

Unit of Competency

CPPACC5013 Prepare and administer tender documentation for accessible building work

Modification history

Release	Comments
1	Supersedes and is equivalent to CPPACC5013A Prepare and administer tender documentation for accessible building work. Unit updated to meet the Standards for Training Packages. This version first released with CPP Property Services Training Package Release 12.0.

Application

This unit of competency specifies the skills and knowledge required to prepare tender documentation and administer the tendering process for accessible building work. It includes selecting suitable tendering methods, distributing tender documents, assessing tenders to determine the optimum bid and notifying tenderers of the outcomes.

This unit is for individuals who are self-directed and have substantial depth of knowledge and skills to make independent judgements in the provision of access consulting services.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Prerequisite Unit

None.

Unit Sector

Access Consulting.

Elements and Performance Criteria

1. Prepare tender documentation.	1.1 Prepare specification documentation, working drawings and other items necessary to interpret project for inclusion in tender documentation. 1.2 Prepare tender conditions and documentation in consultation with relevant persons according to regulatory and workplace requirements. 1.3 Prepare correspondence explaining tender conditions according to regulatory and workplace requirements. 1.4 Identify personal limitations in preparing tender documentation and seek assistance from relevant persons as required.
2. Select tendering method.	2.1 Identify facets of project influencing the method of tendering according to workplace requirements. 2.2 Select method of tendering in consultation with development team according to workplace requirements.
3. Distribute tender documentation.	3.1 Conduct checks to ensure that tender conditions and documentation are complete and the same for all potential tenderers. 3.2 Distribute tender documentation to all intended recipients according to selected method of tendering, regulatory and workplace requirements.

	3.3 Establish contact reference point to respond to tender queries according to workplace requirements. 3.4 Establish facility to receive submissions from tenderers according to workplace requirements.
4. Assess tenders.	4.1 Assess received submissions against tender conditions to determine eligible tenders. 4.2 Apply calculations and measurements to interpret costs, quantities and rates, and assess eligible tenders against tender conditions to determine optimum bid. 4.3 Document tender assessment process and reasons for selecting the optimum bid according to regulatory and workplace requirements.
5. Finalise tender and notify outcomes.	5.1 Notify unsuccessful tenderers of tender decision according to regulatory and workplace requirements. 5.2 Notify successful tenderer of decision and commence pre-contract negotiations according to regulatory and workplace requirements.

Foundation skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is equivalent to CPPACC5013A Prepare and administer tender documentation for accessible building work

Links

The Companion Volume Implementation Guide for the CPP Property Services Training Package is available at: <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPACC5013 Prepare and administer tender documentation for accessible building work

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Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by preparing and administering two tenders for accessible building work.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- commonwealth, state and territory legislation, regulations, codes and standards relevant to access consulting activities:
 - anti-discrimination and disability discrimination
 - building control including local government regulations and by-laws
 - consumer protection and trade practices
 - *Disability (Access to Premises – Buildings) Standards 2010* under the *Disability Discrimination Act 1992* (or their successors) – known as the Access to Premises Standards
 - National Construction Code (NCC) building classifications and access requirements
 - National Disability Insurance Scheme (NDIS) *Specialist Disability Accommodation Design Standard* (or its successor)
 - *Livable Housing Australia Livable Housing Design Guidelines* (or its successor)
 - principles of universal design
 - privacy and confidentiality
- interpersonal communication strategies used to effectively relate to people from a range of social, cultural and ethnic backgrounds and with a range of physical and cognitive abilities
- legal requirements for preparing and administering tenders and managing quotations
- measurements and calculations used to determine costs, quantities and rates in tender submissions
- methods of tendering
- sources of specialist advice for preparing tender documentation
- types of disability and limitations that each disability places on an individual's ability to access the environment
- workplace requirements for preparing and administering tender documentation for accessible building work:
 - content and format requirements of tender documentation and tender conditions
 - documentation and records administration
 - processes for distributing, receiving and assessing tender submissions
 - quality
 - work role boundaries – responsibilities, limitations and professional abilities.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment must be conducted in the workplace or a simulated workplace using realistic conditions, materials, activities, responsibilities, procedures, safety requirements and environmental considerations.

Candidates must have access to documentation, information and technologies required to achieve the performance criteria and performance evidence.

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