

Unit Code & Name: RIICWM402D Supervise Civil Works Contractors Sessions: 5	Learning objectives: 1. Plan and prepare to supervise civil works contractors 2. Ensure appropriate initiation of tasks is carried out 3. Oversee the execution of tasks 4. Report on the execution of tasks
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Session	Topic	Assessor Guide	
Session 1	Introduction	Introduce unit: • Unit overview • Assessment overview Assessment tool/s (review) • Assignment • Practical Observation	Materials Needed • RIICWM402D Learner Guide • RIICWM402D PowerPoint • Students pens/notebooks • Class roll
Session 2	Plan and prepare to supervise civil works contractors	Progress through PowerPoint: Slides 1 – 18 Explain and discuss learner guide chapter 1 (pg. 10 – 30) • 1.1 Access, interpret and apply civil work documentation and ensure the work activity is compliant • 1.2 Obtain, read, interpret, clarify and confirm work requirements • 1.3 Identify and address potential risks, hazards and environmental issues, and implement control measures • 1.4 Select and wear personal protective equipment appropriate for work activities • 1.5 Ensure the contractor has a job plan available and ensure best use of the available resources that meet the task requirements • 1.6 Identify resources required to complete the tasks	Materials Needed • RIICWM402D Learner Guide • RIICWM402D PowerPoint • Students pens/notebooks • Class roll Other Resources • Computers with Internet

Session 3	Ensure appropriate initiation of tasks is carried out	Review Session 2: Plan and prepare to supervise civil works contractors Progress through PowerPoint: Slides 19 – 22 Explain and discuss learner guide chapter 2 (pg. 31 – 37) 2.1 Confirm that the contractor has the required resources 2.2 Ensure the contractor has communicated clear and timely instructions to team members and others involved 2.3 Set out tasks as required for the effective completion of the civil works Assessment tool/s - Assignment: Job Plan to be completed	Materials Needed - RIICWM402D Learner Guide - RIICWM402D PowerPoint - Students pens/notebooks - Class roll Other Resources - Computers with Internet Assessment Tool/s - RIICWM402D Assignment
Session 4	Oversee the execution of tasks	Review Session: Ensure appropriate initiation of tasks is carried out Progress through PowerPoint: Slides 23 – 27 Explain and discuss learner guide chapter 3 (pg. 38 – 42) 3.1 Monitor civil works contractors' performance and ensure they achieve the required outcomes 3.2 Ensure the safe, effective and efficient conduct of the tasks 3.3 Initiate adjustments to civil works practice or job plan and ensure safe execution of work and achievement of required outcomes 3.4 Ensure plant equipment and tools maintenance requirements are carried out and recorded	Materials Needed - RIICWM402D Learner Guide - RIICWM402D PowerPoint - Students pens/notebooks - Class roll Other Resources - Computers with Internet
Session 5	Report on the execution of tasks	Review Session: Oversee the execution of tasks Progress through PowerPoint: Slides 28 – 30 Explain and discuss learner guide chapter 4 (pg. 43 – 46) 4.1 Complete and submit written and verbal reports 4.2 Recommend improvements to e safety, efficiency and effectiveness Assessment tool/s - Assignment: Performance Report to be completed - Assignment: Leadership Self-Assessment to be completed - Practical Observation to be completed	Materials Needed - RIICWM402D Learner Guide - RIICWM402D PowerPoint - Students pens/notebooks - Class roll Other Resources - Computers with Internet Assessment Tool/s - RIICWM402D Assignment - RIICWM402D Practical Observation