

CPCCBC4013

PREPARE AND EVALUATE TENDER DOCUMENTATION

WORKBOOK

Participant name	Leah Hellewell
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FOR THE PARTICIPANT	
Instructions	
- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).	
Resources required	
Pen	

FOR THE ASSESSOR	
Instructions	
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.	

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

ACTIVITY 1

- a) Research and list four (4) examples of costing software programs used in building and construction projects.
- b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.
- c) Outline the workplace stakeholders involved in tendering processes.

a) Research and list four (4) examples of costing software programs used in building and construction projects.

- 1) Aconex
- 2) Cheops
- 3) Buildsoft
- 4) RIB CostX

b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.

Chief Executive Officer - reviews
 General Manager (Region) – reviews
 National Estimating Manager – reviews
 Operations Managers – reviews
 Precontracts Manager – operational (day to day) and reviews
 Chief Estimator – operational (day to day) and reviews
 Bid Manager / Project Manager - operational (day to day) and reviews
 Construction engineering input - operational (day to day)
 Procurement - operational (day to day)
 Estimators - operational (day to day)
 Environmental and sustainability input - operational (day to day)
 Quality input - operational (day to day)
 HR/IR input - operational (day to day)
 WH&S input - operational (day to day)
 Community and stakeholder input - operational (day to day)

c) Outline the workplace stakeholders involved in tendering processes.

Chief Executive Officer - reviews
General Manager (Region) – reviews
National Estimating Manager – reviews
Operations Managers – reviews
Precontracts Manager – operational (day to day) and reviews
Chief Estimator – operational (day to day) and reviews
Bid Manager / Project Manager - operational (day to day) and reviews
Construction engineering input - operational (day to day)
Planner - operational (day to day)
Procurement - operational (day to day)
Estimators - operational (day to day)
Designers (Architect, Landscape architect, traffic, etc.) - operational (day to day)
Submissions - operational (day to day)
Bid administration - operational (day to day)
Environmental and sustainability input - operational (day to day)
Quality input - operational (day to day)
HR/IR input - operational (day to day)
WH&S input - operational (day to day)
Community and stakeholder input - operational (day to day)

**Satisfactory
Outcome**

