

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Daphne Chan

Participant signature 

Assessor name _____

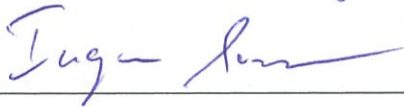
Assessor signature _____

Date _____

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
2 (2X)			

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. These tasks may be simulated or real. Occasion 1: Residential construction project Occasion 2: Commercial construction project The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Daphne Chan	
Name of observer:	Ingmar Sommer	
Role of observer (Confirm suitability to sign)	Commercial Manager	
Email address of observer	ingmar.sommer@sydneymetro2.com.au	
Signature of observer:		
Date:	10/10/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.1A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	✓	✓
1.1B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	✓	✓
1.1C. Arrange and oversee the preparation of sketch plans.	✓	✓
1.1D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	✓	✓
1.1E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	✓	✓
1.1F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	✓	✓

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Practical Task 2 (2X)				
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. These tasks may be simulated or real. Occasion 1: Development approval Occasion 2: Building approval The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.				
Resources required: Computer.				
Assessment of task				
Name of participant:	Daphne Chan			
Name of observer:	Ingmar Sommer			
Role of observer (Confirm suitability to sign)	Commercial Manager			
Email address of observer	ingmar.sommer@sydneymetro2.com.au			
Signature of observer:				
Date:	10/10/19			
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center; border: none;">1st Occasion</td> <td style="width: 50%; text-align: center; border: none;">2nd Occasion</td> </tr> </table>		1st Occasion	2nd Occasion
1st Occasion	2nd Occasion			
1 Plan the process for lodging approval applications				
2.1A. Identify the approvals required for each project stage and required information and documentation.	✓	✓		
2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	✓	✓		
2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	✓	✓		
2 Prepare and lodge applications for approval				
2.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	✓	✓		
2.2B. Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	✓	✓		
2.2C. Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	✓	✓		

2.2D.	Seek confirmation of application status at appropriate intervals to ensure continuing progress.		
3 Evaluate and review outcome of application			
2.3A.	Assess the outcome of the building approval to determine the impact on the project.		
2.3B.	Where required, negotiate minor amendments with the client, organisation and approval authority.		
2.3C.	Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.		
2.3D.	Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - In writing (including preparing planning submissions) - Sound document control processes		
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

Observer comments: