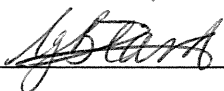


CPCCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

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 Andrea Beard

Participant signature 

Date ~~Click here to enter a date.~~ 11/10/2019.

Assessor name James Lewis

Assessor signature 

Date ~~Click here to enter a date.~~ 11/10/2019.

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

CPCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities:

- Occasion 1: Residential projects
- Occasion 2: Commercial projects

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:

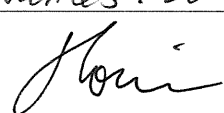
- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- WHS policy

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:

Computer (ideally with project scheduling software), Building Contract, Organisational policies, Telephone, Facsimile.

Assessment of task

Name of participant:	Andrea Beard		
Name of observer:	James Lewis		
Role of observer (Confirm suitability to sign)	Contracts Administrator		
Email address of observer	James.Lewis@		
Signature of observer:			
Date:	Click here to enter a date. 11/10/19.		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1 Appraise contract documentation			
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒	
1.1B. Determine availability of selected subcontractors to suit the job requirements.	☒	☒	
1.1C. Assess availability of materials and confirm with suppliers.	☒	☒	
1.1D. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☒	
1.1E. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒	

1.1F. Implement procedures for controlling and recording site deliveries.	☒	☒
2 Construction operation strategies		
1.2A. Identify organisational strategies for implementing construction.	☒	☒
1.2B. Implement procedures for recording the hire of plant and equipment.	☒	☒
1.2C. Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☒
1.2D. Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☒
1.2E. Follow procedures for the control of multiple projects.	☒	☒
3 Project schedule		
1.3A. Sequence construction operations.	☒	☒
1.3B. Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☒
1.3C. Define critical path of the project, revising as required.	☒	☒
1.3D. Adjust project timeframes to account for anticipated delays.	☒	☒
4 Required resources		
1.4A. Determine and document temporary services and site accommodation requirements.	☒	☒
1.4B. Determine and document plant requirements and availability, with reference to contract documentation.	☒	☒
1.4C. Determine and document on-site labour requirements, with reference to contract documentation.	☒	☒
5 Condition reports		
1.5A. Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☒
1.5B. Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☒
1.5C. Effectively communicate using the following methods: • Telephone, facsimile, email and in writing • Language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

