

CPCBC4005 PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING THEORY EXAM

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. What dictates how buildings must be constructed in Australia and how may this differ in your State or Territory?

Answer

Should reflect but is not limited to: State and territory governments regulate building and construction activities in Australia. The Australian Government collaborates with state and territory governments to promote nationally consistent regulations through the National Construction Code (NCC).. To give legislative effect to the NCC it is recognised in legislation in each state and territory, ensuring that the NCC technical requirements have to be satisfied in order to achieve compliance with legislative requirements. The NCC must therefore be read in conjunction with state and territory legislation. In Queensland it must be read in conjunction with the Building Act 1975 and the Queensland Development Code which governs all building work in Queensland, empowering the regulation of certain aspects of buildings and structures. The NCC contains variations and additions which are considered necessary for the effective application of the Code in Queensland and shall be treated as amendments to the Code.



Q2. Explain why it is important to understand references the NCC makes to Australian Standards.

Answer

Should reflect: Australian Standards referenced in the NCC usually form part of the Deemed-to-Satisfy (DtS) Provisions of the NCC. Compliance is achieved through meeting the requirements of the DtS solution. A DTS Solution follows a set recipe of what, when and how to do something. It uses the DTS Solutions from the NCC, which include materials, components, design factors and construction methods that, if used, are deemed to meet the Performance Requirements. It is important to determine which Australian Standards are referenced and adhere to these to achieve compliance.



Q3. What are some indications that a construction company is abiding by environmental protection laws?

Answer

Should reflect but is not limited to: evidence of waterway protection such as silt socks; evidence of noise protection such as limited work hours using noisy equipment; limited excavation to sustain wildlife, flora and fauna. Safe chemical storage and use;

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Q4. What do you check for to confirm product compliance with NCC requirements?

Answer

Should reflect but is not limited to: Presence of CodeMark or CodeMark Australia Certificate of Conformity, or WaterMark Licence as appropriate; the product may have a Certificate of Accreditation awarded and issued by a certification body OR a report issued by an Accredited Testing Laboratory; The product may have a certificate or report from a professional engineer, recognised expert or other appropriately qualified person as appropriate.

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Q5. Where do you record checks that you have made on products and materials that have arrived on-site?

Answer

Should reflect: Workplace checklists, reports and records

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Q6. Briefly explain what 'conditions' are in the context of building applications.

Answer

Should reflect: Conditions are requirements that building and construction projects must meet before councils will approve the start of the actual development. These conditions may require modifications of the initial building and construction project plans submitted to the council. Conditions must be complied with or penalties may be imposed.

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Q7. Discuss information that may need to be shown in the site plans according to the regulations.

Answer

Should reflect: Sufficient information about the proposed finished dimensions, arrangement, locations and inherent characteristic of materials making up every element of the proposed building work to allow a building certifier to work out if a building erected or altered in accordance with the plan would contravene the Act, including easements, connection of, or alteration of the connection of, a pipe to a water main and sewerage system; if the building work will, when finished, alter the surface stormwater drainage on the parcel of land where the work is to be done—show the proposed surface stormwater drainage on the parcel at the completion of the work; a scale of not less than 1:200 showing— the block and section number of the land and the boundaries and dimensions of the land; the legal title boundaries; the dimensions of the allotment; site levels relative to the Australian Height Datum (AHD) and contour lines of the allotment at 0.25m intervals over the building site referenced to a project site datum; finished floor levels, natural and finished ground levels of the proposed building relative to site datum.



Q8. What are three (3) grounds that can be used to decide if a services contract is unfair according to the Independent Contractors Act?

Answer

1. Should reflect three (3) of: The contract is unfair; The contract is harsh or unconscionable; Ground specified in regulations relevant to unfairness;
2. The contract is unjust; The contract is against the public interest; payment rate is, or is likely to be, less than the rate for employee doing similar work..
3. The contract is designed to avoid, or actually avoids, the provisions of the Fair Work Act, state/territory industrial law, an award or legal agreement



Q9. Provide one (1) example of how WHS legislation affects building and construction projects in general.

Answer ☐ Should reflect one (1) example relevant to WHS legislation and building and construction projects: e.g. one (1) of: Sites and areas where building and construction projects are to be undertaken must not pose any health and safety risks to its workers and other people. This is done through proper risk management as required by the legislation. Persons conducting business and undertaking (PCBUs) must ensure they have identified actual and potential hazards at the worksite or those involved in day-to-day operations and have taken measures to control them so as not to put their workers at risks; Construction workers must be consulted about WHS matters in the workplace.

Q10. Explain the difference between a contract and a workplace agreement.

Answer ☐ Should reflect but is not limited to: Contracts are between employers and individuals. Workplace agreements cannot be put in place between employers and individuals, instead they apply to the business as a whole. Workplace agreements must be approved by and registered with the FWC or other government body. This is not true for contracts.

Q11. What information can you expect to see included in a supplier contract? List three (3) examples.

Answer ☐

1. Should reflect three (3) of: Responsibilities of the parties to the contract;
2. The delivery timeframes for the supplies; Payment methods;
3. The pricing agreed upon; The supplies or services that the supplier will provide

Q12. Discuss why variations can occur in the contract that will affect the scope of works.

Answer

Should reflect but is not limited to: The client changes priorities or job requirements; The contractor acknowledges that an error or item is omitted from the scope of work or that there is extra work that was not planned at the beginning of the project. If an object or part of the job scope is removed or omitted, the client may direct a negative variation.



Q13. Discuss what is generally provided in the contract clause relating to variations.

Answer

Should reflect: Construction contracts almost always include clauses allowing the principal to vary the contract to enable the contractor to do more, less, or different work than initially negotiated. The contractor would generally have the right to an extension of time for the project's realistic completion when the principal has requested a variation. Contractors are paid for work outside the original scope of works if the client ordered such a variation, if it is specified in the contract, or if the principal agreed to that additional work and knew or should have known that the total cost of the work would increase.



Q14. Explain why you should compile a list of nominated and approved suppliers and contractors.

Answer

Should reflect: The contractor may purchase goods or services from their chosen supplier as selected from positive past experience. The client may nominate another supplier who must be added to the list. Supplier lists provide contractors with trusted suppliers able to supply as required to a compliance level. Approved contractors will be those with the required qualifications/experience and availability to undertake the tasks.



Q15. Why is it a good idea to document and track communications with suppliers, employees, and sub-contractors?

Answer

Should reflect: Provides the user with a proven communication method such as emails' Face-to-face verbal communication, Mobile or fixed telephones. Provides the contractor with ability to track communications made and use these if needed as evidence should anything go awry.



Q16. Why do you enter critical project information into a project schedule?

Answer

Should reflect: The project schedule serves as the framework of the project. It is composed of relevant information, including the sequence of tasks and the expected duration of each. This outline specifies critical information such as the milestones needed to be completed and may include conditions that must be met at specific timeframes. The plan also indicates the necessary dependencies and resources required to ascertain that these tasks and milestones are achieved.



Q17. Explain what an electronic call forward sheet is.

Answer

Should reflect: A call forward sheet is a sheet used to track when materials are needed and when they should be ordered. The sheet includes the tasks to be completed, reference numbers that link the task with a list of materials, the date the materials need to be ordered including the ideal or latest delivery date and comments or instructions for future reference as well as the name of the supplier and contact details.



Q18. Clarify site documents that must be organised into a site file (to be held on-site).

Answer

Should reflect a list of Approved documents and permits such as copy of all permits issued for the building project, copy of the certified land survey plan, construction plans, geotechnical and engineering reports , truss documents, , Service locations plan from asset owners, Contract documents such as the building contract, plans and specifications. Variations documents including variations requests and purchase orders

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Q19. What is a Gantt chart used for?

Answer

Should reflect: Gantt charts are most commonly used for tracking project schedules. For this it is useful to be able to show additional information about the various tasks or phases of the project, for example how the tasks relate to each other, how far each task has progressed, what resources are being used for each task.

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Q20. Discuss the difference between workplace employee labour costs and the costs of engaging sub-contractors.

Answer

Should reflect: Worker is paid according to the award or enterprise agreement, generally for time worked. The sub-contractor is contracted and paid on achievement of the agreed task/s. Worker requires the PCBU to pay wages, insurances, tax, superannuation whereas the sub-contractor is generally self-employed and must organise their own tax payments, superannuation and insurances, therefore the fee must cover all.

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Q21. Briefly discuss what the following terms indicate when related to employment.

Answer

Term	What this indicates
Daily hire employee	e.g. The employment period of a daily hire employee is one day. They are considered full-time employees, and their employment may be terminated after providing one day's notice.
Full-time weekly hire employee	e.g. Full-time weekly hire employees have guaranteed minimum weekly ordinary hours. They are entitled to longer notice of termination, with the specific amount of notice depending on the National Employment Standards.
Part-time weekly hire employee	e.g. The conditions and pay of part-time weekly hire employees are the same as their full-time counterparts, but the entitlements they receive are computed based on the number of hours they worked.
Casual employee	e.g. Casual employees have no guaranteed employment period. They also do not have any leave entitlements and usually have irregular hours.



Q22. Discuss the importance of monitoring the construction stage progression costs.

Answer

Should reflect: You should monitor the actual costs against the estimated costs as the estimation may differ from the actual costs that were completed. By comparing the estimated cost and actual cost, a general conclusion can be made in determining whether the project is operating beyond budget or can cut costs. Exceeding the estimated cost is a clear indication that something must be done, and control financing measures should be tightened.



Q23. Discuss what workplace overheads are.

Answer

Should reflect: These are the indirect costs incurred by the organisation for running business operations. These costs are usually administrative. Overhead costs may include office rent, utilities, taxes, salaries of employees not working on the project, and other expenses that cannot be directly billed to a client.

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Q24. What is public liability insurance?

Answer

Should reflect: Public liability insurance is paid to cover damage claims by members of the public, customers, clients, and anyone involved in the project who are not employees of the organisation.

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Q25. Why would someone take out professional indemnity insurance?

Answer

Should reflect: To ensure they are covered for consultation as professional indemnity covers them against intangible damage claims such as poor advice, unintentional copyright infringement, or financial loss due to faulty design.

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Q26. What is worker's compensation insurance?

Answer

Should reflect: This is a statutory form of insurance that an employer must provide its employees in cases of work-related injuries or diseases.

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Q27. Discuss the responsibilities of the worker who is assigned the task of project scheduling.

Answer

Should reflect: May include monitoring costs and timeframes including resolving issues related to material or labour acquisition and costs, to ensure that the construction project is completed within the allotted timeframe and budget. The scope of duties includes following up on delays with suppliers and contractors and making sure that all costs incurred are recorded and monitored. If the project encounters any issues that affect the timely delivery of a construction project, it is the schedulers responsibility to resolve these issues.

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Q28. Why may you need to add the cost of temporary electrical, plumbing, and/or drainage services to the costing sheets?

Answer

Should reflect: Any of these services may be temporarily needed for the site to function effectively. They may also be needed if any of the services must by-pass the site for the construction period and yet are still needed for neighbourhood access.

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Q29. What are site facilities or storage facilities that may need to be added to the site costs?

Answer

Should reflect: Site facilities may include toilets, handwashing areas, eating areas, and drinking water facilities. For your construction project's specific site facilities, storage facilities, and temporary boundary fencing requirements, refer to your jurisdiction's work and health safety regulations.

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CPCBC4005 PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING WORKBOOK

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- If any written questions are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	e.g. Brisbane City Council (BCC)
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ACTIVITY 1

Access your local authority to respond to the following regarding a new home building project:

- List the project stages requiring approvals.
- List fees applicable to a new development applications and approvals.
- How do you check the status of a development application?
- What can you do if approval has been rejected?

a) List the project stages requiring approvals.

e.g. 1) Planning approval may be required for any town planning matters that are not accepted development, subject to requirements under Brisbane City Plan 2014
2) Building approval
3) Final Inspection Certificate

b) List fees applicable to a new development applications and approvals.

e.g. Flat fee \$2048
e.g. Standard Planning and Development Certificates (Standard search)
Where limited to matters set out in section 739 of the Sustainable Planning Act 2009 or section 265 of the Planning Act 2016 for a standard planning and development certificate.
10 Points (\$1280) per certificate

c) How do you check the status of a development application?

e.g. Use Brisbane City Council's development and search tracking tool, to check the status of a development application, save searches, or create email notifications to track application progress.

d) What can you do if approval has been rejected?

e.g. Rectify issues and request an amended assessment

Satisfactory Outcome



CPCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

PRACTICAL ASSESSMENT

Participant name	
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FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the supervisor notes assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1F.	Specify how availability of materials with suppliers and labour with contractors was confirmed: e.g. participant used a combination of telephone calls and emails
1.2A.	Specify site files collated: e.g. Copy of all permits issued for the building project, copy of the certified land survey plan, construction plans, geotechnical and engineering reports , truss documents, , Service locations plan from asset owners, Building contract, plans and specifications. Variations including variations requests and purchase orders
1.2D.	Specify how communications were managed with between staff, contractors and suppliers: e.g. telephone and email communication with all to confirm availability of products and labour; consistent daily meetings with staff and contractors during construction. Use of electronic call forward sheet.
1.3B.	Specify how project progress was managed: e.g. confirmed and checked material and labour were suited to the tasks and on time.
1.3E.	Specify issues resolved: e.g. wrong material delivered- organised for this to be collected and the correct material delivered