# CPCCST4004 Initiate the heritage works process

## Application

This unit of competency specifies the skills and knowledge required to undertake the essential processes prior to the conduct of heritage works, such as conservation, restoration, duplication and preservation of a building or structure of historical significance. The unit recognises the complexity of the heritage restoration process and the importance of establishing effective work relationships and communications between the range of professionals, tradespersons and stakeholders involved in the project. Establishing common understanding of the nature of the site to be restored and the tasks to be performed are critical to the effective and efficient completion of the project.

The unit of competency supports the range of technical specialists, builders, project managers and related construction industry professionals responsible for heritage restorations.

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

## Prerequisite Unit

Nil.

## Unit Sector

Construction.

## Elements and Performance Criteria

| | | |
|---|---|---|
| 1. Identify project, location and surrounds. | 1.1 | Identify and record location and nature of the restoration work to be undertaken following consultations with the architect and site inspections. |
| | 1.2 | Note and record site access and egress for work location. |
| | 1.3 | Determine area to be disturbed and note surrounding areas for possible work application effects and cover protection requirements. |
| | 1.4 | Assess and note nature of the work for possible use of heavy or bulky equipment. |
| | 1.5 | Assess and record effect on public access to ensure protection of the public and the environment is undertaken. |
| 2. Consult with technical specialists. | 2.1 | Conduct consultations with the conservator, engineer or supervisor to discuss and clarify specific job requirements. |
| | 2.2 | Identify specific risks and areas of concern arising due to the nature of the heritage and conservation aspects of the work. |
| | 2.3 | Establish agreed processes and timeframes to ensure effective communications between project team members. |
| | 2.4 | Discuss, understand and agree on role responsibilities and requirements with project team members. |
| 3. Consult with clients and stakeholders. | 3.1 | Hold consultations with the client and other stakeholders, as appropriate, to clarify expectations regarding access to the site, performance of the work and timeframes. |

| | | |
|---|---|---|
| | 3.2 | Consult clients and stakeholders to ensure common understanding of the historical and/or cultural significance of the heritage building under restoration. |
| | 3.3 | Discuss and agree on appropriate communication channels and reporting processes, as appropriate, with the client and other relevant stakeholders. |
| 4. Clarify the impact of contractual requirements. | 4.1 | Identify and clarify relevant contractual requirements affecting the performance of the restoration work. |
| | 4.2 | Identify relevant dispute resolution processes that are to be used if required. |

## Foundation Skills

As well as the foundation skills explicit in the performance criteria of this unit, candidates require:

- analytical skills to:
  - analyse operations and develop procedures
- communication skills to:
  - communicate with team
  - consult with technical specialists, client and other stakeholders
  - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
  - facilitate discussions
  - read and interpret:
    - documentation from a variety of sources
    - plans, specifications and drawings
- written skills to:
  - record relevant information
- organisational skills to:
  - plan for and set out work
- time management skills and prioritisation skills to:
  - enable work to be completed within agreed timeframes.

## Unit Mapping Information

Supersedes and equivalent to CPCCBC4035A Initiate the heritage works process.

## Links

Companion Volume Implementation Guide:

https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad

# Assessment Requirements for CPCCST4004 Initiate the heritage works process

## Performance Evidence

To demonstrate competency, a candidate must meet the performance criteria of this unit by completing relevant processes and activities essential prior to the commencement of a heritage restoration project.

In doing this, the candidate must:

- conduct consultative processes associated with preservation of historic structures
- demonstrate understanding of preservation of fabric
- comply with Work Health and Safety (WHS) regulations applicable to workplace operations
- apply organisational quality procedures and processes within the context of initiating the heritage restoration process
- identify job-specific requirements and inherent risks associated with heritage restoration
- select and use appropriate processes to analyse and identify particular needs for projects
- communicate and agree on expectations and timeframes for the work to be undertaken
- apply appropriate techniques to cross-reference interlocking or overlapping operations
- demonstrate techniques to check and ensure relevant information and stages of preparation are fully covered
- carry out interactive communication with others to ensure all factual information is gathered and shared with relevant stakeholders.

## Knowledge Evidence

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

- Australian standards relevant to the work
- conservation processes, including good conservation practice arising from principles of Burra Charter
- contractual requirements:
    - materials to be used
    - performance standards
    - timeframes
- dispute resolution processes
- methods and processes relating to historic building construction, including the range and use of building materials, structure of buildings and drafting techniques:
    - heavy and bulky equipment:
        - compressors
        - cranes
        - excavators
        - mobile scaffold or working platforms
    - protection requirements:

        - environmental protection
        - protection for the public
    - site access:
        - access to structures and storage facilities or space, which may be limited
- relevant architectural knowledge, including orders of architecture and the characteristics and features of period architecture
- trade-specific techniques used in restoration work
- workplace and equipment safety requirements, including relevant statutory regulations, codes and standards.

## Assessment Conditions

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

Assessment of performance must be undertaken in the workplace or in a simulated workplace environment.

Assessors are responsible for ensuring that the person demonstrating competency has access to:

- a restoration project that is appropriate to be able to undertake the performance requirements of the unit'
- appropriate documentation and data related to project.

## Links

Companion Volume Implementation Guide:

https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad