

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

Linda Hudebora

Participant signature

Linda Hudebora

Assessor name

Assessor signature

Date

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

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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:	Linda Hutchison	
Name of observer:	Carmen Chan	
Role of observer (Confirm suitability to sign)	Site Admin	
Email address of observer	carmen.chan@sydneyproject2.com.au	
Signature of observer:		
Date:	21/10/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd 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.	✓	✓

1.1G. Prepare construction documents according to preliminary contract, meeting: • Regulatory authority approval processes • Building and construction codes • Standards	✓	✓
1.1H. Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication • Using technology (including telephone, facsimile, email) • In writing (to produce contracts and other relevant workplace documentation)	✓	✓
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

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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:	Linda Muthalison	
Name of observer:	Carmen Chan	
Role of observer (Confirm suitability to sign)	Site Admin	
Email address of observer	carmen.chan@sydneymetro2.com.au	
Signature of observer:		
Date:	21/10/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 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.	✓	✓

