

CPCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4029B Apply construction information to the sales process* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Micheal Dawkins
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

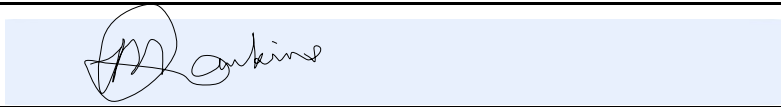
CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

THEORY EXAM INSTRUCTIONS

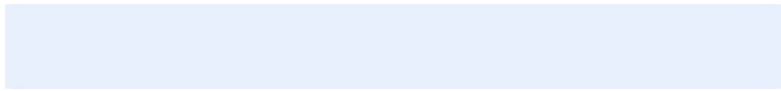
- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Micheal Dawkins

Participant signature 

Date 14/04/2017

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
18		☐	☐

ASSESSOR COMMENTS

Q1. Outline the circumstances in which a building licence must be obtained before carrying out building work.

Answer

In Qld individuals and companies must hold a QBCC licence for any works

- valued over \$3300
- Building works over \$1100 where it involves hydraulic services

Or building of any works involving

- Drainage
- Gas fitting
- Plumbing & drainage
- Fire protection
- Termite management (Chemical)



Q2. Describe the steps involved in organising electricity supply to site. Provide approximate timeframes for this process.

Answer

An electrical contractor will advise if the supply is available if the premises does not have a supply they can complete and enquiry on behalf of the clients. The distribution network services provider (DNSP) will conduct the necessary investigations and provide an estimate of costs and timeframes for the client to make an informed decision within 20 business days

If there is supply available, the contractor will need to enter into a network connection agreement with the DNSP

After agreeing to the connection offer the contractor will prepare the premises for connection by submitting a Electrical work request (EWR) to the DNSP once the work is complete a copy of the EWP will be sent to the clients preferred supplier. Once all the forms have been received the DNSP will visit the premises to preform the requested work. (Energex will attend to the property within 5 business days – depending on availability access and traffic)



Q3. True or False (Tick your response): Staged approval is one type of approval that may be sought for the building approval stage.

Answer

☐	True
☒	False

☐

Q4. True or False (Tick your response): Building provision approvals are issued by the local government (e.g. Brisbane City Council).

Answer

☒	True
☐	False

☐

Q5. Describe the steps involved in organising water supply to site. Provide approximate timeframes for this process.

Answer

If you would like to connect or disconnect from the water and sewage network or alter network infrastructure you need to submit a water approval application. In South east QLD this application is submitted to QUU Water and sewage connection approvals are customised for all scales of development from new house to large factory or multistage residential subdivision. Where developers are proposing to connect to the water and sewage services, councils will require evidence that a connection is available. For standard connections on simple residential developments are usually completed within five days.

☐

Q6. Identify the Volume and Parts of the NCC which outline energy efficiency requirements for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume 1 : Part J	Volume 2 : Parts 2.6 & 3.12

☐

Q7. Describe the long-term benefits of sustainable building solutions. List one (1) environmental benefit and one (1) benefit for the client.

Answer

Topics	Definition
Environmental benefit	Recycled materials being used
Client benefit	Long Term Savings

☐

Q8. Match the insurance types and definitions by writing the appropriate letter next to each number in the centre column.

Answer

Insurances		Answers	Definition	
1	Builder's All Risk	1 -B	A	Covers personal injury or property damage.
2	Indemnity	2 -C	B	Covers accidental risks of physical loss or damage during construction, third party liabilities and advance loss of profits.
3	Public Liability	3 -A	C	Covers costs where a contractor has caused building errors or omissions.
4	Workers' Compensation	4 -D	D	Covers death, injury or illness of employees.

☐

Q9. True or False (Tick your response): Insurance should be taken out by the contractor prior to starting construction.

Answer

☒	True
☐	False

☐

Q10. Select and describe five (5) trades involved in the construction process.

Answer

Trade	Description
Excavation	Prepares the site for building by removing all vegetation and excavating footings
Electrician	Arranges electricity to be connected; Places wiring for lighting and power cables; Fixes switches, Installs power points, Wires Electrical systems
Plumbing	Organises water supply; Installs pipes and drains; Installs roof and guttering; fits taps, hot water systems and toilets; ensures that the downpipes are fitted and the sewer is connected
Steel Fitting	Installs reinforcing steel to improve the strength of concrete
Gas Fitting	Places gas pipes to appliances



Q11. Order the following steps from 1 to 10 to identify an appropriate construction sequence.

Answer

Step Number	Steps
3	Floor frame
5	Windows and external door frames
7	Wall insulation
1	Set out
9	Painting
6	Electrical wiring
2	Plumbing of waste pipes
8	Internal linings
10	Landscaping
4	Wall frames



Q12. For each of the main stages of construction listed below, identify the main trades involved and an approximate duration of each stage for a standard.

Answer

Stage	Description	
1: Clearing of the site	Trades	Excavation
	Duration	Varies
2: Slab or base stage	Trades	Concreters, Labours, Plumbers, Carpenters
	Duration	1 – 2 weeks
3: Frame stage	Trades	Carpenters, Electricians, Plumbers, Roofers
	Duration	3 – 4 weeks
4: Lockup stage	Trades	Plumbers, Electricians, Cabinet makers
	Duration	4 Weeks
5: Fit-out or fixing stage	Trades	Plumbing, Electricians
	Duration	5 – 6 weeks
6: Practical completion stage	Trades	Painting, Installations
	Duration	7 – 8 weeks



Q13. Identify five (5) factors that can affect the duration of each construction stage.

Answer

- Availability of Materials
- Availability of Labour
- Inclement of Weather
- Changed Conditions
- Permit Approvals



Q14. Describe how each of the following factors can affect construction times.

Answer

Factor	Effect
Changed conditions	If the requirements of the job are altered, this will change the initially projected timeframes, especially where additional materials and labour must be organised.
Labour availability	The construction progress sequence is very important when organising the required labour. EG a plaster should only be organised after all other trades have performed their tasks – Like electricians and plumbers they will not be able to access behind the walls once the plaster has put them up
Material availability	You must Liaise with subbies and suppliers to make sure all materials are delivered before the works are started.
Weather	Will affect the ability of trades to complete their jobs on time



Q15. Describe the site establishment requirements for each of the points listed.

Answer

Requirement	Description
Earthworks	Contact DBYD before undertaking any excavation works. To ensure that services will not be damaged during construction
Electricity	May need to be disconnected prior to construction and temp utilities installed for the duration of construction
Neighbours	Give advanced notice of intended start dates and site contact numbers
Waste disposal	Set a designated area for bins/waste removal
Water connection	Book in a plumber for any required disconnections prior to any demolition takes place

☐

Q16. Identify the section of the *Work Health and Safety Regulations* that outlines the site establishment requirements listed.

Answer

Regulation section	Requirement
40	The layout of the work area must allow for persons to enter, exit and move about without risk to health and safety
41	Adequate facilities must be provided for workers, including toilets, drinking water, washing facilities and eating facilities.
308	A principal contractor for a construction project must install signs outside the work area that shows their name and telephone contact numbers and site office address.

☐

Q17. True or False (Tick your response): The owner is able to access the site at any time.

Answer

☐	True
☒	False

☐

Q18. Which of the following parties should the client contact to access the site? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contractor
☐	Local Government
☐	Industry Regulator (e.g. Queensland Building and Construction Commission)
☐	Subcontractors

☐

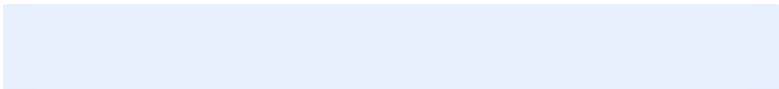
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APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

PRACTICAL ASSESSMENT INSTRUCTIONS

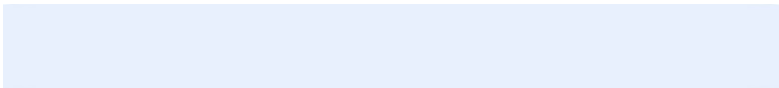
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's 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 an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Micheal Dawkins

Participant signature 

Date 14/04/2017

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

CPCBC4029B

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:	Micheal Dawkins	
Name of observer:	Andrew Arnold	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	Andrew.arnold@mcilwain.com	
Signature of observer:		
Date:	14/08/2020	
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