

CPCBC4005A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify and apply all contract conditions to the schedules.	1.1. All contractual requirements are included in the schedules.	Types of resources shown in schedules: Q1 Q2 Q3 Contractual requirements: Q1 Q2 PROJECT: Producing materials and labour schedules: Q2 PROJECT: Create the Schedules: Q1 Workplace Task: Identified materials required for the project and allocated human and physical resources
	1.2. Local government and regulatory bodies ' conditions of approval are included in the schedules.	Contractual requirements: Q2 Local Government Bodies: Q1 Q2 Q3 Q4 Q5 Legal requirements: Q1 Q2 Q3 Workplace Task: Identified materials required for the project and allocated human and physical resources
	1.3. Schedules include colour selections.	Contractual requirements: Q1 PROJECT: Producing materials and labour schedules: Q2 Workplace Task: Identified materials required for the project and allocated human and physical resources
	1.4. Variations to contracts, raised by the client or the builder, are included in the schedules.	Contractual requirements: Q1 Q2 PROJECT: Producing materials and labour schedules: Q2 Workplace Task: Identified materials required for the project and allocated human and physical resources

<p>2. Produce material and labour schedules, overlays and orders.</p>	<p>2.1. Nominated suppliers and contractors are detailed in work schedules.</p>	<p>Types of schedules: Q1 Q2 Use Schedules to place orders: Q2 PROJECT: Producing materials and labour schedules: Q2 Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</p>
	<p>2.2. Relevant overlay drawings are produced.</p>	<p>Types of schedules: Q1 Q2 Drafting project schedules: Q2 Advanced Forms of Scheduling: Q5 Q6 PROJECT: Producing materials and labour schedules: Q2 Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</p>
	<p>2.3. Orders include contract details and instructions.</p>	<p>Types of schedules: Q3 Drafting project schedules: Q1 Advanced Forms of Scheduling: Q3 Q4 Use Schedules to place orders: Q1 Q2 PROJECT: Producing materials and labour schedules: Q2 Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</p>
	<p>2.4. Contract rates are applied to material and labour schedules.</p>	<p>Types of schedules: Q1 Q2 Q3 Drafting project schedules: Q1 Advanced Forms of Scheduling: Q1 Q2 Schedule applications: Q1 Q2 PROJECT: Producing materials and labour schedules: Q2 Recording costs: Q4 Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</p>

<p>3. Prepare site files.</p>	<p>3.1. All necessary site documents are included, including approved plans and specifications.</p>	<p>What is a schedule?: Q1 Q2 Q3 Q4 <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Contract and subcontract records: Q1 Q2 Q3 Q4</i> <i>Record orders: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Recording supply agreements: Q1</i> <i>Workplace Task: Prepared and produced produce documentation that meets the timeframes and quality standards established by the organisation</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>
	<p>3.2. Call forward sheets are prepared detailing all orders.</p>	<p><i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Record orders: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Workplace Task: Prepared and produced produce documentation that meets the timeframes and quality standards established by the organisation</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>
<p>4. Monitor and report on project costs.</p>	<p>4.1. Project costs are analysed against estimates during construction.</p>	<p><i>Monitoring and reporting on project costs: Q1 Q2</i> <i>Cost variations: Q1 Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i></p>
	<p>4.2. Approved variation costs are analysed.</p>	<p><i>Monitoring and reporting on project costs: Q1 Q2</i> <i>Cost variations: Q1 Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i></p>
	<p>4.3. Final project cost analysis is provided.</p>	<p><i>Monitoring and reporting on project costs: Q1 Q2</i> <i>Cost variations: Q1 Q2</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i></p>
<p>5. Maintain data files of standard costs.</p>	<p>5.1. Approved variation cost increases are incorporated into site files.</p>	<p><i>Incorporating changes into site files: Q1 Q2 Q3</i> <i>Workplace Task: Maintained documentation and standard cost</i> <i>Workplace Task: Prepared and produced produce documentation that meets the timeframes and quality standards established by the organisation</i></p>
	<p>5.2. Changes to standard plans, specifications and cost files are included in site files.</p>	<p><i>Incorporating changes into site files: Q1 Q2 Q3</i> <i>Workplace Task: Maintained documentation and standard cost</i> <i>Workplace Task: Prepared and produced produce documentation that meets the timeframes and quality standards established by the organisation</i></p>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>Advanced Forms of Scheduling: Q3 Q4</i> <i>Use Schedules to place orders: Q1</i> <i>Recording costs: Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i>
<i>communicate information effectively within the organisation and to external agencies and the client</i>	<i>Advanced Forms of Scheduling: Q3 Q4</i> <i>Recording costs: Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i>
read and interpret:	
<i>contracts</i>	<i>Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</i>
<i>drawings and specifications</i>	<i>Drafting project schedules: Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Contract and subcontract records: Q1 Q2 Q3 Q4</i> <i>PROJECT: Create the Schedules: Q1</i> <i>Workplace Task: Identified materials required for the project and allocated human and physical resources</i>
<i>use language and concepts appropriate to cultural differences</i>	<i>Advanced Forms of Scheduling: Q4</i> <i>Recording costs: Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i>
<i>use and interpret non-verbal communication</i>	<i>Contract and subcontract records: Q1 Q2 Q3 Q4</i> <i>Record orders: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Q9 Q10</i> <i>Workplace Task: Maintained documentation and standard cost</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i>
written skills to:	
<i>prepare and maintain site files</i>	<i>Schedule applications: Q1 Q2</i> <i>Workplace Task: Maintained documentation and standard cost</i>

<p><i>produce schedules and orders</i></p>	<p><i>Schedule applications: Q1 Q2</i> <i>Use Schedules to place orders: Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>PROJECT: Create the Schedules: Q1</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>
<p><i>identify and analyse relevant information</i></p>	<p><i>Advanced Forms of Scheduling: Q3</i> <i>Use Schedules to place orders: Q1 Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>
<p><i>numeracy skills to apply calculations.</i></p>	<p><i>Schedule applications: Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Recording supply agreements: Q2 Q3</i> <i>Recording costs: Q1 Q2</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>operation and structure of the organisation's costing and contracting system</i>	<i>Recording supply agreements: Q2 Q3 PROJECT: Create the Schedules: Q1</i>
<i>state or territory building and construction codes, standards and regulations relevant to the form of building or construction being undertaken</i>	<i>Recording supply agreements: Q1</i>
<i>types of building or construction drawings and specifications commonly used in the industry</i>	<i>Drafting project schedules: Q1 Q2 Q3 PROJECT: Producing materials and labour schedules: Q2 PROJECT: Create the Schedules: Q1</i>
<i>types, scope and usage of labour through the employee and contractor systems.</i>	<i>Recording costs: Q4</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<p>A person who demonstrates competency in this unit must be able to provide evidence of the ability to:</p>	
<p><i>identify materials required for the project and gather supply information effectively</i></p>	<p><i>Schedule applications: Q2</i> <i>Use Schedules to place orders: Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Recording costs: Q3</i> <i>PROJECT: Create the Schedules: Q1</i> <i>Workplace Task: Identified materials required for the project and allocated human and physical resources</i></p>
<p><i>plan and allocate human and physical resources</i></p>	<p><i>Types of resources shown in schedules: Q1 Q2 Q3</i> <i>Advanced Forms of Scheduling: Q4</i> <i>Schedule applications: Q2</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Recording costs: Q2 Q3</i> <i>Workplace Task: Identified and applied the relevant contract conditions to the labour and material schedule, overlays, and orders</i></p>
<p><i>produce documentation that meets the timeframes and quality standards established by the organisation</i></p>	<p><i>What is a schedule?: Q1 Q2 Q3 Q4</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>Recording costs: Q3 Q4</i> <i>PROJECT: Create the Schedules: Q1</i> <i>Workplace Task: Prepared and produced produce documentation that meets the timeframes and quality standards established by the organisation</i> <i>Workplace Task: Maintained documentation and standard cost</i></p>
<p><i>communicate information effectively within the organisation and to external agencies and the client, as required.</i></p>	<p><i>Advanced Forms of Scheduling: Q3</i> <i>Recording costs: Q3</i> <i>Workplace Task: Monitored and reported project cost using effective and clear communication</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Local government and regulatory bodies include:</i>	<i>electricity regulatory authorities</i>	<i>Local Government Bodies: Q1 Q2 Q3 Q4 Q5</i>
	<i>environmental authorities</i>	<i>Local Government Bodies: Q1 Q2 Q3 Q4 Q5</i>
	<i>health departments</i>	<i>Local Government Bodies: Q1 Q2 Q3 Q4 Q5</i>
	<i>shire or municipal councils</i>	<i>Local Government Bodies: Q1 Q2 Q3 Q4 Q5</i>
	<i>water corporations.</i>	<i>Local Government Bodies: Q1 Q2 Q3 Q4 Q5</i>
<i>Plans and specifications include:</i>	<i>building codes</i>	<i>Schedule applications: Q1 Q2 Q3</i>
	<i>colour selections</i>	<i>Schedule applications: Q1 Q2 Q3</i>
	<i>contract requirements</i>	<i>Schedule applications: Q1 Q2 Q3</i>
	<i>material and labour schedules</i>	<i>What is a schedule?: Q1 Q2 Q3 Q4</i> <i>Types of resources shown in schedules: Q1 Q2 Q3</i> <i>Types of schedules: Q1 Q2 Q3 Q4 Q5</i> <i>Schedule applications: Q1 Q2 Q3</i> <i>PROJECT: Producing materials and labour schedules: Q2</i> <i>PROJECT: Create the Schedules: Q1</i>
	<i>materials specifications</i>	<i>Schedule applications: Q1 Q2 Q3</i> <i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>plans, sketches and drawings</i>	<i>Schedule applications: Q1 Q2 Q3</i> <i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>statements of requirements.</i>	<i>Schedule applications: Q1 Q2 Q3</i> <i>PROJECT: Producing materials and labour schedules: Q2</i>
<i>Project costs include:</i>	<i>building or construction materials</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i> <i>PROJECT: Create the Schedules: Q1</i>
	<i>communications costs</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>fuels, lubricants and other consumables</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>organisational and subcontract labour costs</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>overheads</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>

	<i>professional indemnity and other insurance costs</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>project administration costs</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>
	<i>site facilities, such as toilets and storage sheds.</i>	<i>PROJECT: Producing materials and labour schedules: Q2</i>