

CPCBC4009B Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Apply the laws relating to builder licensing or registration.	1.1. Licensing or registration legislation relevant to the region is researched and identified.	Relevant State and Federal Legislation: Q1 Q4 Q5 Q6 Builders Licensing Legislation: Q1
	1.2. Classifications for builders, supervisors and managers are applied.	Builders Licensing Legislation: Q1
2. Apply OHS legislation and provisions on site.	2.1. Main provisions of OHS legislation and regulations are researched and identified and local legislative requirements are met.	Organisational responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Work Health and Safety Acts: Q1 Q2 Q3 Work Health and Safety Regulations: Q1 Q2 Duty of Care: Q1 Q2 National Safety Standards: Q1 National Code of Practice for Induction Training: Q1 Q2 Q3 Q4 First Aid Kits: Q1 ACTIVITY: Create a WHS Management Plan: Q1 Due diligence: Q1 Q2 Q3
		2.2. Regulations and codes applicable to on-site construction are identified, applied and monitored.
	2.3. Site safety signage requirements are identified and applied.	Regulatory Signage: Q1 Q2 Q3 Signage and barricades: Q1 Q2 Q3 Q4 Q5

<p>3. Apply the codes, Acts, regulations and standards relevant to construction.</p>	<p>3.1. Current codes, Acts, regulations and standards applicable to a particular building and construction project are researched.</p>	<p>Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Comply with Australian Standards: Q1 Q2 Q3 Code of Practice: Q1 Q2 Environmental legislation: Q1 Q2 Q3 Q4 Environmental Protection Requirements: Q1 Q2 Q3</p>
	<p>3.2. Construction process is carried out in accordance with codes, Acts, regulations and standards concerning construction, insurance, sustainability, environmental matters and appropriate by-laws.</p>	<p>Disposal of Litter and Debris: Q1 Q2 Q3 Q4 Q5 Site Disturbance and Dust: Q1 Q2 Q3 Noise Control: Q1 ACTIVITY: Applying Relevant Standards and Codes: Q1</p>
<p>4. Comply with insurance and regulatory requirements for housing construction.</p>	<p>4.1. Insurance cover is arranged in accordance with legal requirements.</p>	<p>ACTIVITY: Research Insurance for Building Projects: Q1 ACTIVITY: Insurance Cover: Q1</p>
	<p>4.2. Contract law is applied in accordance with common law principles, relevant state or territory laws and regulations, and fair trading legislation.</p>	<p>Contracts: Q1 Q2 Q3 Q4</p>
<p>5. Apply legislation to financial transactions.</p>	<p>5.1. Payroll systems are set up and administered in compliance with current legislative requirements.</p>	<p>Taxation Registrations : Q5 Q6 Taxation record keeping requirements: Q3 Payroll: Q1</p>
	<p>5.2. GST systems are set up and administered in compliance with current legislation.</p>	<p>Taxation Registrations : Q1 Q2 Calculating GST: Q1 Q2 Q3 Activity Statements : Q1 Q2 Q3 Q4 Q5</p>
<p>6. Meet building contract obligations.</p>	<p>6.1. Correct form of contract is selected for the project.</p>	<p>Contracts: Q1 Q2 Q3 Q4</p>
	<p>6.2. Contracted work is carried out in accordance with the contractual obligations applicable to both parties.</p>	<p>Complying with Contracts: Q1</p>
	<p>6.3. Conditions of the contract, including approvals and financial matters are met.</p>	<p>Tendering for contracts: Q1 Q2 Complying with Contracts: Q1 ACTIVITY: Sub-contractor Requirements: Q1</p>

7. Apply industrial relations policies and obligations relevant to housing construction.	7.1. Relevant industrial relations policies and obligations are researched, identified and applied.	Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Award rates: Q1 SCENARIO: Anti-discrimination and Equal Opportunity: Q1
	7.2. Subcontract companies that comply with company policy and obligations under subcontract agreements are identified and contracted.	ACTIVITY: Sub-contractor Requirements: Q1 Q2
	7.3. Relevant awards are applied to contracts.	Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Award rates: Q1
	7.4. Workplace agreements are used in accordance with company policy.	Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7
	7.5. Proactive measures are taken to ensure discrimination and harassment are not practised in the workplace.	SCENARIO: Anti-discrimination and Equal Opportunity: Q1
	7.6. Provisions of training agreements are identified and applied.	Employer Training Responsibilities: Q1 Q2
	7.7. Reference material on access to industrial relations or legal information is made available to employees.	Informing Employees: Q1
8. Apply dispute resolution processes.	8.1. Organisational dispute resolution processes are applied.	SCENARIO: Quality of Finish Issue: Q1
	8.2. Customer complaints are dealt with according to company policy.	Dispute Resolution Methods: Q1 Q2 Q3 Q5 SCENARIO: Quality of Finish Issue: Q1
	8.3. Disputes are documented and outcomes recorded and maintained.	

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
<i>ability to research, access and interpret complex documents</i>	<i>Organisational responsibilities: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>ACTIVITY: Create a WHS Management Plan: Q1</i> <i>Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Comply with Australian Standards: Q1 Q2 Q3</i> <i>ACTIVITY: Creating a Contract: Q1</i> <i>Complying with Contracts: Q1</i>
communication skills to:	
<i>communicate with local or regulatory authorities on matters relating to site conditions or approvals and to negotiate on matters concerning industrial relations by telephone, or face to face</i>	<i>ACTIVITY: Insurance Cover: Q1</i>
<i>use language and concepts appropriate to cultural differences</i>	<i>SCENARIO: Anti-discrimination and Equal Opportunity: Q1</i>
<i>use and interpret non-verbal communication</i>	<i>Builders Licensing Legislation: Q1</i> <i>ACTIVITY: Create a WHS Management Plan: Q1</i> <i>Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>ACTIVITY: Creating a Contract: Q1</i> <i>Complying with Contracts: Q1</i>
<i>written skills to communicate by memo, letter, facsimile or email with subcontractors, staff, clients and regulatory authorities</i>	<i>Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>ACTIVITY: Create a WHS Management Plan: Q1</i> <i>ACTIVITY: Insurance Cover: Q1</i> <i>Contracts: Q1 Q2 Q3 Q4</i> <i>ACTIVITY: Creating a Contract: Q1</i>

<i>interpersonal skills relevant to the supervision and monitoring of work processes</i>	<i>ACTIVITY: Sub-contractor Requirements: Q1</i> <i>SCENARIO: Anti-discrimination and Equal Opportunity: Q1</i> <i>SCENARIO: Quality of Finish Issue: Q1</i>
<i>numeracy skills to apply calculations.</i>	<i>ACTIVITY: Creating a Contract: Q1</i>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>building and construction industry contracts</i>	<p><i>Contracts: Q1 Q2 Q3 Q4</i></p> <p><i>Tendering for contracts: Q1 Q2</i></p> <p><i>ACTIVITY: Creating a Contract: Q1</i></p>
<i>OHS frameworks and obligations under federal, state and territory legislation and regulation</i>	<p><i>Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i></p> <p><i>Work Health and Safety Acts: Q1 Q2 Q3</i></p> <p><i>Work Health and Safety Regulations: Q1 Q2</i></p> <p><i>Duty of Care: Q1 Q2</i></p> <p><i>National Safety Standards: Q1</i></p> <p><i>National Code of Practice for Induction Training: Q1 Q2 Q3 Q4</i></p> <p><i>ACTIVITY: Create a WHS Management Plan: Q1</i></p>
<i>organisational policies and procedures related to discrimination and harassment</i>	<i>Organisational responsibilities: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>reasonable understanding of federal, state or territory anti-discrimination and equal employment opportunity legislation</i>	<i>SCENARIO: Anti-discrimination and Equal Opportunity: Q1</i>
<i>risk management processes and practices and the planning required to develop plans</i>	<p><i>Duty of Care: Q1 Q2</i></p> <p><i>National Code of Practice for Induction Training: Q1 Q2 Q3 Q4</i></p> <p><i>ACTIVITY: Create a WHS Management Plan: Q1</i></p> <p><i>Due diligence: Q1 Q2 Q3</i></p> <p><i>Environmental legislation: Q1 Q2 Q3 Q4</i></p>
<i>state or territory building and construction codes, standards and government regulations</i>	<p><i>Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i></p> <p><i>Comply with Australian Standards: Q1 Q2 Q3</i></p> <p><i>Code of Practice: Q1 Q2</i></p> <p><i>ACTIVITY: Applying Relevant Standards and Codes: Q1</i></p>

<i>workplace safety requirements.</i>	<i>Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i> <i>National Safety Standards: Q1</i> <i>National Code of Practice for Induction Training: Q1 Q2 Q3 Q4</i> <i>ACTIVITY: Create a WHS Management Plan: Q1</i>
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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>understand appropriate registration, licensing or compliance requirements of state or territory registration authorities</i>	Relevant State and Federal Legislation: Q1 Q4 Q5 Q6 Builders Licensing Legislation: Q1 Environmental legislation: Q1 Q2 Q3 Q4 ACTIVITY: Sub-contractor Requirements: Q1
<i>meet appropriate business registration requirements</i>	Complying with Business Registration Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8
<i>identify and specify appropriate insurance documentation, citing protection that meets local industry requirements</i>	ACTIVITY: Research Insurance for Building Projects: Q1
identify and specify requirements for compliance with:	
<i>OHS legislation</i>	Relevant State and Federal Legislation: Q1 Q4 Q5 Q6 Complying with OHS Responsibilities: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8 Work Health and Safety Acts: Q1 Q2 Q3 Work Health and Safety Regulations: Q1 Q2 National Safety Standards: Q1 National Code of Practice for Induction Training: Q1 Q2 Q3 Q4 ACTIVITY: Create a WHS Management Plan: Q1
<i>legislation pertaining to financial transactions, including payment of wages and subcontractor and supplier invoices</i>	Taxation Registrations : Q1 Q2 Q3 Q4 Q5 Q6 Taxation record keeping requirements: Q1 Q2 Q3 Payroll: Q1 Calculating GST: Q1 Q2 Q3 Activity Statements : Q1 Q2 Q3 Q4 Q5 Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7

<p><i>relevant building and construction codes, Acts, regulations and standards</i></p>	<p><i>National Safety Standards: Q1</i> <i>Building Code of Australia: Q3 Q4 Q5 Q6 Q7</i> <i>Comply with Australian Standards: Q1 Q2 Q3</i> <i>Code of Practice: Q1 Q2</i> <i>ACTIVITY: Applying Relevant Standards and Codes: Q1</i></p>
<p><i>sustainability and environmental legislation</i></p>	<p><i>Environmental legislation: Q1 Q2 Q3 Q4</i> <i>Environmental Protection Requirements: Q1 Q2 Q3</i> <i>Disposal of Litter and Debris: Q1 Q2 Q3 Q4 Q5</i> <i>Site Disturbance and Dust: Q1 Q2 Q3</i></p>
<p><i>industrial relations laws</i></p>	<p><i>Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Award rates: Q1</i></p>
<p><i>legal obligations of contractual agreements.</i></p>	<p><i>Contracts: Q1 Q2 Q3 Q4</i> <i>Complying with Contracts: Q1</i></p>

RANGE STATEMENTS

Range Statements	Task / Question Map	
Licensing or registration legislation includes state laws such as:	Builders Registration Act 1939 and the Home Building Contracts Act 1991 in Western Australia	Builders Licensing Legislation: Q1
	Home Building Act and Regulations 1989 in New South Wales.	Builders Licensing Legislation: Q1
OHS legislation includes state laws such as:	Occupational Health and Safety Act 1983 in New South Wales	Work Health and Safety Acts: Q1 Q2 Q3
	Occupational Health and Safety Act 1984 in Western Australia	Work Health and Safety Acts: Q1 Q2 Q3
	Occupational Health and Safety Act 1985 in Victoria	Work Health and Safety Acts: Q1 Q2 Q3
	Occupational Health and Safety Act 1986 in South Australia	Work Health and Safety Acts: Q1 Q2 Q3
	WorkCover Queensland Act 1996.	Work Health and Safety Acts: Q1 Q2 Q3 Worker's Compensation: Q1
Codes, Acts, regulations and standards include:	latest editions of:	
	AS1720 Timber structures	Comply with Australian Standards: Q1
	AS3600 Concrete structures	Comply with Australian Standards: Q2
	AS4100 Steel structures	Comply with Australian Standards: Q3
	relevant Australian building and construction standards	Building Code of Australia: Q1 Q2 Q3 Q4 Q5 Q6 Q7 ACTIVITY: Applying Relevant Standards and Codes: Q1
	relevant state or territory fair trading Acts and regulations	
	relevant state, territory and local authority planning and other approval requirements	National Safety Standards: Q2
	Timber Framing Code of Australia.	Comply with Australian Standards: Q1

<i>Insurance cover includes:</i>	<i>home owner's warranty</i>	<i>ACTIVITY: Research Insurance for Building Projects: Q1</i> <i>ACTIVITY: Insurance Cover: Q1</i>
	<i>superannuation</i>	
	<i>workers' compensation.</i>	<i>Worker's Compensation: Q1</i>
<i>Industrial relations policies and obligations include:</i>	<i>federal and state industrial instruments</i>	<i>Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>Award rates: Q1</i>
	<i>federal and state industrial legislation.</i>	<i>Construction workers employment conditions: Q1 Q2 Q3 Q4 Q5 Q6 Q7</i> <i>SCENARIO: Anti-discrimination and Equal Opportunity: Q1</i>