Unit of Competency CPCCOM1013 Plan and organise work

Application

This unit of competency specifies the skills and knowledge required to plan and organise basic work tasks on a construction site.

The unit is suitable for those with basic skills and knowledge undertaking routine work tasks under the direction of more experienced workers.

Completion of the general construction induction training program specified by the model Code of Practice for Construction Work is required for any person who is to carry out construction work. Achievement of unit CPCCWHS1001 *Prepare to work safely in the construction industry* meets this requirement.

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

Prerequisite Unit

Nil.

Elements and Performance Criteria

1. Determine and plan basic work task activities.	1.1	Determine work task outcomes and other requirements.
	1.2	Break the work task into its component tasks.
	1.3	Assess the component tasks to determine what needs to be done and how it is to be done.
	1.4	Estimate the time and the number of personnel required to complete each component task.
	1.5	Identify the tools and equipment required, including personal protective equipment (PPE) for each stage of the task
	1.6	Plan the sequence of the component tasks in a logical order and to maximise efficient use of resources.
	1.7	Prepare a written work plan and a list of resources required to complete the overall work task.
2. Organise performance of basic work task.	2.1	Work with team members to review the work plan, schedule the work, allocate roles and responsibilities, and review work health and safety requirements.
	2.2	Confirm availability of required tools and equipment, including PPE.

Foundation skills

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

Unit Mapping Information

Supersedes and equivalent to CPCCCM1013 Plan and organise work.

Links

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

Assessment Requirements for CPCCOM1013 Plan and organise work

Performance Evidence

To demonstrate competency, a candidate must satisfy all the elements, performance criteria and foundation skills of this unit by planning and organising a basic work task on a construction site that includes a minimum of ten component tasks and a team of at least three people.

All work must be performed to the standard required in the workplace and must comply with appropriate work health and safety (WHS) and environmental requirements, workplace requirements, drawings and specifications.

Knowledge Evidence

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

- policies and standards for planning and organising work
- environmental and workplace requirements for basic work tasks
- drawings and specifications relevant to basic work tasks
- processes for:
    - determining task requirements
    - undertaking all aspects of planning and organising work tasks
    - estimating requirements for work time, personnel, tools and equipment
    - planning of component tasks to complete work tasks
    - organising the implementation of work task planning
    - recording work task planning and organising activities
    - processes for working with team members to review a work plan, schedule the work, allocate roles and responsibilities, and review work health and safety requirements.

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Assessment Conditions

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

This unit must be assessed while undertaking workplace tasks:

- in the workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques replicate construction workplace conditions, materials, activities, responsibilities and procedures
- using realistic tasks or simulated tasks, relevant specifications and work instructions, standard work practices, safety requirements and environmental constraints.

Links

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