

CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to apply construction information during the sales process in order to develop the customer's knowledge of construction processes and the effects on the contract and building timelines. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - RFI and relevant correspondence with client - A variation, price and acceptance by the client The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Two (2) sales contracts.		
Assessment of task		
Name of participant:	Virginia Hemmley	
Name of observer:	ROBYN LEIGHTON	
Role of observer (Confirm suitability to sign)	ACCOUNTANT	
Email address of observer	robyn@cardavgearthmoving.com.au	
Signature of observer:		
Date:	25/3/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Identify and explain to the customer the approvals required before starting construction, including: - Statutory approvals - Sustainability requirements - Insurance covers	☐	☒
1.B. Identify and explain to the customer the stages and timeframes of construction, including: - Main trade components - Construction process sequence (including approximate duration)	☐	☒
1.C. Identify and explain to the customer potential industry conditions that can affect construction times.	☐	☒
1.D. Identify and explain to the customer site establishment requirements before starting construction.	☐	☒

1.E. Establish site access arrangements with the client.	☐	☒
1.F. Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication • Active listening and responding to client questions	☐	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

VERY DETAILED + WELL WRITTEN.