



## **Course Details**

**BCG50206**

# **Diploma in Building and Construction (Building)**

Accredited and approved throughout Australia by



**NSW Vocational  
Education & Training  
Accreditation Board**



**NATIONALLY RECOGNISED  
TRAINING**

**9 Borgnis Street Davidson NSW 2085  
Phone 028214 8644 email [bitad@edu2000.net.au](mailto:bitad@edu2000.net.au)**

**BCG50206 Diploma in Building and Construction (Building)**  
**Unit details**

BCGBC5001A Apply building codes and standards to the construction process for medium rise building projects.....	4
BCGBC5003A Supervise the planning of on-site medium-rise building or construction work.....	5
BCGBC5008A Apply structural principals to the construction of medium-rise buildings.....	6
BSBOHS504A Apply principles of OHS risk management.....	7
BSBPM505A Manage project quality.....	8
BSBPM508A Manage project risk.....	9
<b>Elective units offer by BITAD.....</b>	<b>10</b>
BCGBC5005A Select and manage building and construction contractors.....	10
BCGBC5010A Manage construction work/projects.....	11
BCGBC5002A Monitor building or construction costing system on medium-rise building and construction projects.....	12
BCGBC5004A Supervise and apply quality standards to the selection of building and construction materials.....	13
BCGBC5013A Develop professional technical and legal reports on building and construction projects .....	14
BCGBC5007A Administer the legal obligations of a building or construction contract.....	15
BSBFLM505B Manage operational plans .....	16
BSBFLM512A Ensure team effectiveness.....	17

## **BCG50206 Diploma in Building and Construction (building)**

### Requirements

To obtain the BCG50206 Diploma of building and construction (building), you must demonstrate competency in a total of 12 units. These are divided into two groups:

- 6 core units (required units), plus
- 6 elective units (you may select six units from a list of options)

Two of the six units may be selected from another relevant endorsed Training Package or from other Diploma qualifications within this Training Package – these units must be selected to maintain both the integrity of the AQF level and the industry context of the qualification.

One of the six units may be drawn from an AQF level either aligned to Certificate IV or Advanced Diploma. Additional units of competency may be required to meet builder registration requirements in various States and Territories.

### **Core Units**

#### **Core**

BCGBC5001A Apply building codes and standards to the construction process for medium rise building projects

BCGBC5003A Supervise the planning of on-site medium-rise building or construction work

BCGBC5008A Apply structural principals to the construction of medium-rise buildings

BSBOHS504A Apply principles of OHS risk management

BSBPM505A Manage project quality

BSBPM508A Manage project risk

#### **Elective units offer by BITAD**

BCGBC5005A Select and manage building and construction contractors

BCGBC5010A Manage construction work/projects

BCGBC5002A Monitor building or construction costing system on medium-rise building and construction projects

BCGBC5004A Supervise and apply quality standards to the selection of building and construction materials

BCGBC5013A Develop professional technical and legal reports on building and construction projects

BCGBC5007A Administer the legal obligations of a building or construction contract

BSBFLM505B Manage operational plans

BSBFLM512A Ensure team effectiveness

# **BCGBC5001A Apply building codes and standards to the construction process for medium rise building projects**

## **Learning outcomes and assessment criteria**

### **1 Access and interpret relevant code and standard requirements.**

- 1.1 The relevant performance requirements from the BCA that apply to individual projects (classified as *medium-rise*) are identified.
- 1.2 The requirements of relevant BCA Deemed-to-Satisfy (DTS) provisions are determined.
- 1.3 The requirements of relevant Australian standards referenced in the BCA are accessed and interpreted appropriately.

### **2 Classify buildings.**

- 2.1 The nature of a building according to use and arrangement is determined.
- 2.2 BCA criteria to determine the defined classification are applied.
- 2.3 The BCA requirements for multiple classifications are identified and interpreted.

### **3 Analyse and apply a range of solutions to a construction problem for compliance with the BCA.**

- 3.1 The range of criteria that will ensure construction methods comply with the performance requirements of the BCA is determined.
- 3.2 Alternative solutions to a design or construction problem that will comply with the requirements of the BCA are discussed and proposed in accordance with company policies and procedures.
- 3.3 Performance-based solutions are identified and documented in accordance with the requirements of the BCA.
- 3.4 *Assessment methods* referenced in the BCA to determine whether a building solution complies with *performance requirements* or Deemed-to-Satisfy (DTS) Provision of the BCA are analysed and applied.
- 3.5 The relevant documentation is identified and completed in accordance with the requirements of the BCA.

### **4 Apply fire protection requirements.**

- 4.1 Passive and active fire control elements required by the BCA and other legislation are identified.
- 4.2 The level of fire resistance required for the construction of various medium-rise buildings is determined.
- 4.3 BCA requirements with respect to passive and active fire protection to medium-rise buildings are identified and applied.
- 4.4 A check of existing buildings for compliance with passive and active fire protection requirements is carried out in accordance with BCA requirements.

# **BCGBC5003A Supervise the planning of on-site medium-rise building or construction work**

## **Learning outcomes and assessment criteria**

### **1 Appraise the contractual documentation and delegate the planning of operational requirements as necessary.**

- 1.1 Copies of building approvals and conditions relating to the medium-rise building or construction project are obtained.
- 1.2 **Contracts** are reviewed to determine any unusual aspects of construction, use of materials or penalty provisions.
- 1.3 Possible design problems are identified and brought to the attention of the project consultants.
- 1.4 The availability of subcontractors and their suitability to meet job requirements specific to medium-rise projects is reviewed.
- 1.5 The availability of materials and conditions of purchase and authorized purchases is reviewed.
- 1.6 Access to the site is established within requirements and on-site accommodation is located in an appropriate location.
- 1.7 Contact is established and maintained with relevant statutory authorities controlling construction work.

### **2 Initiate strategies and delegate the implementation of medium-rise construction operations, as necessary.**

- 2.1 A **resources** supply system for controlling and recording materials entering and leaving the site is instituted and maintained.
- 2.2 Procedures for recording and paying for the hire of plant equipment and authorising payment are managed.
- 2.3 The establishment of OHS and rehabilitation procedures including hazard and risk management is undertaken.
- 2.4 Procedures for the removal of existing services and hazardous materials are planned and implemented in accordance with regulatory requirements.
- 2.5 Procedures required for the control of multiple projects are established.

### **3 Supervise the preparation of project schedules.**

- 3.1 Construction operations are planned and executed in sequence.
- 3.2 Entering of operations data into an appropriate scheduling system for analysis is managed.
- 3.3 The project's 'critical path' is established and the revision of the **project schedule** is managed with new projects incorporated and documented as required.
- 3.4 Strategies for avoiding and overcoming project delays are developed.
- 3.5 Management is advised of the cost benefits and implications of providing overtime payments.

### **4. Ensure the provision of all the resources required for the project.**

- 4.1 Adjustments to the project timeframe to take account of anticipated delays are facilitated.
- 4.2 **Temporary services** and site accommodation needs are identified and arranged as required.
- 4.3 Plant requirements, site location and installation dates are confirmed.

4.4 On-site personnel and labour requirements are determined and documented.

### **5 Review existing on-site buildings or structures.**

5.1 The condition of existing buildings, or structures to be retained and structures on adjacent site boundaries, is reviewed and recorded.

5.2 Copies of reports are submitted to adjacent building owners prior to commencing construction work.

### **6 Supervise staff and maintain an effective work environment.**

6.1 An overview of the project site or sites is maintained and staff resources are allocated according to organisational, regulatory and project needs.

6.2 The activities of contract planning personnel are monitored and an effective work environment is maintained.

6.3 Effective human resource practices and policies which maximise performance and productivity are employed.

## **BCGBC5008A Apply structural principles to the construction of medium-rise buildings**

### **Learning outcomes and assessment criteria**

#### **1 Apply structural principles to the planning of the erection and/or demolition of a structure.**

1.1 The main *structural principles* that apply to the erection of *medium-rise* structures are identified.

1.2 The performance characteristics of the structural elements, including *materials* identified in the building's plan, are identified, analysed and applied to the planning of the construction work.

1.3 The demolition of existing structures is undertaken in accordance with legislative and planning requirements and safe work practices.

#### **2 Coordinate and manage the site and job set-up assessment.**

2.1 Processes are put in place to analyse the stability of soils and capacity of the site to support the construction loads.

2.2 The structural requirements for retaining walls are identified in conjunction with related industry professionals and applied to the planning process.

2.3 The structural function and requirements for *temporary structural elements* are analysed and applied to the planning process.

#### **3 Coordinate and manage the construction of footing systems.**

3.1 The set-out of the building is checked for compliance with the documented building plans.

3.2 The structural performance of the footings specified in the building plan is assessed for compliance with relevant codes and accepted industry construction principles.

3.3 Footings, as specified in the building plan, are laid and checked for conformance with standards and accepted industry construction principles.

3.4 Damp coursing and the provision of termite barriers and other relevant techniques are planned, implemented and checked in accordance with codes, standards and industry practice.

#### **4 Coordinate and manage the structural elements of the construction process.**

4.1 The technical construction principles and performance characteristics of the construction materials are identified and analysed in the planning of the project.

4.2 Processes for the construction of all structural elements are identified and confirmed as compliant with relevant Australian standards and codes, and manufacturer specifications, with reference to specialists as required, and then implemented.

4.3 The building plans and relevant codes and standards are identified and implemented to ensure appropriate allowances have been made for plumbing, electrical conduits and other services to be installed.

### **BSBOHS504A Apply principles of OHS risk management**

#### **Learning outcomes and assessment criteria**

##### **1. Access external sources of information and data to identify hazards**

1.1 *External sources of information and data* are accessed to assist in identifying *hazards*

1.2 *Workplace sources of information and data* are reviewed to access and assist in identification of hazards

1.3 Input is sought from stakeholders, key personnel and OHS specialists

1.4 Formal and informal research is conducted to ensure currency with *workplace issues*

##### **2. Analyse the work environment to identify hazards**

2.1 *Occasions when action for hazard identification is required* are defined, documented and communicated

2.2 *Tools* are sourced to assist in the analysis of identified hazards

2.3 *Task demands* and *task environment* are examined for impact on the person to identify situations with a potential for injury or ill health

2.4 Workforce structure, organisation of work and work relationships are examined to identify situations with a potential for injury or ill health

2.5 Work environment is examined for *agents* with a potential for injury or ill health

2.6 Input is sought from stakeholders to clarify and confirm issues

##### **3. Assess risk associated with a hazard**

3.1 *Factors contributing to risk* are identified

3.2 Current risk controls for each hazard are identified

3.3 Adequacy of current controls (if any) is evaluated taking account of *relevant standards* and knowledge

3.4 Discrepancies between current controls and required *quality of control* are identified

3.5 Hazards requiring further control action are *prioritised*

3.6 Method and outcomes of *risk assessment* are documented

##### **4. Control risk associated with a hazard**

4.1 A range of control options is developed in consultation with stakeholders and taking account of the outcomes of the risk assessment and the *hierarchy of control*

4.2 Potential factors impacting on the effectiveness of controls are identified

4.3 Advice is sought from OHS specialists and key personnel if required

4.4 Appropriate authority and relevant resources to initiate and maintain controls are identified and sought

4.5 Actions required to achieve change are identified and documented

4.6 Extent of change and reduction in risk, as a result of controls, is analysed

## **5. Maintain hazard identification and risk control processes**

- 5.1 A *risk register* is established and maintained relevant to the workplace
- 5.2 Risk management procedures are documented and communicated as appropriate to stakeholders and key personnel
- 5.3 Outcomes of risk management processes are documented and communicated to stakeholders and key personnel as appropriate
- 5.4 Stakeholders and operational staff are involved in the risk management processes
- 5.5 Situations are identified where OHS specialists may be required

## **6. Monitor and review risk management processes**

- 6.1 The effectiveness of the risk management processes is reviewed regularly
- 6.2 Frequency, method and scope of review are determined in consultation with workplace stakeholders and key personnel
- 6.3 Stakeholders and key personnel have input to the review
- 6.4 Areas for improvement in the risk management processes are identified and recommendations made
- 6.5 Action plans, including allocated responsibilities and time frames, are prepared for implementation

# **BSBPM505A Manage project quality**

## **Learning outcomes and assessment criteria**

### **1. Determine quality requirements**

- 1.1 *Quality objectives*, standards and levels are determined, with input from stakeholders and guidance of a higher project authority, to establish the basis for quality outcomes and a *quality management plan*
- 1.2 Established *quality management methods, techniques and tools* are selected and used to determine preferred mix of quality, capability, cost and time
- 1.3 Quality criteria are identified, agreed with a higher project authority and communicated to stakeholders to ensure clarity of understanding and achievement of quality and overall project objectives
- 1.4 Agreed quality requirements are included in the project plan and implemented as basis for performance measurement

### **2. Implement quality assurance**

- 2.1 Results of project activities and product performance are measured and documented throughout the project life cycle to determine compliance with agreed quality standards
- 2.2 Causes of unsatisfactory results are identified, in consultation with the client, and appropriate actions are recommended to a higher project authority to enable continuous improvement in quality outcomes
- 2.3 Inspections of quality processes and *quality control* results are conducted to determine compliance of quality standards to overall quality objectives
- 2.4 A quality management system is maintained to enable effective recording and communication of quality issues and outcomes to a higher project authority and stakeholders

### **3. Implement project quality improvements**

3.1 Processes are reviewed and agreed changes implemented continually throughout the project life cycle to ensure continuous improvement to quality

3.2 Project outcomes are reviewed against performance criteria to determine the effectiveness of quality management processes and procedures

3.3 Lessons learned and recommended *improvements* are identified, documented and passed on to a higher project authority for application in future projects

## **BSBPM508A Manage project risk**

### **Learning outcomes and assessment criteria**

#### **1. Determine project risks**

1.1 *Risks* are identified, documented and analysed, in consultation with stakeholders and a higher project authority, as the basis for risk planning

1.2 Within *delegated authority*, established *risk management techniques and tools* are used to analyse risks and assess options, and preferred risk approaches are recommended to a higher authority

1.3 Plans are developed, agreed with stakeholders, and communicated to ensure clarity of understanding and ongoing management of risk factors

1.4 Designated *risk management processes and procedures* are established to enable effective management and communication of risk events, responses and results

#### **2. Monitor and control project risk**

2.1 Project is managed in accordance with established project and risk management plans to ensure a common approach to the achievement of objectives

2.2 Progress is monitored against project plans to identify variances and *recommend responses* to a higher project authority for remedial action

2.3 Agreed risk responses are implemented and plans modified to reflect changing project objectives in an environment of uncertainty.

#### **3. Assess risk management outcomes**

3.1 Project outcomes are reviewed to determine effectiveness of risk management processes and procedures

3.2 Risk issues and recommended improvements are identified, documented and passed on to a higher project authority

## ELECTIVE UNITS

### BCGBC5005A Select and manage building and construction contractors

#### Learning outcomes and assessment criteria

##### **1 Manage the determination of subcontractor requirements.**

- 1.1 Subcontractor resource requirements are assessed on the basis of expected operations and reference to the business plan.
- 1.2 *Subcontractor requirements* are managed, prioritised and documented on the basis of expected work sequence and volume.
- 1.3 Task analyses are conducted and managed and competences are identified from the nature of the work to be done and organisational structure.
- 1.4 Type and number of subcontractors are determined and a formal subcontractor structure is developed for the project.
- 1.5 Industrial legislation and contract legal matters which impact on operations are researched to clarify workplace obligations and the rights of subcontractors.

##### **2 Manage the review of subcontractor performance.**

- 2.1 Existing subcontractor areas of expertise are identified or reviewed to build an operational profile for each subcontractor.
- 2.2 Information is gathered concerning previous performance of existing subcontractors or their profiles and history are examined.
- 2.3 *Reviewing subcontractor performance* for the purpose of identifying strengths and weaknesses is undertaken.
- 2.4 A management plan is developed for each subcontractor to enhance their ability to meet contractual obligations.

##### **3 Establish terms and conditions for subcontractor engagement.**

- 3.1 Subcontractor terms of engagement and scope of operations under the contract are developed or reviewed to ensure contract obligations can be met.
- 3.2 Conditions to be met under the terms of engagement for subcontractors are reviewed and periodically reinforced with the subcontractors.

##### **4 Manage the selection and engagement of subcontractors.**

- 4.1 Subcontractor engagement strategies and processes are developed and facilitated to meet organisational timelines and contract dates.
- 4.2 The processes for *selection and engagement of subcontractors* are managed to ensure that equal opportunity principles apply to all applicants.
- 4.3 Subcontractor short-listing and qualification checking is managed to enable the selection and engagement of the most appropriate subcontractor.
- 4.4 Successful and unsuccessful tenderers are notified about the outcomes of the selection process.
- 4.5 Processes for the commencement, induction and any required pre-engagement training are managed and implemented.

## **5 Evaluate subcontractor performance and conformance to contract requirements.**

5.1 Systems which evaluate *subcontractor performance and conformance to contract requirements* are developed and managed.

5.2 The gathering of strategic information about subcontractor performance is managed under terms of confidentiality and security but within known collection parameters.

5.3 Performance review outcomes are discussed with subcontractors on a confidential and equitable basis.

5.4 Feedback and appeal systems are introduced and managed to ensure that subcontractors have the opportunity to challenge review outcomes.

5.5 Remedial or disciplinary action is undertaken against the subcontractor in accordance with organisational policy and operational guidelines where appropriate.

## **BCGBC5010A Manage construction work/projects**

### **Learning outcomes and assessment criteria**

#### **1 Establish site communication processes.**

1.1 *Site communication* processes are established and managed to comply with organisational quality management requirements.

1.2 Dates and times of site meetings are organised and relevant personnel are notified.

#### **2 Establish and review OHS, welfare and risk management procedures.**

2.1 Organisational requirements for on-site first aid facilities are identified, established and reviewed in accordance with relevant *OHS, welfare and risk management* legislation and regulations.

2.2 Plant and equipment usage policy and practices which require certificated operators are established and managed to comply with risk management procedures.

2.3 Hazard management procedures are established and implemented and precautionary measures instigated.

2.4 The responsibilities for safe handling of materials are addressed through organisational policy procedures.

2.5 Construction safety procedures are established and managed in accordance with OHS, welfare and risk management requirements and key personnel are identified.

2.6 Safety induction procedures are established and managed in the event of dangerous incidents, injuries and accidents.

2.7 Safety reporting processes and documentation are developed and implemented in accordance with organisational and legislative requirements.

#### **3 Manage the supply of materials and installation of equipment.**

3.1 The process for placing orders for materials is established and managed to ensure the timely and cost effective *supply of materials and installation of equipment*.

3.2 Procedures are established, managed and monitored for equipment hire and maintenance.

#### **4 Manage on-site operations.**

4.1 *On-site operations* are managed to implement and maintain a safe and cost effective work environment in accordance with appropriate schedules and the contract.

4.2 Subcontractor operations are managed and coordinated to ensure compliance with company obligations.

4.3 A system to deal with problems and delays affecting performance is established and managed.

4.4 Processes to manage industrial relations are established in accordance with company policy and regulatory guidelines.

4.5 Revisions are made to project schedule(s) when required and variations are documented to comply with quality management procedures.

4.6 Project quality management is effectively implemented to provide for a continuous improvement environment in which safety procedures are monitored continuously, reports analysed and procedures reviewed as required.

4.7 Contact with statutory authorities and parties to the contract is facilitated when variations are made to approved contract drawings and specifications.

4.8 Multi-site management plans are implemented in accordance with organisational policy and site conditions.

#### **5 Manage the processing of progress claims/payments.**

5.1 Progress claims are managed and approved in accordance with the requirements of the contract.

5.2 Project expenditures are managed and claims against scheduled projected costs are checked for accuracy.

### **BCGBC5002A Monitor building or construction costing systems on medium-rise building and construction projects**

#### **Learning outcomes and assessment criteria**

##### **1 Supervise the identification and classification of project costs.**

1.1 Staff members are supervised in their identification of building or construction costs and accurate estimates are made from project schedules.

1.2 Definitive cost estimates are accurately translated into the correct cost centres appropriate to contract requirements.

1.3 Cost centres are correctly identified and incorporated into a planned project cost network.

1.4 Risk assessment is undertaken and estimated cost is compared with estimated risk.

1.5 All planning ensures there is compliance with relevant codes of practice, standards and legislative requirements.

##### **2 Manage the preparation of a schedule of project expenditure.**

2.1 Draft *schedules of project expenditure* are prepared with critical points identified.

2.2 Expenditure schedules are prepared using organisational processes and hardcopies are produced.

2.3 Critical financial phases of the project are identified and cash flows are matched to expenditure.

### **3 Prepare curves showing projected cash flow and payments.**

- 3.1 Interim payment claims and rise and fall calculations are prepared for the contractor and subcontractors.
- 3.2 The projected 'S' curve is prepared to show cash flow and resource control.
- 3.3 Cash flows using 'time risk' and 'cost risk' are prepared and compared.
- 3.4 Cash flows using 'early start' and 'late finish' for pessimistic or optimistic outcomes are compared.
- 3.5 Pessimistic overdraft requirements are calculated.

### **4 Maintain continuous checks on expenditure and evaluate outcomes.**

- 4.1 Cash flow and creditor payments are monitored daily.
- 4.2 The budget cost on the network is compared to actual costs in the tender calculations.
- 4.3 Rise and fall clause calculations are undertaken and variations are advised to the financial controller.
- 4.4 Reasons for any cost variations are analysed and identified.
- 4.5 Remedial action is taken and recorded as necessary to retain contract financial compliance.

### **5 Prepare final cost report.**

- 5.1 Actual costs are compared with estimates at the completion of the job and a report is compiled detailing future actions.
- 5.2 The organisational rates are adjusted as required, based on the *final cost report* and current movements in prices and rates.

## **BCGBC5004A Supervise and apply quality standards to the selection of building and construction materials**

### **Learning outcomes and assessment criteria**

#### **1 Identify and describe the properties of building materials.**

- 1.1 The suitability of *materials* commonly used in the region is identified for a given building system.
- 1.2 Properties of materials, their standards of quality and the compatibility and non-compatibility of different materials are identified.
- 1.3 The environmental impacts of different materials are identified.
- 1.4 The impact of allowable tolerances on the conversion of naturally occurring materials is identified.
- 1.5 The tolerances for installing and assembling materials are identified and checked in regard to the nature of the work being performed and the requirements of the Australian standards.

#### **2 Ensure suitable building materials are selected for application.**

- 2.1 The *selection of building materials* is conducted with reference to structural requirements and suitability for the building system specified in the contract.
- 2.2 Materials are selected for their safety, required fire resistance rating, serviceability and cost effectiveness.

2.3 Short and long-term degradation of materials is considered in relation to the proposed life cycle of the building.

2.4 Alternative materials are selected if specified materials are unavailable or unsuitable.

### **3 Supervise the acceptance, safe handling and storage of materials on site.**

3.1 Organisational procedures for the *acceptance, safe handling and storage of materials* on site are identified and communicated.

3.2 Limitations and effects of transportation on materials and components are determined and action is taken in the case of potentially damaging circumstances.

3.3 Materials are handled correctly and safely on site using appropriate equipment and safe working practices.

3.4 Materials are stored in accordance with manufacturer specifications and in compliance with the relevant Australian standards.

3.5 Systems are implemented for inspecting all materials delivered on-site for naturally occurring and/or manufactured defects before installation.

3.6 Personnel are aware of actions to be taken in the case of defects caused by incorrect installation, application or placement.

3.7 Timber is preserved and ferrous and non-ferrous metals which are used in the construction process are protected using established methods.

### **4 Supervise testing of materials on site for suitability and fitness for purpose.**

4.1 *Testing of materials*, including soil, filling, compacting, surfacing, concreting and welding, is carried out to specifications and results are analysed on-site before and during installation.

4.2 Samples of materials taken during placement or installation are accurately identified and sent for laboratory testing.

4.3 Materials are given visual checks for suitability before building in, with materials sent off-site for testing if required.

4.4 Processes to ensure defective materials are identified and remedial action is recorded.

### **5 Establish records of materials testing and report on testing process conformance or otherwise.**

5.1 *Records of tests and testing procedures* are established and maintained by the organisation in accordance with its quality management obligations.

5.2 Test results and reports are periodically evaluated to maintain integrity of organisational quality standards.

5.3 Non-conformant on-site materials tests are immediately notified to the appropriate company officer for further action.

## **BCGBC5013A Develop professional technical and legal reports on building and construction projects**

### **Learning outcomes and assessment criteria**

#### **1 Perform pre-purchase property inspections and assessments.**

1.1 The building is inspected and *defects* are identified and documented in the agreed level of detail requested by the client.

1.2 Engineers' certificates are obtained according to the state of repair or number and type of defects.

1.3 Rectification costs are estimated to the degree of accuracy required or recommendations are made to demolish the structure.

1.4 At the direction of government agencies, financial institutions or investment houses *feasibility studies* are conducted.

## **2 Advise and coordinate the design process and planning approval.**

2.1 The project brief is prepared on behalf of client.

2.2 Site conditions and the structure are assessed.

2.3 Preliminary design drawings are produced or obtained and probable costs are estimated.

2.4 The process through which the final design documentation will be completed and approved by the client is coordinated.

2.5 Documentation is submitted to obtain authorised *planning approval* for the project.

2.6 Planning appeals are prepared and presented to the authority if necessary.

## **3 Review building or construction works.**

3.1 The contract documentation is checked to ensure client interests are protected.

3.2 *Building or construction works* are regularly monitored and reports are provided on the progress and quality of work.

3.3 Variations are checked and referred back to contractors as required.

3.4 Progress claims are checked and approved.

## **4 Provide advice on dispute resolution.**

4.1 Disputes are negotiated on behalf of the client.

4.2 Impartial advice is provided to the parties involved in a building related dispute for equitable settlement.

4.3 Referrals are provided for expert legal interpretation of contractual matters.

4.4 Expert testimony and evidence is provided in the event of disputes going to court.

# **BCGBC5007A Administer the legal obligations of a building or construction contract**

## **Learning outcomes and assessment criteria**

### **1 Comply with the laws relating to establishing and licensing a building or construction contractor.**

1.1 Business registration of the organization is secured in accordance with owner/operator preferences and legal requirements.

1.2 Approval of the *licensing* and/or registration as a contractor/supervisor is sought from the appropriate government agency.

1.3 The responsibilities of operating a construction business in accordance with legislation are complied with by the contractor.

1.4 Legal documents and records are kept and carefully maintained.

### **2 Engage personnel for the project.**

2.1 Relevant industrial awards are identified for the hiring of staff or labour.

2.2 Contracts of employment are determined on a case-by-case basis and the principles and legalities of workplace agreements are implemented.

2.3 Equal opportunity principles are applied in all aspects of recruitment and selection.

2.4 Procedures for employment termination and redundancy are explained and followed.

2.5 Dispute resolution processes are established, documented and implemented where necessary.

### **3 Administer the regulations relating to OHS, welfare, workers compensation, noise abatement and working hours.**

3.1 OHS and Welfare Act provisions are identified and complied with, on and off the site.

3.2 The OHS Authority is contacted to determine the necessary approvals or permits prior to work commencing.

3.3 The provisions of the Workers Compensation Act are complied with and the rights and responsibilities of workers are observed to ensure a safe workplace.

3.4 Regulations relating to noise abatement and working hours are adhered to.

### **4 Implement rehabilitation arrangements for employees returning to work.**

4.1 *Rehabilitation arrangements for employees* returning from injury or illness are facilitated and implemented.

4.2 Workers returning to work after injury or illness are assisted to regain full employment status as soon as practicable.

### **5 Comply with taxation and insurance requirements of state, territory and federal legislation.**

5.1 *Taxation* payments are recorded, collected and made in compliance with Australian Taxation Office requirements including obligations under the GST.

5.2 *Insurance* policies are identified to provide appropriate cover for personnel, property and the project works.

5.3 Mandatory superannuation provisions are made for employees.

### **6 Administer all obligations in a conscientious manner and observe Fair Trading Practice.**

6.1 Fair Trading Practice responsibilities are maintained effectively and efficiently.

6.2 The best interests of clients are promoted and undertaken conscientiously in accordance with the agreed contract.

### **7 Comply with environmental legislation and its intent.**

7.1 The use of renewable materials are preferred over non-renewable materials.

7.2 Low energy materials are used in preference to high energy materials, where practical.

7.3 Processes to ensure compliance with *environmental protection legislation* are implemented.

## **BSBFLM505B Manage operational plan**

### **Learning outcomes and assessment criteria**

#### **1. Develop operational plan**

1.1 *Resource requirements* are researched, analysed and documented and an operational plan is *developed and/or implemented* in consultation with *relevant personnel, colleagues and specialist resource managers*

- 1.2 *Consultation processes* are developed and/or implemented as an integral part of the operational planning process
- 1.3 *Operational plans* are developed to contribute to the achievement of the organisation's performance/business plan
- 1.4 Details of the operational plan include the development of *key performance indicators* to measure organisational performance
- 1.5 *Contingency plans* are developed and implemented at appropriate stages of operational planning
- 1.6 The development and presentation of proposals for resource requirements are assisted by a variety of information sources, and specialist advice is sought as required
- 2.1 Strategies are developed and implemented to ensure that employees are recruited and/or inducted within the organisation's human resource management policies and practices
- 2. Plan and manage resource acquisition**
- 2.2 Strategies are developed and implemented to ensure that physical resources and services are acquired in accordance with the *organisation's policies, practices and procedures*
- 3.1 Performance systems and processes are developed, monitored and reviewed to assess progress in achieving profit and productivity plans and targets
- 3.2 Budget and actual financial information is analysed and interpreted to monitor and review profit and productivity performance
- 3.3 Areas of under performance are identified, solutions recommended, and prompt action is taken to rectify the situation
- 3.4 Systems are planned and implemented to ensure that mentoring and coaching are provided to support individuals and teams to use resources effectively, economically and safely
- 3.5 Recommendations for variations to operational plans are negotiated and approved by *designated persons/groups*
- 3. Monitor and review operational performance**
- 3.6 Systems are developed and implemented to ensure that procedures and records associated with documenting performance are managed in accordance with the organisation's requirements

## **BSBFLM512A Ensure team effectiveness**

### **Learning outcomes and assessment criteria**

#### **1. Establish team performance plan**

- 1.1 Team members are *consulted* to establish team purpose, roles, responsibilities and *accountabilities* in accordance with organisational goals, plans and objectives
- 1.2 *Performance plans* are developed in consultation with team members, to establish expected *outcomes, outputs, key performance indicators* and goals for work team
- 1.3 Team members are supported in meeting expected performance outcomes

#### **2. Develop and facilitate team cohesion**

- 2.1 *Strategies* are developed to ensure team members have input into planning, decision making and operational aspects of work team

2.2 *Policies and procedures* are developed to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities

2.3 Feedback is provided to team members to encourage, value and reward individual and team efforts and contributions

2.4 *Processes* are developed to ensure that issues, concerns and problems identified by team members are recognised and addressed

### **3. Facilitate team work**

3.1 Team members and individuals are encouraged to participate in and take responsibility for team activities, including communication processes

3.2 The team is supported in identifying and resolving work performance problems

3.3 Own contribution to work team serves as a role model for others and enhances the organisation's image to all *stakeholders*

### **4. Liaise with stakeholders**

4.1 Open communication processes with all stakeholders are established and maintained

4.2 Information from *line manager/management* is communicated to the team

4.3 Unresolved issues, concerns and problems raised by team members are communicated to, and followed up with, line manager/management and other relevant stakeholders

4.4 Unresolved issues, concerns and problems raised by internal or external stakeholders are evaluated, and necessary corrective action taken