries relating to the finer points of contracts</i>	<i>Cost Plus: Q10</i> <i>Verification of Assessment Requirements: Q8</i> <i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>
read and interpret:	
<i>complex legal text</i>	<i>Legal terms used in construction contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Cost Plus: Q2 Q3</i> <i>New Home Construction Contract: Q3</i> <i>Verification of Assessment Requirements: Q8</i> <i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>
<i>construction schedules</i>	<i>Cost Plus: Q5 Q6</i> <i>New Home Construction Contract: Q8</i> <i>Verification of Assessment Requirements: Q8</i> <i>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</i>

<p>contracts</p>	<p>Australian Standard Contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Minor Construction Works: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Verification of Assessment Requirements: Q8 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>reports</p>	<p>Cost Plus: Q8 Verification of Assessment Requirements: Q8 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>specifications</p>	<p>Cost Plus: Q5 Q6 New Home Construction Contract: Q2 Verification of Assessment Requirements: Q8 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>use language and concepts appropriate to cultural differences</p>	<p>Verification of Assessment Requirements: Q6 Required Communication Skills: Q2 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>use and interpret non-verbal communication</p>	<p>Verification of Assessment Requirements: Q6 Required Communication Skills: Q2 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>written skills to prepare a construction contract, including completing memos, schedules and evaluative reports and communicating complex ideas and alternatives</p>	<p>Minor Construction Works: Q2 Q8 New Home Construction Contract: Q8 Finalize the contract procedures: Q1 Q2 Verification of Assessment Requirements: Q6 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
<p>contractual arrangement problem solving</p>	<p>Cost Plus: Q8 Finalize the contract procedures: Q1 Q2 Verification of Assessment Requirements: Q11 Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>

CPCBC4003A Select and prepare a construction contract

<p><i>negotiation with construction clients</i></p>	<p><i>Cost Plus: Q9</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q11</i> <i>Workplace Task: Specified requirements of offer, acceptance, and termination of contract</i></p>
<p><i>numeracy skills to apply calculations, including rise and fall amounts applicable to changed contract circumstances.</i></p>	<p><i>Cost Plus: Q2 Q4 Q9</i> <i>Minor Construction Works: Q3 Q4 Q9</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q6 Q7</i> <i>Workplace Task: Specified rise and fall amounts, extensions, and progress payment terms</i></p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>definitions and interpretations commonly applied to contracts</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11</i> <i>New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q2</i>
<i>legal meanings of terms and clauses in building and construction contracts</i>	<i>Legal terms used in construction contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Cost Plus: Q2 Q3 Q9</i> <i>New Home Construction Contract: Q3</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q3</i>
<i>relationships between the organisation and its clients</i>	<i>Types of contracts: Q1 Q3 Q4</i> <i>Cost Plus: Q7 Q9 Q10</i> <i>Minor Construction Works: Q2 Q7 Q8</i> <i>New Home Construction Contract: Q2 Q4 Q6</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q7</i>
<i>various contract types and the circumstances they cover.</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i>
<i>various contract types and the circumstances they cover</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11</i> <i>Minor Construction Works: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i> <i>Finalize the contract procedures: Q1 Q2</i> <i>Verification of Assessment Requirements: Q2</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p><i>It is essential that competence is demonstrated in the relevant aspects of contract selection and insertion of appropriate clauses, including rise and fall and progress payments.</i></p> <p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p>	
<p><i>select the right contract for the particular project</i></p>	<p><i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Cost Plus: Q1</i></p> <p><i>Minor Construction Works: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</i></p> <p><i>New Home Construction Contract: Q1</i></p> <p><i>Finalize the contract procedures: Q1 Q2</i></p> <p><i>Verification of Assessment Requirements: Q2</i></p> <p><i>Workplace Task: Selected the appropriate contract with relevant clauses and conditions</i></p>
<p><i>select appropriate clauses and conditions within the contract</i></p>	<p><i>Cost Plus: Q5 Q6</i></p> <p><i>New Home Construction Contract: Q4</i></p> <p><i>Finalize the contract procedures: Q1 Q2</i></p> <p><i>Verification of Assessment Requirements: Q2 Q4</i></p> <p><i>Workplace Task: Selected the appropriate contract with relevant clauses and conditions</i></p>
<p><i>identify causes of a breach of contract</i></p>	<p><i>Cost Plus: Q10</i></p> <p><i>Breach and termination of contract: Q1 Q2 Q3</i></p> <p><i>Verification of Assessment Requirements: Q13</i></p> <p><i>Workplace Task: Identified causes of a breach of contract</i></p>
<p><i>specify requirements for the offer and acceptance of a contract</i></p>	<p><i>Cost Plus: Q7</i></p> <p><i>Minor Construction Works: Q2 Q7</i></p> <p><i>New Home Construction Contract: Q2</i></p> <p><i>Verification of Assessment Requirements: Q4</i></p> <p><i>Workplace Task: Specified requirements of offer, acceptance, and termination of contract</i></p>

specify requirements for the termination of a contract	<p>Cost Plus: Q8</p> <p>Breach and termination of contract: Q1 Q2 Q3</p> <p>Verification of Assessment Requirements: Q13</p> <p>Workplace Task: Specified requirements of offer, acceptance, and termination of contract</p>
accurately calculate rise and fall amounts	<p>Cost Plus: Q2 Q4 Q9</p> <p>Minor Construction Works: Q3 Q4 Q9</p> <p>Verification of Assessment Requirements: Q7</p> <p>Workplace Task: Specified rise and fall amounts, extensions, and progress payment terms</p>
specify schedule for progress payments	<p>Cost Plus: Q5 Q9</p> <p>New Home Construction Contract: Q8</p> <p>Verification of Assessment Requirements: Q6</p> <p>Workplace Task: Specified rise and fall amounts, extensions, and progress payment terms</p>
specify requirements for extensions of time	<p>New Home Construction Contract: Q7 Q9</p> <p>Delays and extensions of time: Q1 Q2 Q3 Q4 Q5</p> <p>Verification of Assessment Requirements: Q14</p> <p>Workplace Task: Specified rise and fall amounts, extensions, and progress payment terms</p>
include all related documentation	<p>Cost Plus: Q11</p> <p>Minor Construction Works: Q7</p> <p>New Home Construction Contract: Q5</p> <p>Verification of Assessment Requirements: Q6</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
refer to all relevant legislation.	<p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>
refer to all relevant legislation	<p>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7</p> <p>Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11</p> <p>Minor Construction Works: Q7</p> <p>New Home Construction Contract: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9</p> <p>Finalize the contract procedures: Q1 Q2</p> <p>Verification of Assessment Requirements: Q3</p> <p>Workplace Task: Prepared a contract with all relevant documentation, specifications and legal obligations</p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Building and construction contracts relevant to the sector and organisational needs may include:</i>	<i>Australian standard contracts (including the AS2124 and AS4000 series)</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Australian Standard Contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Verification of Assessment Requirements: Q2</i>
	<i>Construction Industry Contract (CIC) suite</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Verification of Assessment Requirements: Q2</i>
	<i>contracts required or supplied by regulatory authorities or state or territory legislation</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Verification of Assessment Requirements: Q2</i>
	<i>individual organisational contracts</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Verification of Assessment Requirements: Q2</i>
	<i>Joint Contracts Committee (JCC) suite</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Verification of Assessment Requirements: Q2</i>
	<i>Master Builders Association (MBA) and Housing Industry Association (HIA) or other standard industry contracts</i>	<i>Types of contracts: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Minor Construction Works: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Verification of Assessment Requirements: Q2</i>
	<i>Simple Building Works (SBW), including series 1 and series 2 (SBW2 Lump Sum).</i>	
<i>Range of documents includes:</i>	<i>equipment, site accommodation and services information</i>	<i>Cost Plus: Q11 New Home Construction Contract: Q5 Verification of Assessment Requirements: Q6</i>
	<i>human resource projections</i>	<i>Cost Plus: Q11 New Home Construction Contract: Q5 Verification of Assessment Requirements: Q6</i>
	<i>materials lists</i>	<i>Cost Plus: Q11 New Home Construction Contract: Q5 Verification of Assessment Requirements: Q6</i>

	<i>plans, drawings and specifications</i>	<i>Cost Plus: Q11 New Home Construction Contract: Q5 Verification of Assessment Requirements: Q6</i>
	<i>project timelines</i>	<i>Cost Plus: Q11 New Home Construction Contract: Q5 Verification of Assessment Requirements: Q6</i>
	<i>schedules.</i>	<i>Cost Plus: Q11</i>
<i>Termination of a contract includes definitions and applications of:</i>	<i>abandonment of a contract</i>	<i>Breach and termination of contract: Q1 Q2 Q3 Verification of Assessment Requirements: Q13</i>
	<i>conditions for completion at the cost of the contractor</i>	<i>Cost Plus: Q2 Q6 Breach and termination of contract: Q1 Q2 Q3 Verification of Assessment Requirements: Q13</i>
	<i>effect of ousting the contractor from the building or construction</i>	<i>Cost Plus: Q8 Breach and termination of contract: Q1 Q2 Q3 Verification of Assessment Requirements: Q13</i>
	<i>relevant legislation and contract provisions</i>	<i>Cost Plus: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Breach and termination of contract: Q1 Q2 Q3 Verification of Assessment Requirements: Q13</i>
	<i>repudiation of a contract by one party and its agreed definition</i>	<i>Cost Plus: Q8 Breach and termination of contract: Q1 Q2 Q3 Verification of Assessment Requirements: Q13</i>
	<i>unreasonable or vexatious notice.</i>	<i>Breach and termination of contract: Q1</i>