

**Modification history**

Release	Comments
Release 1	This version released with Training Package Version 8.0.

AHCWRK3X5	Coordinate work site activities
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to coordinate work site activities for small scale projects.</p> <p>The unit applies to individuals who coordinate work site activities under broad direction, and take responsibility for their own work.</p> <p>All work must be carried out to comply with workplace procedures, health and safety in the workplace requirements, legislative and regulatory requirements and sustainability practices.</p> <p>No licensing, legislative or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Work (WRK)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare for work site activities	1.1 Confirm work requirements with supervisor 1.2 Identify personnel, equipment and material resource requirements according to the scope of the project and supervisors instructions 1.3 Identify and document the order of activities and time allocation and present to the supervisor for verification 1.4 Identify the environmental implications of the proposed work site activities and assess the likely outcomes and report to supervisor 1.5 Identify potential hazards and risks, and implement safe working practices to manage risks 1.6 Select, fit, use and maintain personal protective equipment (PPE) applicable to the task
2. Organise resources	2.1 Purchase materials and hire equipment and machinery as authorised by the supervisor 2.2 Obtain external agency permits in the correct order as necessary 2.3 Notify neighbours and affected parties of works to be undertaken as necessary 2.4 Organise delivery of materials, equipment and machinery to site as outlined in the order of activities 2.5 Organise personnel to be on site when they are required
3. Coordinate and report on activities	3.1 Coordinate all resources to suit the scope of the project and order of activities 3.2 Direct personnel in activities for each period of work 3.3 Monitor and document personnel, activities, timelines and resource usage 3.4 Identify contingency situations and report to the supervisor and take corrective actions as required 3.5 Write a simple project report to inform management of work site activities undertaken and completed

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
Writing	<ul style="list-style-type: none"> <li>Use clear language, accurate industry terminology and logical structure to prepare simple project reports</li> </ul>
Oral communication	<ul style="list-style-type: none"> <li>Use clear language with supervisor to confirm purpose and scope of work site activity</li> </ul>
Numeracy	<ul style="list-style-type: none"> <li>Calculated and recorded activity costs and material and resource requirements</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
AHCWRK3X5 Coordinate work site activities	AHCWRK305 Coordinate work site activities	Minor changes application Minor changes to performance criteria Foundation skills added Major and minor edits to performance and knowledge evidence and assessment conditions	Not equivalent

<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c6399549-9c62-4a5e-bf1a-524b2322cf72</a>
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<b>TITLE</b>	<b>Assessment requirements for AHCWRK3X5 Coordinate work site activities</b>
<b>Performance Evidence</b>	
<p>An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.</p> <p>There must be evidence that the individual has coordinated work site activities on at least one occasion and has:</p> <ul style="list-style-type: none"> <li>• read and interpreted documentation associated with work site activities</li> <li>• prepared and planned worksite activities</li> <li>• recognised and reported workplace health and safety hazards and used safe work practices</li> <li>• applied workplace health and safety requirements, including fitted and used personal protective equipment (PPE)</li> <li>• scheduled activities and allocated tasks and responsibilities</li> <li>• coordinated a team to achieve optimum performance</li> <li>• communicated with personnel at all levels</li> <li>• monitored activities and recorded costs and production levels</li> <li>• documented results clearly and concisely</li> <li>• used industry standard terminology.</li> </ul>	
<b>Knowledge Evidence</b>	
<p>An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:</p> <ul style="list-style-type: none"> <li>• environmental awareness associated with undertaking project works to ensure the impact on the environment is minimal</li> <li>• work schedule programming</li> <li>• possible causes of disruption to work activities and their effect on quality and time schedules</li> <li>• responsibilities and requirements for obtaining external agency permits as necessary</li> <li>• the range, use and availability of materials, equipment and machinery that may be required for the project</li> <li>• workplace requirements applicable to health and safety in the workplace for coordinating work site activities.</li> </ul>	
<b>Assessment Conditions</b>	
<p>Assessment of the skills in this unit of competency must take place under the following conditions:</p> <ul style="list-style-type: none"> <li>• physical conditions: <ul style="list-style-type: none"> <li>• a workplace setting or an environment that accurately represents workplace conditions</li> </ul> </li> <li>• resources, equipment and materials: <ul style="list-style-type: none"> <li>• tools, equipment and material applicable to work site activity</li> <li>• PPE applicable to coordinating worksite activities</li> </ul> </li> <li>• specifications: <ul style="list-style-type: none"> <li>• workplace health and safety legislation, regulations, codes of practice and workplace procedures relevant to coordinating work site activities</li> </ul> </li> <li>• relationships: <ul style="list-style-type: none"> <li>• work site personnel and supervisor.</li> </ul> </li> </ul> <p>Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.</p>	
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