

CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005A Produce labour and material schedules for ordering* 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	Shanae Andrews.
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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	Brett Stewart
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date. 3/12/19.

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Shanae Andrews

Participant signature 

Date Click here to enter a date. 3.12.19

Assessor name Brett Steward

Assessor signature 

Date Click here to enter a date. 3/12/19

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

ASSESSOR COMMENTS

CPCCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred. Occasion 1: Residential project Occasion 2: Commercial project 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: - A copy of a material/labour schedule or supplier list for a project - A copy of a purchase order for purchasing materials or other resources - A cost report - Site condition reports or dilapidation reports - Contract documents - Call forward sheets - Variations 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: Contract documentation (including plans and specifications), computer.		
Assessment of task		
Name of participant:		
Name of observer:	Brett Steward	
Role of observer (Confirm suitability to sign)	Assessor	
Email address of observer	brett@successiontraining.com	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Consider all contract conditions in the schedules, including: - All contractual requirements - Local government and regulatory bodies' conditions of approval - Colour selections - Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: - Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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

Shanae Andrews

Participant signature



Date

Click here to enter a date.

3.12.19

Assessor name

Brett Steward

Assessor signature



Date

Click here to enter a date.

3/12/19

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
30	30	☒	☐

ASSESSOR COMMENTS

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Commencement date	
	☒	Completion date	
	☒	Contract price	

Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer	Suppliers	Contractors	☐
	Pipes.	Plumber.	
	timber	electrician	
	concrete	concretor.	

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer	employees are on payG. (salary). Contractors are fixed (supply on tools) come with a lot of t&c's & specialises in their field.	☐
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Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Water Supply (Government). - Sydney Council permits, (regulatory).	☐
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Q5. Why should colour selections be included on the schedules?

Answer	so we can make sure everything is ordered within the timeframe.	☐
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- Q6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.

Answer

☒	True
☐	False

☐

- Q7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.

Answer

noise & vibrations - works can only be carried out at some times.

☐

- Q8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.

Answer

Drawing/Specification	Information provided for labour and material schedules
Electrical Plan.	Shows all cables, lights & fittings. know where we can put in new cables
Excavation (tunnels) plans.	Knowing where trenches, pipes etc are. knowing where we can dig.
Architects.	Draw initial plans & every other plan will be drawn off them. (Designers).

☐

Q9. What three (3) things should a builder do when variations are made to a contract for a project?

Answer

Cost.
length of time.
Repairs & replacements.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Change of colour scheme.	Replace colours. - time.
unscheduled works	new items & costs listed. + time.



Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Excavation works (demolish).	- Extra time. - Costs.
weather.	- Costs (pay guys more). - Extra time.



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5.	Builder to note supplier/contractor details and ordering times on schedule
3.	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement

☐

Q13. What is an 'overlay drawing'?

Answer

Original Drawing will show other drawings on top for further details.

☐

Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers

☐

Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

work required.
Cost of works.
Time.

☐

Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer	Document	Answers	Definition	
	1 Permits	1 - B	A May include engineering data	☐
	2 Quotes	2 - E	B Council inspectors may issue a stop work notice until these documents are produced	
	3 Reports	3 - A	C Changes requested using a standard form in writing. Need to be signed by both builder and client.	
	4 Specifications	4 - D	D List the materials to be used, fittings and fixtures to be installed, and types of finishing required.	
	5 Variations	5 - C	E Used to ensure purchase orders are developed using the correct price.	

Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer	Trade	Estimate	Actual cost	Cost difference	
	Carpentry	10,000	8,500	-1,500	
	Electrical	3,000	4,250	1,250	
	Painting	4,000	3,900	-100	
	Plumbing	8,000	8,000	0	
	Tiler	4,500	4,750	250.	

Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer	Item	PC sum	Actual cost	Cost difference	
	Basin taps	100	130	30	
	Oven	2,500	1,500	-1000	
	Rangehood	500	900	400	
	Shower bases	250	265	15	
	Shower screen	400	350	-50	
	Shower taps	150	120	-30	
	Stove	900	1,200	300.	

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

Supplier name
date of order
delivery address
rates
Qty
description
full amount
order #
Contact.
T & C's

☐

Q17. What is a 'call forward sheet'?

Answer

an advanced call to suppliers to let them know order date & delivery date

☐

Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☒	True
☐	False

☐

Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

Architect plans.
- service location maps.

☐

- Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☐	Builder
☒	Client
☐	Supplier

- Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☒	Builder
☐	Client
☐	Supplier

- Q25. You are given the following table containing the costs for each month of the project.

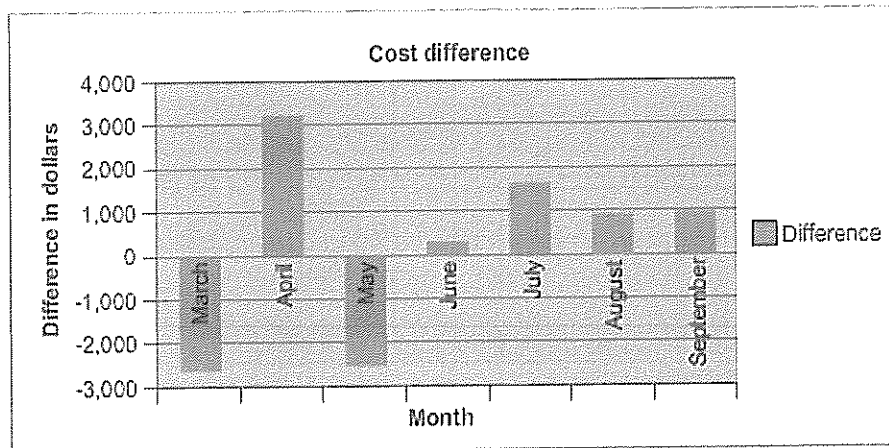
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer

Choice	Possible Answers
☐	Plot both the estimated and actual costs on a graph
☐	Plot the actual cost on a graph
☒	Work out the difference between the estimated and actual costs

Q26. The following graph is a visual representation of the difference in each month.



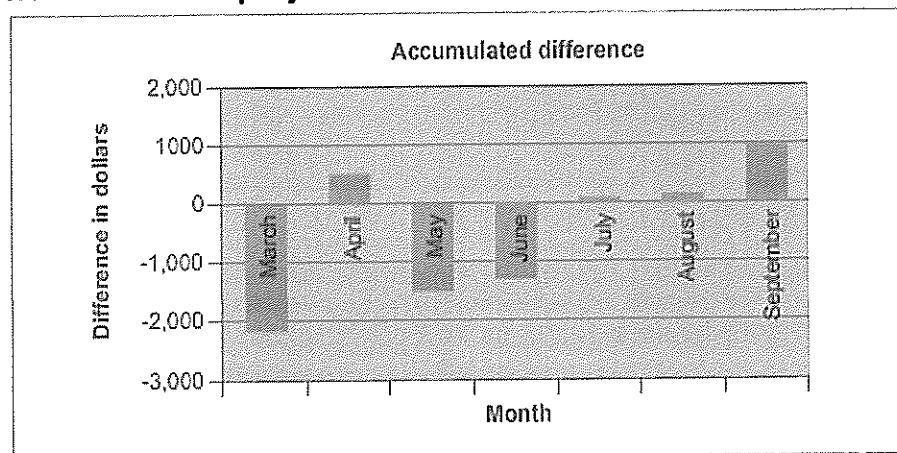
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☒	No, you cannot see this directly from the graph
☐	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated?
Tick your response.

Answer

Choice	Possible Answers
☒	Overestimated
☐	Underestimated

☐

Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
slab	20 days	23.12.19	3.12.19	size of site & Access.
cables	5 days	01.01.20	25.12.19	Secure Area under cover.
timber	30 days	03.01.20	03.12.19	Security & weather conditions.
roof	30 days	03.02.20	23.12.19	traffic control

Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	Quotes online. choose supplier.	Price. Quality. location.
Wall frame	- Programme - material type - onsite appt.	- price - quality. - delivery time.
Windows	onsite appt.	- price - quality. - location.

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

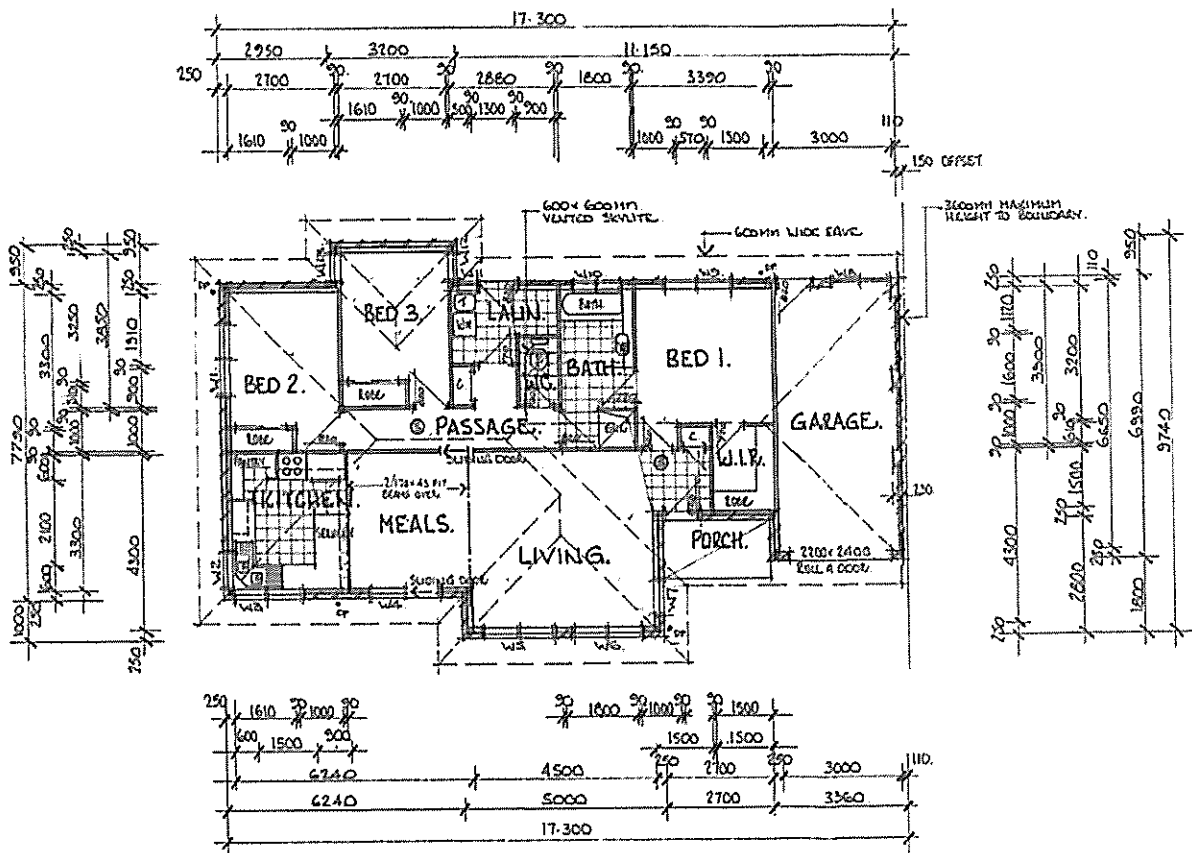
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA :

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT
PROPOSED GARAGE	21.74 SQ.M	234 SQ. FT



Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer

Attached is my variation document.



FORM 5

Variation No. _____

VARIATION DOCUMENT

(Condition 22 of the General Conditions of QBCC New Home Construction Contract)

Note to Contractor: This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) Julie Kiessig
(insert name of Owner/s)

From: (Contractor) Andrews Builders

Site Address: 33 Bligh Street, Sydney 2000
(insert Site address)

This document is for a variation:
(tick whichever is applicable)

☐ required by law

☒ for extra excavation and foundations

☐ requested by the Owner/Owner's Representative

☐ requested by the Contractor/Contractor's Representative for the following reasons: _____
(insert reasons)

The change to the Works is as follows: new soil to level ground

(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: 5 business days.

NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE:

If the variation causes you actual delay you must also submit a QBCC Form 2 – *Extension of Time Claim and Owner's Response to Claim* within 10 business days of the delay (see Condition 14).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

☒ increase the price by: \$ 500
(incl. GST)

☐ no change to price

☐ decrease the price by: \$ _____
(incl. GST)

☐ increase/decrease (delete whichever is not applicable) the price by an amount that will be calculated as follows:

(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Total Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 10:

(insert description of Stage from Schedule Item 10)

(Owner/Owner's Representative to initial here)

SIGNED: [Signature]
(Owner/Owner's Representative to sign)

SIGNED: [Signature]
(Contractor/Contractor's Representative to sign)

DATED: 3 / 12 / 19
(day) (month) (year)

DATED: 3 / 12 / 19
(day) (month) (year)

When form completed, Contractor to retain original and give 2 legible copies to Owner.

