

CPCCBC4026

ARRANGE BUILDING APPLICATIONS AND APPROVALS

PRACTICAL ASSESSMENT

Participant name	Lucy Muston
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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 unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any 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 (Occasion 1)	Select Date.	☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)	Select Date.	☐ 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: OCCASION 1 Residential

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

Task	Provide detail
1.1A. 1.1B.	Specify council relevant to application:
1.1A. 1.1B.	Specify type of application being completed:
1.1C.	Specify ✓ specialists consulted: ☐ Building certifier ☐ Building surveyor ☐ Quantity surveyor ☐ Site surveyor ☐ Geotechnical engineer ☐ Environmental specialist ☐ Structural engineer ☐ Mechanical engineer ☐ Electrical engineer ☐ Other (please specify):
1.2A.	Specify supporting documents collated for submission:
1.2C. 1.2D.	Specify stakeholders included in progress notifications:
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised:

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1 Residential	
1.3C.	Specify minor amendments and the impact on project:
1.3D.	Specify planned action should the application be rejected:

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Details
1.1A. 1.1B.	Specify council relevant to application:
1.1A. 1.1B.	Specify type of application being completed:
1.1C.	Specify ✓ specialists consulted: ☐ Building certifier ☐ Building surveyor ☐ Quantity surveyor ☐ Site surveyor ☐ Geotechnical engineer ☐ Environmental specialist ☐ Structural engineer ☐ Mechanical engineer ☐ Electrical engineer ☐ Other (please specify):
1.2A.	Specify supporting documents collated for submission:
1.2C. 1.2D.	Specify stakeholders included in progress notifications:
1.2B. 1.3A. 1.3B.	Specify how submission tracking was maintained and stakeholder impact minimised:
1.3C.	Specify minor amendments and the impact on project:
1.3D.	Specify planned action should the application be rejected:

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Practical Task 1 (2X)	
Description of task: The participant must demonstrate the ability to prepare, submit and manage one (1) residential and one (1) commercial building and construction application for approval including: • Plan the application process. ○ Determine project stages requiring approvals and develop a submission plan that includes: ▪ stages and dates for submission of applications ▪ forms, documents and supporting evidence required to be submitted ▪ application fees, charges and costs. ○ Determine level and type of information and documentation needed for each stage of approval. ○ Consult with external specialists to facilitate document certification. ○ Review submission plan to ensure client needs are addressed and met. • Prepare and lodge application. ○ Prepare documents and supporting information for compliance with the requirements of the building approval authority. ○ Adopt strategies to minimise impact on stakeholders and maintain their support for the application. ○ Lodge application and supporting documentation with approval authority. ○ Notify relevant person for payment of fees within the due dates and terms. • Manage application process. ○ Seek confirmation of application status at appropriate intervals to ensure continuing progress ○ Assess the building approval progress and inform stakeholders. ○ Evaluate minor amendments to determine impact on project. ○ Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals. These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.	
Resources required: PC with internet access to access government regulations, codes and standards and council building approval processes and application forms; Current project plans, specifications, and manufacturer's product information; workplace quality assurance documents; materials and equipment to facilitate building applications and approvals.	
Observer details	
Name of observer:	BERNARD TRAVERS
Role of observer (Confirm suitability to sign)	PROJECT MANAGER
Email address of observer	BERNIE@GABRIELCONSTRUCTION.COM
Signature of observer:	
Date:	Select Date. 12.04.2025

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Plan the application process		
1.1A. Determine project stages requiring approvals and develop a submission plan that includes: <i>(copy to be provided to assessor)</i> - stages and dates for submission of applications - forms, documents and supporting evidence required to be submitted - application fees, charges and costs.	☒	☒
1.1B. Determine level and type of information and documentation needed for each stage of approval.	☒	☒
1.1C. Consult with external specialists to facilitate document certification.	☒	☒
1.1D. Review submission plan to ensure client needs are addressed and met.	☒	☒
2 Prepare and lodge application		
1.2A. Prepare documents and supporting information for compliance with the requirements of the building approval authority.	☒	☒
1.2B. Adopt strategies to minimise impact on stakeholders and maintain their support for the application.	☒	☒
1.2C. Lodge application and supporting documentation with approval authority.	☒	☒
1.2D. Notify relevant person for payment of fees within the due dates and terms.	☒	☒
3 Manage application process		
1.3A. Seek confirmation of application status at appropriate intervals to ensure continuing progress	☒	☒
1.3B. Assess the building approval progress and inform stakeholders.	☒	☒
1.3C. Evaluate minor amendments to determine impact on project.	☒	☒
1.3D. Analyse course of action to maintain project continuity pending rejected submissions, resubmissions or appeals.	☒	☒

Observer comments: