



The Building Institute of Training and Development
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BCG40106 Certificate IV in building and construction (building)

Course details

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To obtain the BCG40106 Certificate IV in building and construction (building), you must demonstrate competency in a total of 15 units. These are divided into two groups:

- 12 core units (required units), plus
- 3 elective units (you may select two units from a list of options)

See over for a complete list of core and elective units.

Complete List of Core and Elective Units

Code	Title	Core / Elective
BCGBC4001A	Apply building codes and standards to the construction process for low-rise buildings Part 1 and 2	Core
BCGBC4002A	Manage occupational health and safety in the building and construction workplace	Core
BCGBC4003A	Select and prepare a construction contract	Core
BCGBC4004A	Identify and produce estimated costs for building and construction projects	Core
BCGBC4005A	Produce labour and material schedules for ordering	Core
BCGBC4006A	Select produce and store construction materials for low- rise projects	Core
BCGBC4007A	Plan building and construction work	Core
BCGBC4008A	Conduct on-site supervision of the building and construction project	Core
BCGBC4009A	Apply legal requirements to building and construction projects	Core
BCGBC4010A	Apply structural principles to residential low rise construction	Core
BCGBC4011A	Apply structural principles to commercial low rise construction	Core
BSBSBM406A	Manage finances	Core
BCGBC4012A	Read and interpret plans and specifications	Elective
BCGBC4014A	Prepare simple building sketches and drawings	Elective
BCGBC4018A	Apply site surveys and set out procedures to building and construction projects	Elective
BCGBC4013A	Prepare and evaluate tender documentation	Elective
BCGBC4024A	Resolve business disputes	Elective
BCGBC4026A	Arrange building approvals and applications	Elective
BSBSBM404A	Undertake business planning	Elective
BSBSBM405A	Monitor and manage business operations	Elective
BSBSBM402A	Undertake financial planning	Elective
TAADEL404A	Facilitate work-based learning	Elective
BCGBC4023A	Plan and undertake the site inspection and assessment of asbestos products and materials	Elective
BCGBC4017A	Arrange resources and prepare for the building or construction project	Elective

* You may choose your three elective units from the list above

How the BCG40106 Certificate IV in building and construction (building) is presented

You'll note from the list of units of competency contributing to the BCG40106 Certificate IV in building and construction (building) Certificate IV units are grouped into the following 'fields':

- Core units (12)

Elective units (3) in the following clusters

- Project design
- Project management
- Business management

The elective units come from these fields

Please contact our office to discuss your electives to align with your professional development

Structure of BCG40106 Certificate IV in building and construction (building)

The BCG40106 competency standards are structured for easy interpretation. They are worded in user-friendly language, and clearly specify evidence requirements.

Each unit of competency from the BCG40106 is structured as follows:

National Code	Using the example: BCG40106 <ul style="list-style-type: none">• Is the national Code for the qualification (accredited course)
Module title	Is the title of the unit of competency
Module Purpose	The learning purpose of the unit
Pre requisites	Outlines the requirements to be completed before attempting the unit
Summary of content	Describes the areas of learning
Learning outcomes	define the critical outcomes of the unit.
Assessment criteria	The Performance Criteria specify the level of performance required to demonstrate achievement of the outcome

When interpreting the evidence requirements of each unit, it is essential that you read through the entire unit, particularly the Learning outcomes and assessment criteria

BCGBC4001A Apply building codes and standards to the construction process for low-rise buildings

Information about this unit

This unit is broken down into two defined parts. Part 1 is an introduction to the Building Code of Australia (BCA) requirements and part 2 is contraction technology

Core unit

Overview of evidence requirements

To assess your ability to access, interpret and apply relevant building codes and standards applicable to the construction processes of residential and low-rise commercial buildings ('low-rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m², not including Type A or Type B construction). To successfully construct low-rise buildings requires a thorough knowledge of the purpose and content of the Building Code of Australia (BCA) coupled with the ability to interpret other codes and standards related to a specific building.

Learning Outcomes for part 1 Introduction to the BCA requirements

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the learning outcomes listed below:

1. **Access and interpret relevant code and standard requirements.**
2. **Classify buildings**
3. **Analyse and apply a range of solutions to a construction problem for compliance with the BCA.**
4. **Apply fire protection requirements.**

Learning Outcomes for part 2 Construction technology

1. Investigate, interpret and describe the effects which State, Local government and service supply Authorities regulations have on the design and construction of **low rise residential scale building construction**.
2. Describe in detail some of the principles and practice of site evaluation

3. Demonstrate knowledge of principles and practices of low rise residential site establishment as well as site preparation and excavation.

4. Demonstrate a knowledge of the types, principles, construction standards and practices of these structural systems commonly used in low rise residential buildings.

Footing systems, Floor systems,
Wall systems, roof systems

5. Demonstrate a knowledge of the types, principles, relevant BCA regulations, construction standards and practices relevant to the design and construction of domestic stairs, balustrading and handrails.

6. Demonstrate a knowledge of the types, principles, construction standards and practices used in the installation of: Claddings to walls and roofs. Linings and finishes to floors, walls and ceilings.

7. Demonstrate a knowledge of the types, principles, construction standards, installation/application of:

waterproofing
flashings and damp-proof coursing
membranes in roofs, walls and beneath floors

Critical aspects for assessment

- compliance with organisational quality procedures and processes
- application and interpretation of relevant documentation and codes.
- accurate application of BCA performance requirements relating to the design and construction of a building
- demonstrated understanding of some Assessment Methods available to
- determine compliance with the BCA
- identification of faults and problems and proposed action to rectify.

BCGBC4002A Manage occupational health and safety in the building and construction workplace Business

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have knowledge to conduct an occupational health and safety (OHS) risk analysis, including the inspection of workplaces for hazards. The development and implementation of appropriate responses to reduce risks are also addressed, including responses required by state or territory legislation and regulation.

The unit requires that candidates have a comprehensive and appropriate understanding of the complex range of legislative and workplace requirements for managing risk in building and construction workplaces.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. Determine areas of potential risk in the building and construction workplace.
2. Inspect and report on areas of specific risk.
3. Advise on implementation of control measures at the building and construction workplace.
4. Establish and review communications and educational programs.

Critical evidence

- sourcing and analysing legislative and planning requirements for OHS on the building and construction workplace
- producing effective inspection reports requiring:
 - identification of building and construction site specific workplace hazards
 - inspection of specific occupational interest and identification of potential risk
 - the capacity to advise on implementation of control measures at the construction workplace
- establishing and reviewing educational programs with relevant parties.

BCGBC4003A *Select and prepare a construction contract*

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the skills to select and prepare appropriate construction contracts including the sections, clauses and conditions for low-rise construction projects. The ability to interpret complex documents, communicate clearly and succinctly and negotiate are essential skills.

Learning Outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

- 1. Identify and analyse the essential elements, sections and clauses of a business contract.**
- 2. Select an appropriate contract for the works to be undertaken.**
- 3. Prepare the contract.**

Critical evidence

- in the relevant aspects of contract selection, insertion of appropriate clauses, including rise and fall and progress payments.
- A person who demonstrates competency in this unit must be able to provide evidence of:
 - selection of the right contract for the particular project
 - selection of the appropriate clauses and conditions within the contract
 - identification of the causes of a breach of contract
 - specification of the requirements for the offer and acceptance of a contract
 - specification of the requirements for the termination of a contract
 - .accurate calculation of rise and fall amounts
 - .specification of the schedule for progress payments
 - .specification of requirements for extensions of time
 - .inclusion of all related documentation
 - .reference to all relevant legislation.
- .Persons demonstrating competence in this unit must be able to communicate effectively in English to the extent that they can discuss workplace issues clearly and without ambiguity during a normal telephone conversation.
- .This unit requires the ability to read and interpret contracts, specifications, construction schedules and reports.
- .Writing is required to the level of completing memos, schedules and evaluative reports and communicating complex ideas and alternatives.
- .Numeracy is required at a level which supports the calculation of rise and fall amounts applicable to changed contractual circumstances.

BCGBC4004A Identify and produce estimated costs for building and construction projects

Information about this unit

Competency field

Core

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the skills to establish the estimated costs associated with the acquisition of materials and labour on building and construction sites together with the application of relevant overhead costs and margins. Knowledge of physical resource and supplier identification, assessment of the availability of and requirements for skilled labour and application of appropriate codes, regulations and approvals gaining processes is essential.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. Read and interpret plans and/or specifications.
2. Identify and calculate labour costs.
3. Identify and establish physical resource requirements.
4. Develop estimated project costs.

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- identifying the materials required for a project
- gathering information about material supply interpreting measurements and calculating quantities and costs
- planning and allocating human resources
- identifying and costing other related costs such as those required to meet statutory and planning approval processes
- producing documentation which meets the timeframes and quality standards established by the organisation
- communicating effectively, both verbally and in writing

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the knowledge to produce schedules of resource requirements, so that orders can be placed for materials and labour for residential and commercial projects, and to record and track costs as they are incurred. Knowledge of codes, regulations and approvals processes, contractor systems, physical resource and supplier identification, and the ability to assess the availability of and requirements for skilled labour, are essential.

Learning Outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Identify and apply all contract conditions to the schedules.**
2. **Produce material and labour schedules, overlays and orders.**
3. **Prepare site files.**
4. **Monitor and report on project costs.**
5. **Maintain standard costs data files.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- identifying the materials required for the project and gathering supply information effectively
- planning and allocating human and physical resources
- producing documentation which meets the timeframes and quality standards established by the organisation
- communicating information effectively within the organisation, to external agencies and to the client, as required.

Information about this unit

Competency field

Core

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the ability to supervise the systems through which materials are typically selected, acquired and stored on site for projects described by the Building Code of Australia as low-rise building or construction work ('low-rise' licensing classification with reference to Class 1 and 10 construction and Class 2 to 9

with a gross floor area not exceeding 2000m², not including Type A or Type B construction). It ensures the delivery to the site of materials which meet contract specifications and service requirements for low-rise projects.

Learning outcomes

Elements are the "critical outcomes" of a unit of competency. In order to achieve a 'competent' result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

- 1. Identify and evaluate the properties of building materials.**
- 2. Ensure suitable building materials are selected for application.**
- 3. Supervise the acceptance, safe handling and storage of materials on site.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- identification of suitable building and construction materials specified by the project or contract
- the extent of effective verbal and written communication with manufacturers and suppliers of materials
- effective and efficient testing of the materials to maintain quality standards onsite
- effective sampling and record keeping processes
- safe handling and storage of materials · compliance with organisational and legislative requirements.

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you can plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities concerning residential and commercial projects. The ability to identify appropriate resources and suppliers, assess the availability of and requirements for skilled labour are essential.

Learning outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Appraise the contract documentation to identify the operational requirements.**
2. **Implement strategies for construction operations.**
3. **Prepare project schedule.**
4. **Determine all the resources required.**
5. **Prepare and submit condition reports.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- identifying supplier alternatives and gathering supply information effectively
- planning and allocating human resources effectively
- producing documentation which meets the timeframes and quality standards established by the organisation
- communicating information effectively within the organisation, to external agencies, as required, and to the client
- identifying and communicating with the appropriate regulatory authorities to gain the necessary approvals.

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to supervise the implementation of administration processes relating to residential and commercial construction projects.

The ability to administer payments, supervise on-site communications, ensure compliance with quality control and record keeping processes are essential.

Learning Outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Supervise the administration of claims and payment processes.**
2. **Supervise and maintain on-site communications.**
3. **Ensure management of and compliance with quality control procedures.**
4. **Complete project administration processes.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- . administering claims, variations, and drawings for work done and materials supplied in accordance with relevant regulatory and organisational requirements
- . establishing functional on-site communication systems which include the systematic gathering of information on site events
- . implementing a site safety policy
- . maintaining and monitoring on-site quality processes
- . assessing work against construction quality standards and ensuring that rework is carried out
- . administering on-site project completion procedures and informing the client as required.

Information about this unit

Competency field

Core

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to apply legal requirements to building and construction projects of residential and low-rise commercial buildings ('low-rise' licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m², not including Type A or Type B construction). Application of legal requirements includes the capacity to ensure compliance with all contractual requirements. A thorough knowledge of the application of current legal and regulatory requirements is essential.

Learning outcomes

Elements are the "critical outcomes" of a unit of competency. In order to achieve a 'competent' result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Apply the laws relating to builder licensing or registration.**
2. **Apply OHS legislation and provisions on site.**
3. **Apply the codes, Acts and regulations, and standards relevant to construction.**
4. **Comply with insurance or regulatory requirements for housing construction.**
5. **Apply legislation to financial transactions.**
6. **Meet building contract obligations.**
7. **Apply industrial relations policies and obligations relevant to housing construction.**
8. **Apply dispute resolution processes.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- .an understanding of the appropriate registration, licensing or compliance requirements of state or territory registration authorities
- .the capacity to demonstrate the meeting of appropriate business registration requirements
- .identification and specification of the appropriate insurance documentation citing protection which meets local industry requirements
- .identification and specification of requirements for compliance with:
 - .OHS legislation
 - .legislation pertaining to financial transactions, including payment of wages and subcontractor and supplier invoices
 - .relevant building and construction codes, Acts, standards and regulations
 - .sustainability and environmental legislation
 - .industrial relations laws
 - .the legal obligations of contractual agreements.

BCGBC4010A *Apply structural principles to residential low rise construction*

Information about this unit

Competency field

Core

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to apply structural principles to the erection or demolition of low-rise residential structures using conventional methods. The unit addresses those structures classified by the Building Code of Australia as Class 1 and Class 10. Knowledge of the application of structural principles in accordance with the Australian standards is essential.

Learning outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

- 1. Apply structural principles to the planning of the erection and/or demolition of a structure.**
- 2. Analyse and plan for the structural integrity of Class 1 and Class 10 buildings.**
- 3. Plan, coordinate and manage the laying of footings.**
- 4. Plan, coordinate and manage the laying of the floor system.**
- 5. Plan, coordinate and manage the building of the structural and non-structural wall systems.**
- 6. Plan, coordinate and manage the building of the roof system.**
- 7. Plan, coordinate and manage the external wall cladding of the structure.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- assessing the structural integrity of a variety of structures found on building and construction sites
- applying the structural principles behind the safe erection and demolition of a low-rise structure classified within the BCA as Class 1 and Class 10
- applying technical construction principles to the appropriate selection, integration and building in of construction elements and components
- coordinating, planning, implementing and checking the building of a low-rise structure.

Information about this unit

Competency field

Core unit

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to apply structural principles to the erection or demolition of low-rise projects of a more complex nature than single residential dwellings and which are typically commercial structures classified in the Building Code of Australia as classes 2 to 9 with a gross floor area not exceeding 2000 m² but not including Type A or Type B construction. Knowledge of the application of structural principles in accordance with the Australian standards is essential.

Learning outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Apply structural principles to the planning of the erection and/or demolition of a structure.**
2. **Analyse and plan for the structural integrity of class 2 to 9 buildings.**
3. **Plan, coordinate and manage the laying of footing systems.**
4. **Plan, coordinate and manage the laying of the floor system.**
5. **Plan, coordinate and manage the building of the structural wall systems and wall cladding systems.**
6. **Plan, coordinate and manage the building of the structural roof system and roof cladding system.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- .assessing the structural integrity of a variety of structures found on building and construction sites
- .applying the structural principles behind the safe erection and demolition of a low-rise structures classified within the BCA as Classes 2 to 9 with a gross floor area not exceeding 2000 m² but not including Type A or Type B construction
- .applying technical construction principles to the appropriate selection, integration and building in of construction elements and components
- .coordinating, planning, implementing and checking the building of a low-rise structure.

Information about this unit

Competency field

Core

Overview of evidence requirements

This unit involves the implementation, monitoring and review of strategies for the ongoing management of finance. It also includes day-to-day financial management of the business. It is suitable for existing micro and small businesses or a department in a larger organisation.

Learning outcomes

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. Maintain financial records
2. Implement financial plan
3. Monitor financial performance

Critical evidence

.Ability to develop, implement and review strategies for the ongoing management of finance and

- To maintain day-to-day financial management of the business as well as implementation of broad financial strategies.

Information about this unit

Competency field

Project design ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to read and interpret plans and specifications applicable to medium-rise residential and commercial projects in order to inform estimation, planning and supervisory activities.

Elements

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Identify types of drawings and their purposes.**
2. **Apply commonly used symbols and abbreviations.**
3. **Locate and identify key features on a site plan.**
4. **Identify and locate key features on drawings.**
5. **Correctly read and interpret specifications.**
6. **Identify non-structural aspects to the specification.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- the ability to read and interpret plans and specifications, including identification of key features, levels, contours, sections, service entry points, site features to be removed or retained and other details pertinent to the construction process
- the ability to identify the characteristics and features of sites and structures pertinent to a construction project, including:
 - the correct orientation of structures on site
 - establishing the location of key on-site features in relation to building or other structures
 - identifying and incorporating customer variations to agreed plans and specifications
 - correctly interpreting essential elements and applying these to estimation, planning and supervisory tasks
 - effectively communicating changes to specifications to organisational personnel and confirming variations with the client.

Information about this unit

Competency field

Project design ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to produce sketches and drawings. The sketches may be used to clarify or communicate ideas to clients or other parties. They also may be simplified versions taken from architectural drawings and designed to capture design concepts or options. The sketches may be used for estimating purposes and to show measurements and other requirements for building and construction works. This unit does not describe more complex drafting skills.

Elements

Elements are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Prepare to make sketches and drawings.**
2. **Create simple sketches and drawings.**
3. **Notate and process drawings.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- . the production of clear and effective drawings and sketches with appropriate notations and labelling
- . the application of appropriate techniques for making inspections and taking measurements
- . the ability to make good any incursions into the fabric of a building
- . compliance with OHS regulations applicable to workplace operations
- . application of organisational quality procedures and processes
- . selection and use of appropriate processes, tools and equipment
- . interactive communication with others to ensure safe and effective worksite operations.

BCGBC4018A *Apply site surveys and set out procedures to building and construction projects*

Information about this unit

Competency field

Project design ELELCTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the skills to conduct basic measuring and levelling techniques as part of the set out procedures performed on building projects. It includes the use of technical instruments, application of standard procedures and performance of calculations necessary in the set out of construction projects.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Perform setting out, measuring techniques and associated calculations.**
2. **Set up and use leveling devices.**
3. **Mark out and determine levels on a grid for contouring and volume calculations.**
4. **Construct longitudinal sections and determine associated grades and levels in typical**
5. **drainage and pipeline situations.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- . compliance with OHS and organisational quality procedures and process within the context of this unit of competency
- . application and interpretation of relevant documentation/codes
- . accurate application of survey/levelling principles relating to performance of site set out including contouring, volume and grade calculations
- . identification of typical faults and problems and necessary action taken to rectify such faults.

Information about this unit

Competency field

Project design ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to evaluate contract specifications and information and to prepare tender documents associated with projects in the building and construction industries. Knowledge of tender preparation and interpretation of project demands and requirements and the capability to bring together a body of diverse information are essential. How to find the information and present it in a manner which meets organisational needs in short time frames is important, as is the ability to manage time effectively.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Evaluate the contract risk.**
2. **Prepare the tender documentation.**
3. **Identify and attach the appropriate supporting documentation.**
4. **Evaluate the completed tender documentation.**
5. **Obtain tender approval or endorsement.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- identification of the requirements of selected contracts for tender
- gathering detailed information effectively
- the ability to check documentation and calculations in short timeframes
- producing documentation which meets the quality standards established by the organisation
- communicating effectively, both verbally and in writing.

Information about this unit

Competency field

Project management ELELCTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have the skills and procedures necessary to advise on or resolve business disputes which may arise in the course of activities in residential and commercial contracting projects. Dispute resolution procedures may be applied as one of the disputing parties, or as an independent party.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Develop and implement dispute resolution procedures.**
2. **Conduct an initial investigation into business disputes and possible resolution strategies.**
3. **Identify opportunities for dispute resolution.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- the ability to identify the nature of the dispute and the identity of the parties to the dispute
- the capacity to document the details of the dispute in sufficient terms for an unambiguous evaluation of the issues to occur

- the ability to identify and follow established dispute resolution procedures
- the ability to develop and implement dispute resolution procedures, where there are none established

- an understanding of the need to remain completely impartial in any involvement in a dispute.

Information about this unit

Competency field

Project management ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you can prepare documentation and submit a building approval application or submission to appropriate authorities and the management of the submission through to its final approval.

To successfully manage building approvals requires a detailed understanding of the technical documentation that must be prepared, including building plans and specifications together with knowledge of the current regulatory and planning processes. The unit requires the ability to communicate effectively with related building professionals, planning officers and clients.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Plan the process for lodging approval applications.**
2. **Prepare and lodge applications**
3. **Evaluate and review outcome of application.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- logical, accurate and complete documentation of planning submissions
- sound document control processes
- application of relevant Australian standards
- ability to manage a range of approval types, e.g. fire safety compliance, sustainability or other approvals which may be required by the local authority
- ability to interpret building approval requirements and processes.

Information about this unit

Competency field

Business management ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must be able to provide evidence that you have experience in the research and development of an integrated business plan for achieving business goals and objectives.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. Identify elements of a business plan
2. Develop a business plan
3. Develop strategies for minimising risks

Critical evidence

- The development of a business plan which provides for finance, marketing and provision of products/ services to facilitate the business goals and objectives
- Ability to identify and plan for Occupational Health and Safety, Duty of Care responsibilities (knowledge of relative legislation)

BSBSBM405A *Monitor and manage business operations*

Information about this unit

Competency field

Business management ELECTIVE

Overview of evidence requirements

This unit is concerned with the operation of the business and with implementing the business plan. The strategies involve monitoring, managing and reviewing operational procedures. It is suitable for existing micro and small businesses or a department in a larger organisation.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. Develop operational strategies
2. Implement operational strategies
3. Monitor business performance
4. Maintain networks
5. Review business operations

Critical evidence

ability to develop strategies to successfully manage the operation of the business by interpreting information and

- making appropriate adjustments to the business operations as required

TAADEL404A *Facilitate work-based learning*

Information about this unit

Competency field

Project management ELECTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must have the skills to use work effectively as a learning process.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Establish an effective work environment for learning**
2. **Develop a work-based learning pathway**
3. **Implement the work-based learning pathway**
4. **Monitor learning and address barriers to effective participation**
5. **Review the effectiveness of the work-based learning pathway**

Critical evidence

a minimum of two examples of developing work-based learning pathways, that includes:

- identifying needs for learning
- analysing work practices, work environment and work activities
- organising and allocating work in a way that reflects the learning needs and which provides effective learning opportunities through work processes

BCGBC4017A Arrange resources and prepare for the building or construction project

Information about this unit

Competency field

Project management ELELCTIVE

Overview of evidence requirements

To demonstrate competency against this unit, you must have the skills to procure the physical and human resources necessary to ensure the development of on-site facilities and the availability of personnel, plant and equipment, materials and other site essential items for low-rise

(‘low-rise’ licensing classification with reference to Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000m², not including Type A or Type B construction) construction projects. Knowledge of physical resource acquisition and supply processes, identification and procurement of suitable labour through the organisation’s own employees and/or subcontractors is essential.

Learning outcomes

Learning outcomes are the “critical outcomes” of a unit of competency. In order to achieve a ‘competent’ result for this unit, the evidence that you submit must demonstrate your competency in each of the elements listed below:

1. **Notify the client and relevant authorities and agencies of the schedule of works.**
2. **Organise the delivery of on-site accommodation and facilities.**
3. **Organise the delivery of plant.**
4. **Arrange the connection of temporary services.**
5. **Organise on-site human resources.**
6. **Order materials.**

Critical evidence

A person who demonstrates competency in this unit must be able to provide evidence of:

- procuring resources effectively
- communicating effectively, both verbally and in writing with suppliers and subcontractors
- completing documentation to organisational standards
- advising appropriate authorities and gaining the necessary approvals or responses.