

CPCBC4007A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Appraise contract documentation to identify operational requirements.	1.1. Contract documentation is reviewed to identify any unusual aspects of construction, use of materials or penalties.	Assess and identify operational requirements: Q1 Q2 Q3 Q4 Q5 Q6 CPCBC4007A Assessment Requirements: Q2
	1.2. Availability of selected subcontractors to suit the job requirements is determined.	Assess and identify operational requirements: Q2 Q5 Subcontractors: Q1 Q2 CPCBC4007A Assessment Requirements: Q2
	1.3. Availability of materials is assessed and confirmed with suppliers.	Assess and identify operational requirements: Q2 Q5 CPCBC4007A Assessment Requirements: Q2
	1.4. Site access requirements and limitations are identified and actions taken to facilitate entry.	Assess and identify operational requirements: Q2 Q5 CPCBC4007A Assessment Requirements: Q2
	1.5. Documentation for authorities controlling construction work is prepared and project commencement date is determined.	Building approval and conditions: Q1 Q2 Q3 Q4 Q5 Q6 Assess and identify operational requirements: Q2 Q3 Q5 Q6 ACTIVITY: State Planning Requirements: Q1 CPCBC4007A Assessment Requirements: Q2
	1.6. Procedures for controlling and recording site deliveries are implemented.	Assess and identify operational requirements: Q2 Q5 CPCBC4007A Assessment Requirements: Q2
2. Implement strategies for construction operations.	2.1. Organisational strategies for implementing construction operations are identified.	Organisational strategies and risk management process: Q1 Q5 Q8 CASE STUDY - Erecting Trusses: Q1 Q2 CPCBC4007A Assessment Requirements: Q4
	2.2. Procedures for recording the hire of plant and equipment are implemented.	CPCBC4007A Assessment Requirements: Q4

	2.3. Organisational OHS policy and procedures, including hazard and risk management, are implemented.	Organisational strategies and risk management process: Q2 Q3 Q4 CASE STUDY - Erecting Trusses: Q1 Q2 CPCBC4007A Assessment Requirements: Q4
	2.4. Procedures for the removal of existing services and hazardous materials are implemented in accordance with Environment Protection Agency requirements.	Organisational strategies and risk management process: Q2 Q3 CPCBC4007A Assessment Requirements: Q4
	2.5. Procedures for the control of multiple projects are followed.	CPCBC4007A Assessment Requirements: Q4
3. Prepare project schedule.	3.1. Construction operations are sequenced.	Prepare construction operations and project schedules: Q1 Q3 Q4 Q5 Critical Path Methods: Q3 CPCBC4007A Assessment Requirements: Q6
	3.2. Operations details are entered into a manually prepared project schedule or computer-based software package.	Prepare construction operations and project schedules: Q2 CPCBC4007A Assessment Requirements: Q6
	3.3. Critical path of the project is defined and revised as required.	Critical Path Methods: Q1 Q2 Q3 Q4 Q5 CPCBC4007A Assessment Requirements: Q6
	3.4. Project timeframes are adjusted to account for anticipated delays.	Critical Path Methods: Q6 CPCBC4007A Assessment Requirements: Q6
4. Determine required resources.	4.1. Temporary services and site accommodation requirements are determined and documented.	Required resources: Q1 Q2 CPCBC4007A Assessment Requirements: Q8
	4.2. Plant requirements and availability dates are determined and documented with reference to contract documentation.	Required resources: Q3 Q4 Q5 CPCBC4007A Assessment Requirements: Q8
	4.3. On-site labour requirements are determined and documented with reference to contract documentation.	Organisational strategies and risk management process: Q6 Q7 Q8 CPCBC4007A Assessment Requirements: Q8
5. Prepare and submit condition reports.	5.1. Reports on the condition of existing buildings and structures on adjacent site boundaries are completed.	Preparation and submission of condition reports : Q1 Q3 ACTIVITY: Dilapidation Report for Residential Property: Q1 CPCBC4007A Assessment Requirements: Q10

	<p>5.2. Copies of condition reports are forwarded to the owners of adjacent buildings prior to commencing construction.</p>	<p>Preparation and submission of condition reports : Q2 Documentation: Q1 Q2 Q3 ACTIVITY: Dilapidation Report for Residential Property: Q1 CPCBC4007A Assessment Requirements: Q10</p>
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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>CPCBC4007A Assessment Requirements: Q11</i>
<i>communicate by telephone, facsimile, email and in writing</i>	<i>ACTIVITY: Dilapidation Report for Residential Property: Q1 CPCBC4007A Assessment Requirements: Q11</i>
<i>identify availability of subcontractors</i>	<i>Subcontractors: Q1 Q2 Organisational strategies and risk management process: Q1 CASE STUDY - Erecting Trusses: Q2 Prepare construction operations and project schedules: Q2 Critical Path Methods: Q1 Q2 Q3 Q4 Q5 Q6 Required resources: Q1 Q2 Q3 Q4 Q5 CPCBC4007A Assessment Requirements: Q11</i>
<i>liaise with suppliers</i>	<i>Organisational strategies and risk management process: Q1 Required resources: Q1 Q2 Q3 Q4 Q5 CPCBC4007A Assessment Requirements: Q11</i>
read and interpret:	
<i>contract documentation</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5 Relevant regulations, codes and standards: Q1 Organisational strategies and risk management process: Q1 CPCBC4007A Assessment Requirements: Q2 Q11 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>
<i>organisational policies</i>	<i>CPCBC4007A Assessment Requirements: Q11</i>

CPCCBC4007A Plan building or construction work

<i>other relevant workplace documentation</i>	<i>Relevant regulations, codes and standards: Q1 Assess and identify operational requirements: Q6 CPCCBC4007A Assessment Requirements: Q11</i>
<i>use language and concepts appropriate to cultural differences</i>	<i>CPCCBC4007A Assessment Requirements: Q11</i>
<i>use and interpret non-verbal communication</i>	<i>CPCCBC4007A Assessment Requirements: Q11</i>
<i>written skills to:</i>	
<i>document required resources</i>	<i>Assess and identify operational requirements: Q6 CPCCBC4007A Assessment Requirements: Q8</i>
<i>prepare documentation for authorities</i>	<i>Building approval and conditions: Q1 Q2 Q3 Q4 Q5 Q6 Assess and identify operational requirements: Q6 ACTIVITY: State Planning Requirements: Q1 CPCCBC4007A Assessment Requirements: Q8 Q10</i>
<i>prepare reports</i>	<i>Assess and identify operational requirements: Q6 Documentation: Q1 Q2 Q3 ACTIVITY: Dilapidation Report for Residential Property: Q1 CPCCBC4007A Assessment Requirements: Q8 Q10</i>
<i>record site deliveries</i>	<i>Organisational strategies and risk management process: Q1 Prepare construction operations and project schedules: Q2 CPCCBC4007A Assessment Requirements: Q2</i>
<i>numeracy skills to apply calculations.</i>	<i>CPCCBC4007A Assessment Requirements: Q12</i>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>application of project management and critical path techniques to the organisation of materials, plant and people</i>	<i>Assess and identify operational requirements: Q6</i> <i>Prepare construction operations and project schedules: Q2</i> <i>Critical Path Methods: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>CPCBC4007A Assessment Requirements: Q4</i>
<i>building and construction industry subcontractor system</i>	<i>Relevant regulations, codes and standards: Q1</i>
<i>building, construction or civil construction practices in on-site project management</i>	<i>Relevant regulations, codes and standards: Q1</i> <i>Critical Path Methods: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>ACTIVITY: State Planning Requirements: Q1</i> <i>ACTIVITY: Dilapidation Report for Residential Property: Q1</i> <i>CPCBC4007A Assessment Requirements: Q4 Q10</i>
<i>internal documentation systems</i>	<i>Assess and identify operational requirements: Q5 Q6</i>
<i>processes and timeframes for regulatory approvals</i>	<i>Building approval and conditions: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Prepare construction operations and project schedules: Q2</i> <i>Critical Path Methods: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>ACTIVITY: State Planning Requirements: Q1</i>
<i>relevant state or territory building and construction codes, standards and government regulations</i>	<i>Relevant regulations, codes and standards: Q1</i> <i>ACTIVITY: State Planning Requirements: Q1</i>
<i>types of building and construction industry contracts</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5</i> <i>Relevant regulations, codes and standards: Q1</i>
<i>types of plant and equipment employed in the undertaking of the organisation's projects.</i>	<i>Required resources: Q1 Q2 Q3 Q4 Q5</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>identify supplier alternatives and gather supply information effectively</i>	<i>CPCBC4007A Assessment Requirements: Q2</i>
<i>plan and allocate human resources effectively</i>	<i>Organisational strategies and risk management process: Q1 Q5 Prepare construction operations and project schedules: Q2 Critical Path Methods: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>produce documentation that meets the timeframes and quality standards established by the organisation</i>	<i>Prepare construction operations and project schedules: Q2 ACTIVITY: Dilapidation Report for Residential Property: Q1</i>
<i>communicate information effectively within the organisation and to external agencies and the client, as required</i>	<i>Assess and identify operational requirements: Q6 Documentation: Q1 Q2 Q3 CPCBC4007A Assessment Requirements: Q11</i>
<i>identify and communicate with the appropriate regulatory authorities to gain the necessary approvals.</i>	<i>Building approval and conditions: Q1 Q2 Q3 Q4 Q5 Q6 Relevant regulations, codes and standards: Q2 ACTIVITY: State Planning Requirements: Q1 CPCBC4007A Assessment Requirements: Q10 Q11</i>

RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>Contract documentation relevant to the sector and organisation may include:</i>	<i>Australian standard contracts, including the AS2124 and AS4000 series</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5 Assess and identify operational requirements: Q1</i>
	<i>Construction Industry Contract (CIC) suite</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5 Assess and identify operational requirements: Q1</i>
	<i>individual organisational contracts</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5 Assess and identify operational requirements: Q1</i>
	<i>Joint Contracts Committee (JCC) suite</i>	<i>Contracts: Q1 Q2 Q3 Q4 Q5 Assess and identify operational requirements: Q1</i>
	<i>Master Builders Association (MBA) and Housing Industry Association (HIA) contracts</i>	<i>Assess and identify operational requirements: Q1</i>
	<i>Simple Building Works (SBW), including series 1 and series 2 (SBW2 Lump Sum).</i>	<i>Assess and identify operational requirements: Q1</i>
<i>Documentation includes:</i>	<i>applications for permits and service connections</i>	<i>Assess and identify operational requirements: Q6</i>
	<i>copies of plans, drawings and specifications</i>	<i>Assess and identify operational requirements: Q6</i>
	<i>environmental applications</i>	<i>Assess and identify operational requirements: Q6 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>
	<i>parking restriction applications.</i>	<i>Assess and identify operational requirements: Q6</i>
<i>Organisational strategies include:</i>	<i>advertising for tradespersons and other employees</i>	<i>Organisational strategies and risk management process: Q1</i>
	<i>appointing project managers and construction supervisors</i>	<i>Organisational strategies and risk management process: Q1</i>
	<i>briefing organisational personnel</i>	<i>Organisational strategies and risk management process: Q1</i>
	<i>calling for tenders for subcontract operations</i>	<i>Organisational strategies and risk management process: Q1</i>
	<i>purchasing processes for building supplies or construction materials</i>	<i>Organisational strategies and risk management process: Q1</i>
	<i>refining project critical path information.</i>	<i>Organisational strategies and risk management process: Q1</i>

<i>Project schedule includes:</i>	<i>human resource schedules</i>	<i>Organisational strategies and risk management process: Q5 CASE STUDY - Erecting Trusses: Q2 Prepare construction operations and project schedules: Q2</i>
	<i>materials delivery schedules</i>	<i>CASE STUDY - Erecting Trusses: Q2 Prepare construction operations and project schedules: Q2</i>
	<i>project critical path</i>	<i>Prepare construction operations and project schedules: Q2</i>
	<i>project timeframes</i>	<i>Prepare construction operations and project schedules: Q2</i>
	<i>schedules of plant and equipment.</i>	<i>CASE STUDY - Erecting Trusses: Q2 Prepare construction operations and project schedules: Q2</i>