



STUDENT PACK

CPCCBBC4026

Arrange building applications and approvals

Version Control

Unit code	Document version	Release date	Comments/actions
CPCCBC4026	10.1	30/05/2022	First edition
CPCCBC4026	10.2	30/11/2022	Minor amendments

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Student Pack

What is the purpose of this document?

The Student Pack is the document you, the student, needs to complete to demonstrate competency. This document includes the context and conditions of your assessment, the tasks to be completed by you and an outline of the evidence to be gathered.

The information includes the following:

- Information related to the unit of competency
- Guidelines and instructions to complete each task and activity

Link to other unit documents

- The Student Pack is a document for students to complete to demonstrate their competency. This document includes context and conditions of assessment, tasks to be administered to the student, and an outline of the evidence to be gathered from the student.
- The Unit Mapping is a document that contains information and comprehensive mapping with the training package requirements.

1. Student and trainer details

Student details	
Full name:	Noreen Abu-Obeid
Student ID:	LJ9PEN58ES
Contact number:	0415818248
Email address:	nabuobeid@gmail.com
Trainer details	
Full name:	

2. Qualification and unit of competency

Qualification/Course/Program Details	
Code:	CPCCBC4026
Name:	Arrange building applications and approvals
Unit of competency	
Code:	CPCCBC4026
Name:	Arrange building applications and approvals
Releases:	1.0
Release date:	27/Nov/2020

3. Assessment Submission Method

☐ By hand to trainer/assessor	☐ By email to trainer/assessor
☒ Online submission via Learning Management System (LMS) - via submissions on study central	
☐ Any other method _____ (Please describe here)	

4. Student declaration

- I have read and understood the information in the Unit Requirements prior to commencing this Student Pack - I certify that the work submitted for this assessment pack is my own. I have clearly referenced any sources used in my submission. I understand that a false declaration is a form of malpractice; - I have kept a copy of this Student Pack and all relevant notes, attachments, and reference material that I used in the production of this Student Pack; - For the purposes of assessment, I give the trainer/assessor permission to: - Reproduce this assessment and provide a copy to another member of staff; and - Take steps to authenticate the assessment, including communicating a copy of this assessment to a plagiarism checking service (which may retain a copy of the assessment on its database for future plagiarism checking). Student signature: <u>Noreen</u> Date: 15/4/2023
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5. Assessment Plan

The student must be assessed as satisfactory in each of the following assessment methods in order to demonstrate competence in a variety of ways.

Evidence number/ Task number	Assessment method/ Type of evidence/ Task name	Sufficient evidence recorded/Outcome
Assessment task 1	Knowledge Test (KT)	S / NS (First Attempt) S / NS (Second Attempt)
Assessment task 2	Skill Test (ST)	S / NS (First Attempt) S / NS (Second Attempt)
Assessment task 3	Skill Test (ST)	S / NS (First Attempt) S / NS (Second Attempt)
Outcome	C ☐ NYC ☐ Date assessed:	Trainer signature:

6. Completion of the Assessment Plan

Your trainer is required to fill out the Assessment Plan Outcome records above, when:

- You have completed and submitted all the requirements for the assessment tasks for this cluster or unit of competency.
- Your work has been reviewed and assessed by your trainer/assessor.
- You have been assessed as either satisfactory or unsatisfactory for each assessment task within the unit of competency.
- You have been provided with relevant and detailed feedback.

Every assessment has a "Feedback to Student" section used to record the following information. Your trainer/assessor must also ensure that all sections are filled in appropriately, such as:

- Result of Assessment (satisfactory or unsatisfactory)
- Student name, signature and date
- Assessor name, signature and date
- Relevant and detailed feedback

Pre-Assessment Checklist: Task 1 - Knowledge Test

The purpose of this checklist

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.

Section 1: Information for Students

- ☐ Make sure you have completed the necessary prior learning before attempting this assessment.
- ☐ Make sure you understand what evidence is required to be collected and how.
- ☐ Make sure you know your rights and the Complaints and Appeal process.
- ☐ Make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix - Appendix A and negotiate these with your trainer/assessor).
- ☐ Make sure that you have access to a computer and the internet (if you prefer to type the answers).
- ☐ Make sure that you have all the required resources needed to complete this assessment task.
- ☐ The due date of this assessment task is in accordance with your timetable.
- ☐ In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
- ☐ The request for an extension to submit your assessment work must be made before the due date.

Section 2: Reasonable adjustments

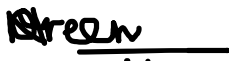
I confirm that I have reviewed the **Reasonable Adjustments guidelines and criteria** as provided in Appendix A and attached relevant evidence as required and select the correct checkbox.

- ☐ I do require reasonable adjustment
- ☒ I do not require reasonable adjustment

Declaration (Student to complete)

- ☒ I confirm that the purpose and procedure of this assessment task has been clearly explained to me.
- ☒ I confirm that I have been consulted about any special needs I might have in relation to the assessment process.
- ☒ I confirm that the criteria used for this assessment has been discussed with me, as have the consequences and possible outcomes of this assessment.
- ☒ I confirm I have accessed and understand the assessment information as provided in the Training Organisation's Student Handbook.
- ☒ I confirm I have been given fair notice of the date, time, venue and/or other arrangements for this assessment.
- ☒ I confirm that I am ready for assessment.

Student Name: Noreen Abu-Obeid

Student Signature: 

Assessment method-based instructions and guidelines: Knowledge Test

Assessment type
Written Questions
Instructions provided to the student:
Assessment task description:
- This is the first assessment task you must successfully complete to be deemed competent in this unit of competency. - The Knowledge Test is comprised of six (6) written questions - You must respond to all questions and submit them to your Trainer/Assessor. - You must answer all questions to the required level, e.g. provide an answer within the required word limit, to be deemed satisfactory in this task
Applicable conditions:
- All knowledge tests are untimed and are conducted as open book assessment (this means you can refer to your textbook during the test). - You must read and respond to all questions. - You may handwrite/use a computer to answer the questions. - You must complete the task independently. - No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory. - As you complete this assessment task, you are predominately demonstrating your written skills and knowledge to your trainer/assessor.
Resubmissions and reattempts:
- Where a student's answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed. - The student may speak to their trainer/assessor if they have any difficulty in completing this task and require reasonable adjustments. - For more information, please refer to the Training Organisation's Student Handbook.
Location:
- This assessment task may be completed in: ☐ a classroom ☐ learning management system (i.e. Moodle), ☐ workplace, ☐ or an independent learning environment.
Instructions for answering the written questions:
- Complete a written assessment consisting of a series of questions. - You will be required to answer all the questions correctly. - Do not start answering questions without understanding what is required. Read the questions carefully and critically analyse them for a few seconds; this will help you to identify what information is needed in the answer. - Your answers must demonstrate an understanding and application of the relevant concepts and critical thinking. - Be concise, to the point and write answers within the word-limit given to each question. Do not provide irrelevant information. Remember, quantity is not quality. - You must write your responses in your own words. - Use non-discriminatory language. The language used should not devalue, demean, or exclude individuals or groups based on attributes such as gender, disability, culture, race, religion, sexual preference or age. Gender-inclusive language should be used.

- When you quote, paraphrase, summarise or copy information from other sources to write your answers or research your work, always acknowledge the source.

Purpose of the assessment

This assessment task is designed to evaluate student's knowledge essential to arrange building applications and approvals in a range of contexts and industry settings and knowledge regarding the following:

- Knowledge of the relevant government building legislation, codes and standards
- Knowledge of the plans, specifications and contracts
- Knowledge of the local authority building application processes:
 - full approval
 - staged approval
 - development applications
 - sustainability requirements
 - fees and levies
 - complaints and appeals
- Knowledge of the documentation requirements of building approval submissions:
 - design briefs
 - specialist's reports
 - working drawings, plans, details and specifications
- Knowledge of the organisational quality assurance processes and practices:
 - authorities and approval delegations
 - document control
- Knowledge of the specialist services for certification of documentation:
 - building surveyors, quantity surveyors and site surveyors
 - geotechnical and environmental specialists
 - structural, mechanical and electrical engineers.

Task instructions

- This is an individual assessment.
- To ensure your responses are satisfactory, consult a range of learning resources and other information such as handouts, textbooks, learner resources etc.
- To be assessed as Satisfactory in this assessment task, all questions must be answered correctly.

Assessment Task 1: Knowledge Test

Provide your response to each question in the box below.

Q1:	Answer the following questions regarding relevant government building legislation, codes and standards.	Satisfactory response	
		Yes ☐	No ☐
	1.1. Discuss the government building legislation relevant to building applications and approvals. Write your answer in 100-150 words.		
	1.2. Discuss the government building codes and standards relevant to building applications and approvals. Write your answer in 100-150 words.		

1.1

Government building legislation related to building applications and approvals for residential renovation projects may vary depending on the region. However, there are several common requirements that are often enforced to ensure safety, environmental sustainability, and compliance with building codes.

1. Building permits: Most governments require a building permit before any construction work can begin. The application process involves submitting detailed plans and specifications of the proposed renovation project to the relevant authority. The authority will then review the plans and ensure they comply with building codes and regulations before issuing the permit.
2. Zoning regulations: Zoning regulations define how land can be used and what kind of structures can be built in specific areas. In some cases, residential renovation projects may require a variance or special permit to proceed, depending on the zoning requirements of the area.
3. Building codes: Building codes set minimum standards for construction materials, design, and safety features. Compliance with building codes is mandatory for all construction projects, including residential renovation projects.
4. Environmental regulations: Many governments have environmental regulations that affect renovation projects. For instance, renovations may require permits for asbestos removal or may be required to follow specific regulations to minimize the impact on the environment.
5. Health and safety regulations: Health and safety regulations ensure that renovation projects are carried out in a safe and healthy manner for both workers and occupants. These regulations may cover things like electrical work, plumbing, and structural changes.

1.2

In Queensland, building codes and standards are regulated by the Building Act 1975 and the Building Code of Australia (BCA) and NCCC and Australian standards. The BCA/NCC is a national code that sets the minimum standards for building design and construction throughout the country. It covers areas such as structural integrity, fire safety, access and egress, and energy efficiency.

In addition, the Queensland government has its own set of building codes and standards, known as the Queensland Development Code (QDC). The QDC sets out the specific requirements for building design and construction in Queensland, including those relating to accessibility, sustainability, and safety.

To obtain approval for a building application in Queensland, it must comply with both the BCA, NCC and the QDC. Building applications are typically submitted to the local council, which is responsible for assessing and approving the application.

The Building Act 2011 (the Building Act) governs the building approvals process in Australia, along with other key legislation governing the registration of building service providers (such as builders and building surveyors) and complaint resolution.

Compliance with building codes and standards is essential to ensure the safety of building occupants and the durability of the building. Failure to comply with these regulations can result in fines, legal action, and potentially dangerous living conditions

Q2:	Answer the following questions regarding plans, specifications and contracts. 2.1. What are construction contracts? Write your answer in 100-150 words.	Satisfactory response	
		Yes ☐	No ☐

2.1

Construction contracts in the Australian construction industry are legally binding agreements between the owner or developer of a construction project and the contractor hired to complete the work. These contracts outline the terms and conditions of the construction project, including the scope of work, project timeline, payment terms, and dispute resolution process.

The most common types of construction contracts used in Australia include lump sum contracts, cost plus contracts, and time and materials contracts. A lump sum contract sets a fixed price for the entire project, while a cost plus contract allows for the contractor to be reimbursed for actual costs incurred plus a percentage for profit. A time and materials contract is similar to a cost plus contract but is typically used for smaller projects where the scope of work is not well-defined.

Construction contracts are essential in the industry as they provide a framework for the successful completion of a project and help to mitigate potential disputes between the owner and the contractor. It is important for all parties involved to carefully review and understand the terms of the contract before signing to ensure that expectations are clear and the project can be completed successfully.

Q3:	Answer the following questions regarding local authority building application processes: 3.1 Discuss the following local authority building application processes: a) full approval b) staged approval c) development applications d) sustainability requirements e) fees and levies Write your answer in 100-200 words for each part. 3.2 List the organisations where you can make a complaint and appeal about building and construction projects. Write your answer in 100-200 words.	Satisfactory response	
		Yes ☐	No ☐

3.1 a)

The Brisbane City Council's building application process for full approval involves several stages. The first step is to submit a development application, which includes detailed plans and specifications of the proposed building works. The development application is assessed against the Brisbane City Plan and other relevant planning schemes, as well as any other applicable legislation.

Once the development application is approved, the next step is to obtain building approval. This involves the submission of detailed construction plans and specifications to the Brisbane City Council, along with any other required documentation, such as engineering reports or energy efficiency assessments. The building approval application is assessed against the Building Act 1975 and Building Code of Australia/NCC

If the building approval application is successful, the next step is to obtain plumbing approval, which involves the submission of plumbing plans and specifications to the Brisbane City Council. The plumbing approval application is assessed against the Plumbing and Drainage Act 2018 and relevant plumbing standards.

Once all approvals have been obtained, construction can begin. Throughout the construction process, the Brisbane City Council may conduct site inspections to ensure that the works are being carried out in accordance with the approved plans and specifications.

Upon completion of the construction works, the Brisbane City Council issues a final certificate of classification, which confirms that the building is safe and suitable for occupation.

b)

The Brisbane City Council's building application process for staged approval is similar to the process for full approval, but it involves breaking down the approval process into stages. This is usually done for larger or more complex projects where the entire construction cannot be completed at once.

The first stage involves submitting a development application, which includes detailed plans and specifications of the proposed building works. This application is assessed against the Brisbane City Plan and other relevant planning schemes, as well as any other applicable legislation.

Once the development application is approved, the next stage involves obtaining approval for the first stage of construction works. This may include the foundation, structural frame, or other major components of the building. Detailed plans and specifications for this stage of construction are submitted to the Brisbane City Council for assessment against the Building Act 1975 and Building Code of Australia and NCC.

The stages include, site establishment, foundation including concrete slab, framing, fix outs/fitouts and completion

Once the first stage of construction is complete, the Brisbane City Council conducts a site inspection to ensure that the works have been carried out in accordance with the approved plans and specifications. If the inspection is satisfactory, approval for the next stage of construction works can be sought, and the process is repeated until the entire project is completed.

Throughout the construction process, the Brisbane City Council may conduct site inspections to ensure that the works are being carried out in accordance with the approved plans and specifications.

Upon completion of the entire construction works, the Brisbane City Council issues a final certificate of classification, which confirms that the building is safe and suitable for occupation.

c)

The Brisbane City Council's building application process for development applications involves several steps.

The first step is to submit a development application (DA) to the council. The DA must include detailed plans and specifications of the proposed development, as well as other relevant documents such as a Statement of Environmental Effects, a Waste Management Plan, and a Stormwater Management Plan.

The council then assesses the DA against the Brisbane City Plan and other relevant planning schemes, as well as any other applicable legislation. The assessment process may involve seeking feedback from other government agencies, stakeholders, and the public.

After the assessment is completed, the council will provide a decision on the DA. If the DA is approved, it will usually be subject to conditions that must be met during the development process. If the DA is refused, the applicant may appeal the decision to the Planning and Environment Court.

Once the DA is approved, the next step is to obtain building approval. This involves submitting detailed construction plans and specifications to the council, along with any other required documentation such as engineering reports or energy efficiency assessments. The building approval application is assessed against the Building Act 1975 and Building Code of Australia/NCC

If the building approval application is successful, the construction process can begin. Throughout the construction process, the council may conduct site inspections to ensure that the works are being carried out in accordance with the approved plans and specifications.

Upon completion of the construction works, the council issues a final certificate of classification, which confirms that the building is safe and suitable for occupation.

d)

The Brisbane City Council's building application processes for sustainability requirements involve several steps to ensure that new buildings or renovations meet environmental standards and contribute to sustainable development.

The first step is to determine the applicable sustainability requirements for the project, which may include compliance with the Building Code of Australia's energy efficiency provisions, and the council's Sustainable Buildings Incentive Scheme (SBIS).

The SBIS provides incentives for new buildings and renovations that exceed the minimum requirements for energy efficiency and other sustainable building practices, such as water conservation and waste management. Applicants can receive rebates, reductions in infrastructure charges, and other incentives for meeting or exceeding the SBIS criteria.

To apply for the SBIS, applicants must complete a Sustainability Declaration Form, which outlines the sustainable design features of the building or renovation. The council assesses the form and the proposed plans against the SBIS criteria and provides feedback and recommendations for improving sustainability outcomes.

Applicants must also provide documentation that demonstrates compliance with the Building Code of Australia's energy efficiency provisions, such as a NatHERS (Nationwide House Energy Rating Scheme) report or a BASIX (Building Sustainability Index) certificate.

Throughout the construction process, the council may conduct site inspections to ensure that the building is being constructed in accordance with the approved plans and specifications and the sustainability requirements.

Upon completion of the construction works, the council may conduct final inspections to ensure that the building meets the sustainability requirements and issue a final certificate of classification, which confirms that the building is safe, suitable for occupation, and meets the sustainability requirements.

e)

The Brisbane City Council's building application processes for fees and levies involves various fees and charges that must be paid at different stages of the building process. The fees and charges are intended to cover the costs associated with the council's assessment and approval processes, as well as the provision of infrastructure and services required to support new developments.

The fees and charges for building applications vary depending on the type and scale of the project. Some of the fees and charges that may be applicable include:

1. **Development Application Fees:** This fee is charged for the assessment of a development application and varies based on the type and scale of the development.
2. **Building Approval Fees:** This fee is charged for the assessment of a building approval application and varies based on the cost of the construction works.
3. **Infrastructure Charges:** This charge is levied on new developments to fund the provision of new or upgraded infrastructure such as roads, parks, and community facilities, if applicable
4. **Plumbing and Drainage Fees:** This fee is charged for the assessment and inspection of plumbing and drainage works associated with the building project.
5. **Compliance Fees:** These fees are charged for the inspection of building works to ensure compliance with the Building Act 1975 and other relevant legislation.

The fees and charges are generally payable at different stages of the building process, such as at the time of lodging the application or before the commencement of construction works. The council may also require a security deposit to cover any potential damage caused by the construction works.

It is important to note that the fees and charges for building applications are subject to change, so applicants should check with the council for the latest information.

3.2)

In Queensland, there are several organisations where you can make a complaint or appeal about building and construction projects. These organisations include:

1. **Queensland Building and Construction Commission (QBCC):** QBCC is a statutory authority that regulates the building and construction industry in Queensland. It handles complaints and disputes related to building and construction work, including defective work, incomplete work, and disputes over payments. QBCC also has a dispute resolution service that provides mediation and adjudication services to help resolve disputes.
2. **Office of Fair Trading (OFT):** OFT is responsible for enforcing consumer protection laws in Queensland. It handles complaints related to the supply of goods and services, including building and construction work. OFT can also provide advice and assistance to consumers who have issues with building and construction projects.
3. **Building and Development Dispute Resolution Committees (BDDRC):** BDDRC is a government-funded service that provides a low-cost, informal way of resolving building and construction disputes. The BDDRC can provide mediation and conciliation services to help resolve disputes between consumers and builders.
4. **Queensland Civil and Administrative Tribunal (QCAT):** QCAT is a tribunal that deals with a range of disputes, including building and construction disputes. It has the power to make legally binding decisions and orders to resolve disputes between consumers and builders.
5. **Building Appeals Board (BAB):** BAB is an independent statutory body that hears appeals against decisions made by building certifiers. It can also hear appeals related to the interpretation and application of the Building Code of Australia.

It is important to note that before making a complaint or appeal to any of these organisations, it is generally recommended to try to resolve the issue with the builder or contractor first.

**Satisfactory
response**

Q4:	Answer the following questions regarding documentation requirements of building approval submissions: 4.1. Discuss the following documentation requirements of building approval submissions: a) design briefs b) specialist's reports c) working drawings d) plans e) details f) Specifications Write your answer in 50-100 words for each part. 4.2. What are the steps of documentation approval for the building and construction project? Write your answer in 100-200 words. 4.3. Explain the purpose of the following working drawings and plans in 40-80 words each. a) Site Plan b) Cross Section c) Elevation Write your answer in 50-100 words for each part.	Yes ☐	No ☐
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4.1 a)

In Queensland, building approval submissions for design briefs require several types of documentation. These documents are necessary to demonstrate that the proposed building or renovation complies with relevant legislation and codes, and that it meets the requirements of the local council and other authorities.

Design briefs: A design brief is a project management document that details the details of a design project. There is no standard for what should be included, but some common points include the design project overview and scope, timelines, information about the target audience, and budget.

Some of the documentation requirements for building approval submissions for design briefs in QLD include:

1. Site Plan: This is a plan that shows the proposed building or renovation in relation to the boundaries of the property, and any other relevant features such as driveways, access points, and landscaping.
2. Floor Plans: These plans show the layout of each floor of the building or renovation, including the location of rooms, doors, windows, and fixtures.
3. Elevations: These drawings show the external appearance of the building or renovation, including the materials and finishes used.
4. Sections: These drawings show a cross-section of the building or renovation, including details such as wall and floor construction, insulation, and ventilation.
5. Specifications: These documents provide details on the materials, products, and finishes to be used in the building or renovation.
6. Structural Engineering Drawings and Certification: These drawings and documents demonstrate that the building or renovation is structurally sound and complies with relevant codes and standards.
7. Energy Efficiency Report: This report shows how the proposed building or renovation complies with the energy efficiency requirements of the Building Code of Australia.
8. Plumbing and Drainage Plans: These plans show the location of plumbing and drainage fixtures and demonstrate compliance with relevant codes and standards.
9. Fire Safety Plan: This plan demonstrates compliance with the relevant fire safety requirements, including the provision of smoke alarms, fire-rated construction, and emergency egress.
10. Certification by a Building Certifier: A building certifier must certify that the proposed building or renovation complies with all relevant legislation and codes before construction can commence.

b)

Consultants in construction projects can help you avoid delays and lapses, achieve operational goals, improve the R.O.I. of your building, and make the construction process more efficient overall.

A consulting engineer or construction consultant is a completely independent and professional engineer who provides well-detailed engineering services to his client for a fee. A consulting engineer must be registered in the state or country where he resides to practice as a Professional Engineer.

A specialist contractor is a broad term that refers to a contractor who has been hired to carry out activities in the development of a built asset that requires specialist construction knowledge and skills. As a result, they're sometimes referred to as specialist subcontractors.'

An initial valuation or survey may identify the need for additional specialist reports. These are typically for specific damp, drainage, or structural issues. On occasion, expert assessments on more specific issues, such as wall ties, tree risks, asbestos, or environmental hazards, are also recommended.

Some of the documentation requirements for building approval submissions for specialist's reports in QLD include:

1. Consultancy, investigation of a problem, feasibility reports, engineering design, building surveying, engineers are part of the specialist roles involved.
2. Scope of Works: This document outlines the specific scope of the work to be undertaken by the specialist, and includes details such as the type of assessment, testing or investigation to be undertaken, and the expected outcomes.
3. Specialist Report: This is the main document that provides the results of the specialist's assessment, testing or investigation. It should include detailed findings and recommendations, and demonstrate how the building or renovation complies with relevant legislation and codes.
4. Qualifications and Experience: The specialist should provide evidence of their qualifications and experience, including their professional registrations, licenses, and certifications.
5. Insurance and Indemnity: The specialist should provide evidence of their insurance and indemnity coverage, including details of the policies and the amount of cover.
6. Methodologies and Standards: The specialist should provide details of the methodologies and standards used in the assessment, testing or investigation, and demonstrate that they comply with relevant legislation and codes.
7. Drawings and Plans: The specialist should provide relevant drawings and plans, such as engineering drawings or plans for fire safety systems, where required.
8. Building Certifier Certification: A building certifier must review and certify the specialist report before it can be accepted for building approval submissions.
9. Geotechnical engineer - It is the responsibility of a geotechnical engineer to investigate the subsurface of the project area. The engineer will be in charge of several tasks, the first of which is collecting soil samples and determining the stress-bearing capability of the proposed site's ground. There are three types of problems in geotechnical engineering: failure load problems, deformation problems, and flow problems. Each problem can be solved by using experimental modelling, theoretical modelling, or experience.
10. Environmental specialists - The environmental specialist's role is to inspect the construction site's location and environmental impacts. It makes policy recommendations for the design, implementation, and modification of government or commercial environmental operations.
11. Structural engineers - You hire a structural engineer to review your plans before building a house, not after. That is when you begin sketching the plans. The engineer will examine your framing plans, member sizes, beam and column support, roof framing sizes and supports, and foundation.

It is important to note that the documentation requirements may vary depending on the specific requirements and the scope and nature of the work being undertaken by the specialist.

c)

Working drawings are necessary to demonstrate that the proposed building or renovation complies with relevant legislation and codes, and that it meets the requirements of the local council and other authorities.

Working drawings provide dimensioned, graphical information that a contractor can use to construct the works or by suppliers to fabricate the works' components and assemble or install components. Title blocks, dimensions, notation, and symbols may be included in working drawings.

Some of the documentation requirements for building approval submissions for working drawings in QLD include the breakdown and measurement details for the materials and specifications in the plan:

1. **Site Plan:** This is a plan that shows the proposed building or renovation in relation to the boundaries of the property, and any other relevant features such as driveways, access points, and landscaping.
2. **Floor Plans:** These plans show the layout of each floor of the building or renovation, including the location of rooms, doors, windows, and fixtures. A plan is a top-down representation of a structure or object. The most basic architectural diagram is a floor plan, a view from above that depicts the layout of spaces in a building in the same way that a map does, but at a specific building level. A floor plan view is a vertical orthographic projection of an object onto a horizontal plane spanning the width of the building.
3. **Types and applications of construction waterproofing plans, drawings, and specifications**
4. **Working drawings** contain dimensioned, pictorial information that a contractor or supplier can fabricate, assemble, and install instalments. Architectural, structural, civil, mechanical, electrical, and so on are examples of these types of drawings.
5. **Elevations:** These drawings show the external appearance of the building or renovation, including the materials and finishes used.
6. **Sections:** These drawings show a cross-section of the building or renovation, including details such as wall and floor construction, insulation, and ventilation.
7. **Specifications:** These documents provide details on the materials, products, and finishes to be used in the building or renovation.
8. **Structural Engineering Drawings and Certification:** These drawings and documents demonstrate that the building or renovation is structurally sound and complies with relevant codes and standards.
9. **Plumbing and Drainage Plans:** These plans show the location of plumbing and drainage fixtures and demonstrate compliance with relevant codes and standards.
10. **Fire Safety Plan:** This plan demonstrates compliance with the relevant fire safety requirements, including the provision of smoke alarms, fire-rated construction, and emergency egress.
11. **Electrical Layouts and Certification:** These documents show the location of electrical fixtures and equipment, and demonstrate compliance with relevant codes and standards.
12. **Building Certifier Certification:** A building certifier must review and certify the working drawings before construction can commence.

d)

Some of the documentation requirements for building approval submissions for design briefs in QLD include:

1. **Site Plan:** This is a plan that shows the proposed building or renovation in relation to the boundaries of the property, and any other relevant features such as driveways, access points, and landscaping.
2. **Floor Plans:** These plans show the layout of each floor of the building or renovation, including the location of rooms, doors, windows, and fixtures.
3. **Elevations:** These drawings show the external appearance of the building or renovation, including the materials and finishes used.
4. **Sections:** These drawings show a cross-section of the building or renovation, including details such as wall and floor construction, insulation, and ventilation.
5. **Specifications:** These documents provide details on the materials, products, and finishes to be used in the building or renovation.
6. **Structural Engineering Drawings and Certification:** These drawings and documents demonstrate that the building or renovation is structurally sound and complies with relevant codes and standards.
7. **Energy Efficiency Report:** This report shows how the proposed building or renovation complies with the energy efficiency requirements of the Building Code of Australia.
8. **Plumbing and Drainage Plans:** These plans show the location of plumbing and drainage fixtures and demonstrate compliance with relevant codes and standards.
9. **Fire Safety Plan:** This plan demonstrates compliance with the relevant fire safety requirements, including the provision of smoke alarms, fire-rated construction, and emergency egress.
10. **Certification by a Building Certifier:** A building certifier must certify that the proposed building or renovation complies with all relevant legislation and codes before construction can commence.

e)

Some of the documentation requirements for building approval submissions for building details in QLD include:

1. Detailed drawings and specifications of the construction materials, methods, and finishes to be used.
2. Engineering plans and certification, including structural details and calculations, wind loads, soil tests, and geotechnical reports.
3. Energy efficiency and sustainability reports, including details on insulation, air conditioning, hot water systems, and renewable energy sources.
4. Acoustic reports and details, demonstrating compliance with relevant standards for noise attenuation and insulation.
5. Fire safety details, including fire rated construction, smoke alarms, sprinkler systems, and emergency egress plans.
6. Hydraulic services details, including plumbing and drainage plans, and certification demonstrating compliance with relevant codes and standards.
7. Electrical details, including layouts of electrical fixtures, wiring, and equipment, and certification demonstrating compliance with relevant codes and standards.
8. Accessibility details, including provision for disabled access, and compliance with relevant standards for ramps, lifts, and disabled toilets.
9. Landscaping details, including plans for planting, irrigation, and drainage, and compliance with relevant vegetation protection requirements.

f)

The documentation requirements for building approval submissions for building specifications in QLD include:

1. Detailed descriptions of the construction materials, products, and finishes to be used, including the type, grade, size, and color.
2. Compliance certification for each material, product, and finish to demonstrate that they comply with relevant codes and standards.
3. Quantity take-offs, including accurate measurements of the quantities of each material, product, and finish required.
4. Pricing details, including the estimated costs of each material, product, and finish.
5. Product data sheets and specifications, including details on the performance characteristics, installation requirements, and maintenance requirements of each material, product, and finish.
6. Quality assurance plans, including details on the testing, inspection, and certification of each material, product, and finish during the construction process.
7. Compliance documentation for each material, product, and finish, including certificates of compliance, test reports, and other relevant documentation.

4.2)

The steps for documentation approval for a building and construction project typically include the following:

1. Preparing and submitting the necessary documentation for building approval, including design briefs, working drawings, and specialist reports.
2. Engaging a building certifier to review the documentation and assess compliance with relevant legislation and codes.
3. Addressing any issues or queries raised by the building certifier, and making necessary revisions to the documentation.
4. Obtaining approval from the building certifier, and any other relevant authorities such as the local council or state government.
5. Ensuring that all construction work is carried out in accordance with the approved documentation, and any conditions or requirements of the approval.
6. Regularly updating and submitting documentation throughout the construction process, including any variations or changes to the approved plans.
7. Obtaining final approval and certification upon completion of the project, demonstrating that it has been constructed in accordance with the approved documentation and any relevant codes and standards.

4.3)

Working drawings contain dimensioned, pictorial information that a contractor or supplier can fabricate, assemble, and install instalments. Architectural, structural, civil, mechanical, electrical etc

Working drawings, such as plans, sections, and elevations, are two-dimensional orthogonal projections of the building or component

a)

A site plan is a detailed drawing of a building or apartment that depicts the overall layout of the structure. It depicts the boundaries and access points of the site and any significant surrounding structures.

A construction project's site plan must show all utility connections, such as drainage and sewer lines, water supply, electricity and communications cables, and outdoor lighting

b)

A cross-section is a geometric projection of a building's horizontal orthographic projection onto a vertical plane that cuts across the building. A building cross-section is a vertically sliced section that reveals the dimensions and thickness of each structural component. It also shows the sill height, lintel height, floor height, and other minor construction details.

c)

An elevation drawing is a projection drawing that depicts one side of a house in orthographic projection. An elevation drawing aims to show the finished appearance of a specific side of the house and provide vertical height information.

Contracts: A construction contract is a mutual or legally binding agreement between two parties based on documented policies and conditions. A construction contract is a vital document because it specifies the scope of work, risks, responsibilities, and legal rights of the contractor and owner.

Q5:	Discuss what should be included in organisational quality assurance processes and practices for the following: a) authorities and approval delegations b) document control Write your answer in 150-200 words for each part.	Satisfactory response	
		Yes ☐	No ☐

a)

Organisational quality assurance processes and practices are essential for authorities and approval delegations in the building and construction project to ensure that the construction work complies with relevant legislation and codes, meets the requirements, and meets the expectations of the project stakeholders. Some of the key elements that should be included in organisational quality assurance processes and practices are:

1. Clearly defined roles and responsibilities for all parties involved in the approval and construction process, including authorities, contractors, consultants, and project stakeholders.
2. Robust documentation and record-keeping practices, including the preparation, review, and approval of all relevant documentation, such as design briefs, working drawings, specialist reports, and specifications.
3. Regular reviews and audits of construction work to ensure that it is carried out in accordance with approved plans and any relevant codes and standards.
4. Adequate training and education programs for all personnel involved in the approval and construction process, including contractors, consultants, and project stakeholders, to ensure that they have the necessary skills and knowledge to meet quality requirements.
5. Continuous improvement practices, including ongoing monitoring and evaluation of the quality assurance process to identify areas for improvement and implement corrective actions.
6. Robust risk management practices, including the identification and assessment of potential risks, and the development of mitigation strategies to minimise the impact of risks on the project.
7. Effective communication and stakeholder engagement practices, including regular updates and consultation with project stakeholders to ensure that their expectations and requirements are met.

Overall, the implementation of effective organisational quality assurance processes and practices is critical for the successful delivery of building and construction projects, and can help to minimise risks, ensure compliance with relevant legislation and codes, and meet the expectations of project stakeholders.

b)

Organisational quality assurance processes and practices for document control in the building and construction project are essential to ensure that all documentation is accurate, up-to-date, and compliant with relevant legislation and codes. Some of the key elements that should be included in these processes and practices are:

1. A clearly defined document control policy that outlines the procedures and requirements for creating, reviewing, approving, and storing all project documentation.
2. A document numbering system that ensures that all documents are uniquely identified and easily traceable.
3. A document register that lists all project documents, including their status, version number, and location.
4. Robust version control procedures that ensure that all documents are reviewed and approved by the relevant parties before being distributed, and that changes are tracked and recorded.
5. Adequate document storage and retrieval systems that ensure that all project documentation is stored securely and can be easily accessed when needed.
6. Document review and approval processes that involve all relevant parties, including project stakeholders, consultants, contractors, and authorities.
7. Regular audits and inspections of project documentation to ensure that it is accurate, up-to-date, and compliant with relevant legislation and codes.
8. Training and education programs for all personnel involved in document control to ensure that they understand the policies and procedures, and are able to effectively manage project documentation.

Overall, effective organisational quality assurance processes and practices for document control are critical for the successful delivery of building and construction projects, as they help to ensure that all documentation is accurate, up-to-date, and compliant with relevant legislation and codes.

Q6:	Explain the purpose of the following specialist services for certification of documentation: a) building surveyors, quantity surveyors and site surveyors b) geotechnical and environmental specialists c) structural, mechanical and electrical engineers Write your answer in 150-200 words for each part.	Satisfactory response	
		Yes ☐	No ☐

a)

Building surveyors

- Certifying that the design of new building work meets the applicable building standards; and
- Certifying that the building was built following the specified plans and specifications.
- Attesting that existing buildings meet applicable building standards for temporary or permanent changes in use or classification, or when a building is strata titled or retrospectively approved; and
- Certifying that the building in its current form is safe to occupy and use in the manner proposed.
- Owners or applicants can hire a private building surveyor or a building surveyor employed by a local government that offers certification services.

Private building surveyor

A private building surveyor must be registered as a building surveying contractor to contract with the public for building surveying work. Building surveying contractor registration entitles the holder to contract for building surveying work, which is defined in the Registration Act as:

- building surveying work level 1 — certifying the conformity of any building or incidental structure;
- Building surveying work level 2 — certifying compliance for a structure or building with a floor area of up to 2000m² and no more than three storeys

A registered surveying practitioner must always be a director or partner of a building surveying contractor. At least one building surveying practitioner must be employed as the nominated supervisor. A building surveying contractor (individual) must always be the designated supervisor and be registered as a building surveying practitioner.

Under the Registration Act, there is a third level of building surveying practitioner technician registration. Such practitioners are typically employed by a permit authority or a private building surveying contractor. They are limited to certifying buildings up to two storeys high with a floor area of 500m². A technician cannot provide certification services to members of the public.

Quantity surveyors:

Quantity surveyors advise on financial and contractual issues about construction projects, prepare quantities bills, and perform other support functions about the financing and materials required for building projects.

Site surveyors:

Surveyors update boundary lines and prepare construction sites to avoid legal disputes. Surveyors take precise measurements to determine the boundaries of properties. They provide information about the shape and contour of the Earth's surface for engineering, mapping, and construction projects.

b)

Geotechnical engineer

It is the responsibility of a geotechnical engineer to investigate the subsurface of the project area. The engineer will be in charge of several tasks, the first of which is collecting soil samples and determining the stress-bearing capability of the proposed site's ground. There are three types of problems in geotechnical engineering: failure load problems, deformation problems, and flow problems. Each problem can be solved by using experimental modelling, theoretical modelling, or experience.

Environmental specialists

The environmental specialist's role is to inspect the construction site's location and environmental impacts. It makes policy recommendations for the design, implementation, and modification of government or commercial environmental operations.

c)

Structural engineers:

You hire a structural engineer to review your plans before building a house, not after. That is when you begin sketching the plans. The engineer will examine your framing plans, member sizes, beam and column support, roof framing sizes and supports, and foundation.

Structural engineers are primarily concerned with designing and constructing safe structures. They can withstand the elements they will be exposed to and improve the structural integrity of existing structures. The job is very similar to that of a civil engineer.

Mechanical engineer:

The study, design, development, construction, and testing of mechanical and thermal sensors and devices, such as tools, engines, and machines, is known as mechanical engineering. Mechanical engineers are mostly employed in engineering services, R&D, and manufacturing.

Electrical engineers:

At the start of the construction planning process, electrical site engineers assist in developing cost estimates for both material and labour. They also estimate manpower and timelines to provide project managers with the necessary information for contractor bids and keep the project on budget. Electrical engineers are in charge of designing, developing, and maintaining electrical systems in buildings, transportation systems, and power distribution networks. They work in various industries, including construction, transportation, energy (including renewable energy), building services, and manufacturing.

Assessment Results Sheet

Outcome	First attempt:
	Outcome (make sure to tick the correct checkbox):

	Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback: Second attempt: Outcome (please make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
Student Declaration	- I declare that the answers I have provided are my own work. Where I have accessed information from other sources, I have provided references and/or links to my sources. - I have kept a copy of all relevant notes and reference material that I used as part of my submission. - I have provided references for all sources where the information is not my own. I understand the consequences of falsifying documentation and plagiarism. I understand how the assessment is structured. I accept that the work I submit may be subject to verification to establish that it is my own. - I understand that if I disagree with the assessment outcome, I can appeal the assessment process, and either re-submit additional evidence undertake gap training and or have my submission re-assessed. - All appeal options have been explained to me.
Student Signature	
Date	19/4/2023
Trainer/Assessor Name	
Trainer/Assessor Declaration	I hold: ☐ Vocational competencies at least to the level being delivered ☐ Current relevant industry skills ☐ Current knowledge and skills in VET, <i>and undertake</i>

	☐ Ongoing professional development in VET <i>I declare that I have conducted an assessment of this student's submission. The assessment tasks were deemed current, sufficient, valid and reliable. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided feedback to the student.</i>
Trainer/ Assessor Signature	
Date	
Office Use Only	The outcome of this assessment has been entered into the Student Management System on _____ (insert date) by (insert Name) _____

Pre-Assessment Checklist: Task 2 – Skill Test

The purpose of this checklist

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.

Section 1: Information for Students

- ☐ Make sure you have completed the necessary prior learning before attempting this assessment.
- ☐ Make sure you understand what evidence is required to be collected and how.
- ☐ Make sure you know your rights and the Complaints and Appeal process.
- ☐ Make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix and negotiate these with your trainer/assessor).
- ☐ Make sure that you have access to a computer and the internet (if you prefer to type the answers).
- ☐ Make sure that you have all the required resources needed to complete this Assessment Task (AT).
- ☐ The due date of this assessment task is in accordance with your timetable.
- ☐ In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
- ☐ The request for an extension to submit your assessment work must be made before the due date.

Section 2: Reasonable adjustments

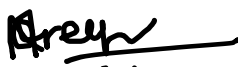
I confirm that I have reviewed the **Reasonable Adjustments guidelines and criteria** as provided in Appendix A and attached relevant evidence as required and select the correct checkbox.

- ☐ I do require reasonable adjustment
- ☒ I do not require reasonable adjustment

Declaration (Student to complete)

- ☒ I confirm that the purpose and procedures of this assessment task has been clearly explained to me.
- ☒ I confirm that I have been consulted about any special needs I might have in relation to the assessment process.
- ☒ I confirm that the criteria used for this assessment has been discussed with me, as have the consequences and possible outcomes of this assessment.
- ☒ I confirm I have accessed and understand the assessment information as provided in the Training Organisation's Student Handbook.
- ☒ I confirm I have been given fair notice of the date, time, venue and/or other arrangements for this assessment.
- ☒ I confirm that I am ready for assessment.

Student Name: Noreen Abu-Obeid

Student Signature: 

Assessment method-based instructions and guidelines: Skill Test

Assessment type

- Skill Test - Arrange building applications and approvals

Instructions provided to the student:

Assessment task description:

- This is the second assessment task you must successfully complete to be deemed competent in this unit of competency.
- This assessment task is a Skills Test.
 - This assessment task consists of three (3) practical demonstration activities.
 - Activity 1: Develop and review a submission plan.
 - Activity 2: Prepare and lodge application.
 - Activity 3: Manage application process.
- You must attempt all activities of the project for your trainer/assessor to assess your competence in this assessment task.

Applicable conditions:

- This skill test is untimed and is conducted as an open book assessment (this means you are able to refer to your textbook or other learner materials during the test).
- You will be assessed independently on this assessment task.
- No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory.
- As you complete this assessment task, you are predominately demonstrating your skills, techniques and knowledge to your trainer/assessor.
- Your trainer/assessor may ask you relevant questions during this assessment task

Resubmissions and reattempts:

- Where a student's answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed.
- The student may speak to their trainer/assessor if they have any difficulty in completing this task and require reasonable adjustments.
- For more information, please refer to the Training Organisation's Student Handbook.

Location:

- This assessment task may be completed in:
 - ☐ a classroom
 - ☐ learning management system (i.e. Moodle),
 - ☐ workplace,
 - ☐ or an independent learning environment.

Purpose of the assessment

The purpose of this assessment task is to assess the student's knowledge and skills essential to arrange building applications and approvals in a range of contexts and industry settings.

- Skills to identify the project stages that require approvals and create a submission plan.
- Skills to determine the level and type of information and documentation required for each approval stage.
- Skills to consult with outside experts to help with document certification.
- Skills to examine the submission plan to ensure that all client needs are addressed and met.

- Skills to prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
- Skills to adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
- Skills to submit the application and any supporting documentation with approval authority.
- Skills to notify the appropriate person of the need to pay fees by the due dates and terms.
- Skills to ensure continued progress, seek confirmation of application status at appropriate intervals.
- Skills to assess the status of building approvals and notify stakeholders.
- Skills to examine minor changes to see how they affect the project.
- Skills to analyse the best course of action for maintaining project continuity in the face of rejected submissions, resubmissions, or appeals.
- Skills to use digital tools and devices to communicate and collaborate effectively with others.
- Skills to use equipment and programs to access and extract information and develop relevant documentation.
- Skills to Liaise with clients, stakeholders, specialists and approval authorities to negotiate amendments, confirm requirements and share information.

Task instructions

- This is an individual assessment.
- The purpose of this assessment task is to prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval.
- The student must assess the NCC codes for relevant class of the building to perform the activities specified in the assessment task.
- The student will be required to communicate effectively with clients, building professionals and planning officers.
- The student must supervise the various aspects of the construction.
- The trainer/assessor must assess the performance as per the performance criteria and checklist provided.

Assessment Task 2: Skills Test

Skills Test:

This assessment task requires the student to prepare, submit and manage a **Residential building** and construction application for approval. This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

*This assessment task will be performed on a **Residential building**.*

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to communicate effectively with clients, building professionals and planning officers.

To arrange building applications and approvals, you are required to complete the following activities:

- Activity 1: Develop and review a submission plan.
- Activity 2: Prepare and lodge application.
- Activity 3: Manage application process.

Instructions for trainer/assessor:

- The trainer/assessor must arrange a worksite for the student to carry out the specified project.
- The workplace must be:
 - An actual workplace
 - A close simulation of the workplace environment provided that simulated or project-based assessment techniques replicate construction workplace conditions, materials, activities, responsibilities and procedures

Note: The requirements for a simulated workplace environment are given below.

- *The structure must be a **Residential building**.*
- The role of the Supervisor (trainer/assessor) is to allocate the tasks, activities and responsibilities that you will be required to undertake to complete these assessments.
- The worksite must meet the requirements given in the 'Simulated workplace environment requirements' section given below.
- The trainer/assessor must ensure that if the assessment task is to be conducted in a simulated environment, it must replicate workplace conditions, materials and equipment, interactions with others and workplace irregularities and meets industry standards for safety and environmental practices.

Instructions for the student:

- The student will be required to bring all necessary PPEs required to complete this activity.
- The student must follow the instructions provided by the Supervisor.
- The student must complete the activities specified.

Simulated workplace environment requirements

The student is required to have access to a workplace or a close simulation of the workplace environment to replicate construction workplace conditions and standards, materials, activities, responsibilities, procedures, safety requirements and environmental considerations to each student.

Further, the training organisation must ensure the construction site must meet the requirements given in the table below.

The training organisation must ensure that the student has access to the following:

- WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
- Current building and construction codes and standards
 - <https://www.abcb.gov.au/>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-one-amendment-1/contents-and-introduction/introduction-ncc-volume>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-two-amendment-1/contents-and-introduction/copyright-and-licence>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-three-amendment-1/contents-and-introduction/introduction-ncc>
- NCC Volume 1 – Volume 3 (Provided along with this assessment)
- Organisational quality policies and procedures
- Workplace safety requirements
- Project plans and specifications
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals
- Business equipment and technology, applications and software.

The worksite must have realistic tasks or simulated tasks, relevant specifications and work instructions, standard work practices, safety requirements and environmental constraints.

The site and its surroundings are accessible and clear of hazards, so far as reasonably practicable.

The site must have realistic workplace conditions, standards, materials, activities, responsibilities, procedures, safety requirements, and environmental considerations.

An experienced employee is available to provide adequate guidance and supervision to less experienced employees.

The students have the clothing and footwear required. In addition, the clothing and footwear are in good condition and suitable for the task.

Workplace Scenario

You are working as a project manager in a construction company. Your organisation has received a project to construct a residential house.

As a project manager, you must prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval.

This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

Task requirements:

To prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval, you will be required to demonstrate your skills and knowledge in the following areas:

- Identify the project stages that require approvals and create a submission plan.
- Determine the level and type of information and documentation required for each approval stage.
- Consult with outside experts to help with document certification.
- Examine the submission plan to ensure that all client needs are addressed and met.
- Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
- Adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
- Submit the application and any supporting documentation with approval authority.
- Notify the appropriate person of the need to pay fees by the due dates and terms.
- To ensure continued progress, seek confirmation of application status at appropriate intervals.
- Assess the status of building approvals and notify stakeholders.
- Examine minor changes to see how they affect the project.
- Analyse the best course of action for maintaining project continuity in the face of rejected submissions, resubmissions, or appeals.
- Use digital tools and devices to communicate and collaborate effectively with others.
- Use equipment and programs to access and extract information and develop relevant documentation.

- Liaise with clients, stakeholders, specialists and approval authorities to negotiate amendments, confirm requirements and share information.

Roles and responsibilities (Supervisor):

The Supervisor must:

- Ensure that the student is clear about the task requirements.
- Supervise the student performing the task.
- Observe them against the observation checklist provided after each activity.

Skills Test:

This assessment task requires the student to prepare, submit and manage a **Residential building** and construction application for approval. This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

*This assessment task will be performed on a **Residential building**.*

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to communicate effectively with clients, building professionals and planning officers.

To arrange building applications and approvals, you are required to complete the following activities:

- Activity 1: Develop and review a submission plan.
- Activity 2: Prepare and lodge application.
- Activity 3: Manage application process.

Activity 1: Develop and review a submission plan – Residential building.

This activity requires you to Develop and review a submission plan – Residential building.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 1' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 1 & 2.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should access to the following documents:
 - Project plans and specifications.
 - Material specifications
 - NCC Vol 1- Vol 3 (Provided along with this assessment)
 - Model WHS Law and regulations (Provided along with this assessment)
 - Environmental requirements and sustainability principles
 - Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
 - Project plans, design brief, working drawings and specifications.
 - Manufacturer specifications and installation instructions
 - Local authority building approval processes and application forms
 - Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Identify the project stages that require approvals and create a submission plan.
 - Consult with outside experts to help with document certification.
 - Examine the submission plan to ensure that all client needs are addressed and met.

After completing this task, submit the following to your assessor:

- A completed Checklist 1 and Template 1 & 2,
- A completed Performance Criteria/Checklist – Activity 1 & 2
- Copies of any emails/screenshots used to communicate with outside experts to assist with document certification
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 1: Develop and review a submission plan.

Steps	Tick mark, once completed
Step 1: Identify the project stages that require approvals and create a submission plan. - Identify the project stages that require approval from local authority and dates for submission. - Consult local authorities to confirm requirements. - Document the identified stages and dates for submission of applications using Submission Plan (Template 1). - Determine the level and type of information and documentation required for each approval stage. - Analyse the outcomes of Step 1 to identify the project stages that require approval. - Determine the level and type of information and documentation required for each approval stage and document using Submission Plan (Template 1). - Determine the following and document using Submission Plan (Template 1). - forms, documents and supporting evidence required to be submitted - application fees, charges and costs.	X
Step 2: Consult with outside experts to help with document certification. - Use digital tools and devices to communicate and collaborate effectively with others. - Consult with building professionals and planning officers to help with document certification. Note: Candidate must provide evidence of using digital tools and devices to communicate with outside experts (e.g. screenshots and/or emails)	X
Step 3: Examine the submission plan to ensure that all client needs are addressed and met. - Identify the client needs and document using Template 2. - Review submission plan to ensure client needs are addressed and met. - Document the outcomes of review conducted using Template 2.	X

Template 1: Submission plan

Submission plan (300-400 words)

Identified stages and dates for submission of applications

We identified the project stages that require approval from local authority and dates for submission and below is the process undertaken for the records:

The project stages in a residential build that require approvals may vary depending on the specific location and regulations, but the following are the stages undertaken:

1. Planning Approval: Before any construction work can begin, we need to obtain planning approval from the local council or relevant government authority. This approval will consider factors such as the proposed building's size, location, and impact on the environment and surrounding community.
2. Building Approval: Once you have received planning approval, you will need to obtain building approval from the local council or a private certifier. This approval will consider whether the building complies with relevant building codes and standards.
3. Plumbing Approval: We would need to obtain approval for any plumbing work that is being carried out as part of the construction process. This approval will ensure that the plumbing work is compliant with relevant standards and regulations.
4. Electrical Approval: Similarly, we need to obtain approval for any electrical work that is being carried out as part of the construction process. This approval will ensure that the electrical work is compliant with relevant standards and regulations.

Submission Plan:

To create a submission plan for these approvals, we considered the following steps:

1. We Identified the specific approvals that are required for the project based on the regulations in QLD.
2. Researched the requirements and criteria for each approval and determined the necessary documentation that needs to be submitted.
3. Created a checklist of the documents required for each approval.
4. Developed a timeline for the submission of each approval, considering the time required for processing and any potential delays.
5. Ensured that all documentation is completed accurately and in compliance with the relevant standards and regulations.
6. Submitted the documentation to the relevant authorities as per the timeline, and followed up to ensure that the approvals are processed in a timely manner.
7. Once all the necessary approvals are obtained, we can begin the construction process according to the approved plans and standards.

Submission plan:

A submission drawing, also known as an architectural drawing, is a technical drawing of a building (or any project) that falls under the definition of Design or architecture Design.

The following items are included in a submission/passing drawing:

- Every Floor Plan.

- One section is required.
- One elevation is required.
- Site map.
- The main strategy
- North is the direction.
- Calculation of the built-up area.

Stages and Dates for Submission of Applications:

- Pre-application Stage: This is the initial stage where you can obtain preliminary advice and information on the application process and requirements from the local council or private certifier. 5/1/2023
- Application Stage: The application stage involves submitting the completed application form and supporting documents to the local council or private certifier. The timeframe for this stage can vary depending on the complexity of the application and the local council's or private certifier's workload. 5/2/2023
- Assessment Stage: The assessment stage involves the council or private certifier assessing the application against the relevant planning scheme and building codes. This stage may take several weeks or months, depending on the complexity of the application. 25/2/2023
- Decision Stage: The decision stage involves the council or private certifier making a decision on the application. This stage may take up to 20 business days for a private certifier or up to 40 business days for a council. 5/3/2023

Get building approval

To get building approval, we need to do the following:

- Assign a licensed building surveyor to serve as your certifier.
- Fill out and submit the necessary forms.
- Pay the applicable fees.

We provided the certifier with plans that adhere to the relevant codes and design guidelines.

Commencement of building work

- Before starting construction, we must apply to the building certifier for a commencement notice and sign the commencement notice application form.
- Construction work can begin once the certifier has issued a commencement notice and all other necessary approvals and requirements are in place.

Conditions of building

We must be aware of the following:

- any project-related conditions in the notice of decision about your development approval, such as that certain conditions must be met before any construction or building work can begin.
- any lease provisions

Level and type of information and documentation required for each approval stage

Planning permits grant permission to develop or use land in a specific manner. A planning permit may be required for a new home, extension, renovation, or additional dwelling on the property.

- The issuing of a planning permit is the responsibility of the local council. Before getting a building permit, you must first get a planning permit from your local council.
- You may need to consult with a town planner to determine whether your building project requires a planning permit.
- Planning permit applications to the council may be required to include the proposed design, planning report, shadow diagrams, and other pertinent documentation. For more information, contact your local government.

Building permits are documents that certify that a proposed structure complies with the relevant building codes. A building permit is a written approval issued by a private or municipal building surveyor. It enables construction work to follow approved plans, specifications, and other relevant documentation.

A building permit protects you by ensuring that:

- the construction workers on your project are registered and have the necessary insurance.
- adequate documentation is prepared so that the construction can be completed correctly and following building legislation;
- On completion of the building work, the building permit will state whether an occupancy permit or a certificate of final inspection is required.

This review will necessitate the following documents:

Drawings:

- Freehand sketches are acceptable to scale and have a consistent scale.
- site plans
- floor plans
- building sections
- elevation

Report/Written Information: There is no need for a formal report. At this stage, a letter-format report on the following is sufficient.

- The suitability of the site, program areas, and budget.
- Consider foundation/structural alternatives.
- Consideration should be given to plumbing system alternatives.
- Consider heating system alternatives.
- Consideration should be given to ventilation system alternatives.
- Considerable power system alternatives (e.g., phases/loads).
- Consideration should be given to lighting system alternatives.
- Consider other electrical system alternatives.
- A summary table or listing of relevant code requirements and proposed responses.
- Preliminary cost estimate data that will enable the owners to confirm the project budget

Forms, documents and supporting evidence required to be submitted

Forms, Documents, and Supporting Evidence Required to be Submitted:

- Completed Development Application Form
- Plans and specifications of the proposed building
- Certificate of Title
- Planning Scheme Report
- Owner's Consent Form
- Soil Test Report
- Structural Engineering Report
- Energy Efficiency Report
- Bushfire Hazard Assessment Report
- Waste Management Plan

Types of information and documentation needed for building approval

Design and construction projects, as well as staged approvals

While a design and build contract allows for ongoing building design during construction, the major elements, services, and junctions should be resolved before applying for building approval. Continual changes throughout the project may imply insufficient time in the project schedule to fully consider how the building will comply, the effect of the changes on other aspects of the building and the cumulative effect of changes on the building's performance.

Suppose it is intended to apply for separate approvals for each project stage. In that case, each application must include sufficient information. Any existing part of the building can be altered (built on) while remaining structurally stable and compliant with the building code. That previously approved works are not jeopardised. The certifier may issue an approval for a portion of the work under the Act, but only if all of the relevant information for that portion is present. Both scenarios may necessitate the ongoing involvement of specialist designers throughout the project.

An application for a building permit for a new class 2-9 building or a substantial alteration to a class 2-9 building must include a. a project summary following Part 2, including a schedule of the documents that comprise the plans and specifications; and b.

- Schedule of the documents that comprise the plans and specifications.
- A development statement, as well as site and location plans prepared following Part 5;
- Plans, specifications, and other supporting documents that comply with Part 6 requirements;
- For projects containing a performance solution, the performance solution information required in Part 7, for each performance solution;

Drawings and plans

- A drawing title that indicates what the drawing is about;
- A drawing number as well as the version;
- The drawing's completion date;
- The land's block, section, and suburb;
- The street address of the project;
- The names of the property owners;

A building approval application must include a location plan that:

1. includes the immediate area surrounding the site where the building work is proposed to be carried out;
2. is drawn at a scale appropriate to the site and surrounding areas; and
3. includes the following for the land where the building work will be done and adjacent land:
 - the legal boundaries of all land in the plan;
 - easements on the land;
 - existing buildings and other site features;

Engineering design

This includes the dimensions and physical characteristics of the structure built. The dimensions of the structure are presented in the form of a drawing, which is referred to as a blueprint in layman's terms. These blueprints are supplemented with written documents known as specifications.

The consultant carefully examines plans and specifications to direct the contractor on the expected work. To begin the construction process, the design process is also useful in preparing a list of materials to be procured, also known as a bill of materials.

Building surveyors

- Certifying that the design of new building work meets the applicable building standards; and
- Certifying that the building was built following the specified plans and specifications.
- Attesting that existing buildings meet applicable building standards for temporary or permanent changes in use or classification, or when a building is strata titled or retrospectively approved; and
- Certifying that the building in its current form is safe to occupy and use in the manner proposed.
- Owners or applicants can hire a private building surveyor or a building surveyor employed by a local government that offers certification services.

Private building surveyor

A private building surveyor must be registered as a building surveying contractor to contract with the public for building surveying work. Building surveying contractor registration entitles the holder to contract for building surveying work, which is defined in the Registration Act as:

- building surveying work level 1 — certifying the conformity of any building or incidental structure;
- Building surveying work level 2 — certifying compliance for a structure or building with a floor area of up to 2000m² and no more than three storeys

A registered surveying practitioner must always be a director or partner of a building surveying contractor. At least one building surveying practitioner must be employed as the nominated supervisor. A building surveying contractor (individual) must always be the designated supervisor and be registered as a building surveying practitioner.

Under the Registration Act, there is a third level of building surveying practitioner technician registration. Such practitioners are typically employed by a permit authority or a private building surveying contractor. They are limited to certifying

buildings up to two storeys high with a floor area of 500m². A technician cannot provide certification services to members of the public.

Quantity surveyors: Quantity surveyors advise on financial and contractual issues about construction projects, prepare quantities bills, and perform other support functions about the financing and materials required for building projects.

Site surveyors: Surveyors update boundary lines and prepare construction sites to avoid legal disputes. Surveyors take precise measurements to determine the boundaries of properties. They provide information about the shape and contour of the Earth's surface for engineering, mapping, and construction projects.

Geotechnical engineer

It is the responsibility of a geotechnical engineer to investigate the subsurface of the project area. The engineer will be in charge of several tasks, the first of which is collecting soil samples and determining the stress-bearing capability of the proposed site's ground. There are three types of problems in geotechnical engineering: failure load problems, deformation problems, and flow problems. Each problem can be solved by using experimental modelling, theoretical modelling, or experience.

Environmental specialists

The environmental specialist's role is to inspect the construction site's location and environmental impacts. It makes policy recommendations for the design, implementation, and modification of government or commercial environmental operations.

Structural engineers: You hire a structural engineer to review your plans before building a house, not after. That is when you begin sketching the plans. The engineer will examine your framing plans, member sizes, beam and column support, roof framing sizes and supports, and foundation.

Structural engineers are primarily concerned with designing and constructing safe structures. They can withstand the elements they will be exposed to and improve the structural integrity of existing structures. The job is very similar to that of a civil engineer.

Mechanical engineer: The study, design, development, construction, and testing of mechanical and thermal sensors and devices, such as tools, engines, and machines, is known as mechanical engineering. Mechanical engineers are mostly employed in engineering services, R&D, and manufacturing.

Electrical engineers: At the start of the construction planning process, electrical site engineers assist in developing cost estimates for both material and labour. They also estimate manpower and timelines to provide project managers with the necessary information for contractor bids and keep the project on budget. Electrical engineers are in charge of designing, developing, and maintaining electrical systems in buildings, transportation systems, and power distribution networks. They work in various industries, including construction, transportation, energy (including renewable energy), building services, and manufacturing.

Application fees, charges and costs**Application Fees, Charges, and Costs:**

1. Development Application Fee: \$2,463.30
2. Building Application Fee: \$1,869.20
3. Building Inspection Fee: \$800.00
4. Plumbing and Drainage Inspection Fee: \$300.00
5. Infrastructure Charges: \$1200

Insert evidence of using digital tools and devices to communicate with outside experts (e.g. screenshots and/or emails) here...

From: nao@knightscbi.com

To: certifier@council.com

Date: 5/01/2023

Subject: Request for document certification assistance

Dear Building Professionals and Planning Officers,

I am writing to request your assistance with the certification of several important documents related to a residential build project. Our team has been working hard to ensure that all necessary documentation is in order for the project, but we have encountered a roadblock in the certification process.

I, Noreen Abu-Obeid, am the Estimator and Contracts administrator at Knights CBI company ltd. We are excited to get started on your engagement and therefore I am writing to request your assistance in this matter. We have attached the following construction project documents including:

- Relevant construction project drawings and plans
- Relevant construction project specifications

As you may be aware, certification is a critical component of any construction project, and it is essential that all documents are certified accurately and in compliance with relevant standards and regulations. We are reaching out to you today to request your expertise in this area.

Specifically, we require certification for several documents related to planning approval, building approval, plumbing approval, and electrical approval. We are confident that our documentation is in compliance with all relevant regulations and standards, but we require your assistance to ensure that it is certified accurately and efficiently.

We would greatly appreciate any assistance that you can provide in this matter. If you are able to provide certification services or can refer us to someone who can, please let us know at your earliest convenience. We are happy to provide any additional information that may be required to assist with the process.

Thank you for your time and attention to this matter. We look forward to hearing from you soon.

If you have any questions regarding this request, please contact me directly at the contact information below.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com
(LOGO)

Sign off: FAO

Date: 19/3/2023

Template 2: Review of the submission plan conducted

Review of the submission plan conducted (200-300 words)

Client needs

To create a submission plan to ensure all client needs are met for the residential build project, the following steps were taken:

1. Identified the specific needs and requirements of the client. This included factors such as budget, timeline, design preferences, and any special requirements or considerations.
2. Developed a project plan that took into account the client's needs and requirements. This plan included all necessary stages of the project, such as planning, design, construction, and post-construction.
3. Established clear communication channels with the client to ensure that they are informed and involved in the project at all stages. Regular meetings, progress reports, and updates should be provided to keep the client informed of any developments or changes.
4. Identified any necessary permits, approvals, or certifications required for the project and ensure that these are obtained in a timely manner. This involved working with local authorities, building professionals, and other stakeholders as needed.
5. Hired a skilled team of professionals to design and construct the project. This included architects, builders, engineers, and other specialists as required.
6. Ensured that all work is carried out in compliance with relevant regulations, standards, and codes. Regular inspections and quality control measures were to be implemented to ensure that the project meets the client's needs and expectations.
7. Regularly review the project plan and made any necessary adjustments to ensure that the client's needs are being met. This involved revising the timeline, adjusting the design, or making other changes as required.
8. Upon completion of the project, we will provide the client with a detailed report outlining all work that has been carried out, as well as any warranties, guarantees, or maintenance requirements.

By following these steps, we created a submission plan that will ensure that all of the client's needs are met for the residential build project. Regular communication, attention to detail, and a focus on quality and compliance will help to ensure that the project is a success and that the client is satisfied with the final result.

A Submission drawing, also known as an architectural drawing, is a technical drawing of a building (or any project) that falls under the definition of Design or architecture Design.

Meeting customers' expectations

You must first understand your customers' needs to provide excellent customer service.

Know your customers

Gather as much information about your customers as possible. Find out the client's requirements and demands for the building plans.

When attempting to understand their needs, it may be beneficial to know their lifestyle, occupation, and interests. Include any prospective customers who have inquired about your products or services.

Understand your customers' needs

	Each customer will have a unique understanding of what customer service entails. If you want to provide good client service, you should understand the customer's needs and meet those needs. Determine how your customers expect you to meet their requirements.
Outcomes of review conducted	The plans are examined to ensure that the technical aspects of your approved development application, as well as any project conditions, meet Australian Standards Code and Engineering Standards requirements. Construction plans must be approved before issuing a building permit, grading or excavation permit, or floodplain development permit for any type of development. Review process • Pre-application Conference: Contact one of the Community Development Department's planners before submitting your construction plans and technical reports. They will go over administrative review procedures, application and plan submission requirements, decision timelines, development approval conditions, and development standards as they apply to your project. • Send your plans and specifications: Send an electronic copy of the checklist items to the Planning Department. Staff from the Community Development Department will review your submission to see if it is complete within five business days of its receipt. • Referral and Review by the Development Review Committee: Your plans will be evaluated by the Review Committee based on how well they demonstrate compliance with your project approvals and the Australian Building Standards. • Director Evaluation and Decision Based on the following criteria, the Community Development Director will review your construction plans and technical reports and approve, approve with conditions, or deny your application: • The appropriate agency has approved the necessary infrastructure and utility improvements; • The construction plans follow all applicable standards in this Code; • The construction plans follow the City's Engineering Standards; • The construction plans follow all other applicable City standards and policies; and • The construction plans meet the requirements and conditions of any prior approvals.

- | | |
|--|--|
| | <ul style="list-style-type: none">• All applicable codes and standards have been followed, and all regulatory requirements have been met.• Project risks have been assessed and mitigated, such as personal health and safety, design safety, and environmental impacts such as contaminated land |
|--|--|

Sign off: FAO

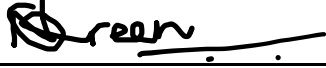
Date: 23/3/2023

Performance Criteria/Performance Checklist: Activity 1

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Identified the project stages that require approvals and create a submission plan. - Identified the project stages that require approval from local authority and dates for submission. - Consulted local authorities to confirm requirements. - Documented the identified stages and dates for submission of applications using Submission Plan. - Determined the level and type of information and documentation required for each approval stage. - Analysed the outcomes of Step 1 to identify the project stages that require approval. - Determined the level and type of information and documentation required for each approval stage and document using Submission Plan. - Determined the following and document using Submission Plan.	☐	☐	

- forms, documents and supporting evidence required to be submitted - application fees, charges and costs.			
Consulted with outside experts to help with document certification. Consult with building professionals and planning officers to help with document certification. Note: Candidate must provide evidence of consulting with outside experts to help with document certification (e.g. screenshots and/or emails)	☐	☐	
Examined the submission plan to ensure that all client needs are addressed and met. - Identified the client needs and document using Template 2. - Reviewed submission plan to ensure client needs are addressed and met. - Documented the outcomes of review conducted using Template 2.	☐	☐	
Used equipment and programs to access and extract information and developed relevant documentation.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

Activity 2: Prepare and lodge application.

This activity requires you to prepare and lodge application for the residential project.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 2' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 3.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

The student should have access to the following documents:

- Project plans and specifications.
- Material specifications
- NCC Vol 1- Vol 3 (Provided along with this assessment)
- Model WHS Law and regulations (Provided along with this assessment)
- Environmental requirements and sustainability principles
- Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
- Project plans, design brief, working drawings and specifications.
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
 - Adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
 - Submit the application and any supporting documentation with approval authority.
 - Notify the client of the need to pay fees by the due dates and terms.

After completing this task, submit the following to your assessor:

- A completed Checklist 2 and Template 3,
- A completed Performance Criteria/Checklist – Activity 2
- Email evidence of them submitting the documentation and supporting information to the relevant supervisor for review
- Screenshot/email evidence of implementing strategies to minimise the impact on stakeholders (this can be simulated with their supervisor).
- Screenshot/email evidence of submitting the application and supporting documentation with approval authority to Supervisor.
- Email confirmation (can be simulated with supervisor) that the relevant person has been notified of any payment due dates and terms and conditions of the construction project.

Checklist 2: Prepare and lodge application.

Steps	Tick mark, once completed
Step 1: Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements. - Determine the documentation and supporting information required to ensure compliance with the building approval authority's requirements and document using Template 3. - Submit the documentation and supporting information prepared to the supervisor assigned via e-mail. - Provide the email response from your Supervisor which confirms that the documentation and supporting information meet the requirements of the building approval authority. Note: Candidate must provide email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor).	X
Step 2: Adopt strategies to minimise the application's impact on stakeholders while maintaining their support. - Analyse the impact of application on stakeholders and document using Template 3. - Implement strategies to minimise impact on stakeholders and maintain their support for the application. - Further, document the strategies adopted to minimise the application's impact on stakeholders using Template 3. Note: Candidate must provide screenshot/email evidence of implementing strategies to minimise the impact on stakeholders (this can be simulated with their supervisor).	X
Step 3: Submit the application and any supporting documentation with approval authority. - Prepare the application and any supporting documentation that is required to be submitted. - Submit the application and any supporting documentation with approval authority to Supervisor via e-mail. Note: Candidate must provide screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority.	X
Step 4: Notify the relevant person of the need to pay fees by the due dates and terms. Document the due dates and terms notified to the client using Template 3. Note: Candidate must provide email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions.	X

Template 3: Prepare and lodge application

Coordinate and manage the site assessment and job set-up for a large, high-rise, or complex building project (300 - 400 words)

Documentation and supporting information required to ensure compliance with the building approval authority's requirements

This review will necessitate the following documents:

Drawings:

- Freehand sketches are acceptable to scale and have a consistent scale.
- site plans
- floor plans
- building sections
- elevation

Report/Written Information: There is no need for a formal report. At this stage, a letter-format report on the following is sufficient.

- The suitability of the site, program areas, and budget.
- Consider foundation/structural alternatives.
- Consideration should be given to plumbing system alternatives.
- Consider heating system alternatives.
- Consideration should be given to ventilation system alternatives.
- Considerable power system alternatives (e.g., phases/loads).
- Consideration should be given to lighting system alternatives.
- Consider other electrical system alternatives.
- A summary table or listing of relevant code requirements and proposed responses.
- Preliminary cost estimate data that will enable the owners to confirm the project budget

Insert email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor) here...

Subject: Submission of Application for Residential Construction Project

Dear Mr Super Visor

I am writing to confirm that we have prepared and lodged the application for the residential construction project with your office for review.

The application has been prepared in compliance with all relevant regulations, codes, and standards, and we believe that it accurately reflects the design and scope of the project.

The application includes:

- Planning Application documentation – Full plans and specifications
- Building Application documentation – standards, legislations, regulations and compliance information
- Plumbing Application documentation
- Electrical Application documentation

In addition to the above documentation, we have also provided any other supporting information that may be required for your review.

We understand the importance of the review process and we are committed to ensuring that all necessary information has been provided to facilitate a comprehensive and timely review.

Please do not hesitate to contact us if you require any further information or clarification on the submitted application.

Thank you for your attention to this matter. We look forward to your prompt review of the application and supporting information.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Impact of application on stakeholders

Maintaining the stakeholder support for the application is key. Investing time and effort in identifying and cultivating stakeholder relationships can boost project confidence, reduce uncertainty, and expedite problem-solving and decision-making.

Before problems arise, identify risks and develop a plan to mitigate them. This will greatly improve the project's success. It will be beneficial to include knowledgeable stakeholders in this process.

The more frequently you engage and involve stakeholders from the beginning, the more likely you are to have a successful project. The team members should know what to expect in terms of delivery, risks, and how to mitigate them by the end of the project. Along the way, they should have reviewed draft deliverables

Strategies adopted to minimise the application's impact on stakeholders

The strategies that were used to minimise the impact on the clients/stakeholders were:

We confirmed that the stakeholders were external and very interested in the outcome of the project.

We shared the project's positive outcomes. If these stakeholders are interested in the project but cannot participate personally due to unforeseen circumstances, we requested increased access to other work group members. These leaders' authority and influence will increase the visibility of the project and the access to stakeholder groups.

We ensured that the project outcomes align with the potential benefits that stakeholders will derive from these outcomes.

We reviewed their concerns about high-impact areas and addressed these. These helped to clarify predictions made in the stakeholder analysis and provided the team with the insights needed to mitigate resistance and minimise negative impact.

Communication: We have established clear lines of communication with our stakeholders to keep them informed of any developments or changes in the project. We are regularly meeting with the local community to provide updates on the project timeline, traffic management and any other issues that may arise. Keeping the communication open and following up when necessary is important. Included each stakeholder when reporting outcomes, re-state the benefits per stakeholder group. Furthermore, being open to answering any questions or addressing further concerns they may have during the implementation of the project, is key to the success of the project.

Site Management: We have implemented strict site management practices to ensure that the construction site is safe and secure. This includes regular inspections of the site, and the provision of appropriate safety equipment to all workers.

Traffic Management: We are aware that construction traffic can have an impact on local roads, so we have put in place traffic management plans to minimise disruption. This includes scheduling deliveries during off-peak hours, and routing traffic away from residential areas.

Environmental Management: We are committed to protecting the environment during the construction process. We have implemented measures to reduce noise, dust, and pollution, and we are regularly monitoring the site to ensure compliance with environmental regulations.

Community Support: We recognise the importance of supporting the local community during the construction process. We have committed to using local suppliers and contractors where possible, and we are working with the community to identify opportunities for local employment and training.

Sandy@gmail.com

Subject: Strategies to Minimise Impact on Stakeholders for Residential Project

Dear Sandy

I am writing to update you on the strategies we have implemented to minimise the impact of the residential construction project on our stakeholders.

We understand that construction projects can have an impact on the local community, and we are committed to ensuring that any disruption is kept to a minimum. To achieve this, we have put the following strategies in place:

1. Communication: We have established clear lines of communication with our stakeholders to keep them informed of any developments or changes in the project. We are regularly meeting with the local community to provide updates on the project timeline, traffic management and any other issues that may arise.
2. Site Management: We have implemented strict site management practices to ensure that the construction site is safe and secure. This includes regular inspections of the site, and the provision of appropriate safety equipment to all workers.
3. Traffic Management: We are aware that construction traffic can have an impact on local roads, so we have put in place traffic management plans to minimise disruption. This includes scheduling deliveries during off-peak hours, and routing traffic away from residential areas.
4. Environmental Management: We are committed to protecting the environment during the construction process. We have implemented measures to reduce noise, dust, and pollution, and we are regularly monitoring the site to ensure compliance with environmental regulations.
5. Community Support: We recognise the importance of supporting the local community during the construction process. We have committed to using local suppliers and contractors where possible, and we are working with the community to identify opportunities for local employment and training.
6. We will share the project's positive outcomes. These will increase the visibility of the project and the access to stakeholder groups.
7. We will ensure that the project outcomes align with the potential benefits that stakeholders will derive from these outcomes.
8. We will review the concerns about high-impact areas and address these.

These help to clarify and provides the team with the insights needed to mitigate resistance and minimise negative impact.

We understand that the success of the project is dependent on our ability to work collaboratively with our stakeholders, and we are committed to doing everything we can to minimise the impact on the local community.

If you have any questions or concerns, please do not hesitate to contact us. We welcome your feedback and are committed to addressing any issues that may arise.

Thank you for your continued support.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Insert screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority here...

From: nao@knightscbi.com

To: certifier@council.com

Subject: Submission of Application and Supporting Documentation for Residential Construction Project

Dear Building Professionals and Planning Officers,

I am writing to confirm that we have submitted the application and supporting documentation for the residential construction project to the approval authority for review.

The application and supporting documentation have been prepared in compliance with all relevant regulations, codes, and standards, and we believe that it accurately reflects the design and scope of the project.

The application includes:

- Planning Application documentation – Full plans and specifications
- Building Application documentation – standards, legislations, regulations and compliance information

In addition to the above documentation, we have also provided any other supporting information that may be required for the approval authority's review.

We understand the importance of the review process and we are committed to ensuring that all necessary information has been provided to facilitate a comprehensive and timely review.

We will keep you updated on the progress of the application, and we will inform you once we receive the approval authority's decision.

Please do not hesitate to contact us if you require any further information or clarification on the submitted application and supporting documentation.

Thank you for your attention to this matter.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Due dates and terms notified to the client

Stages and Dates for Submission of Applications:

1. Pre-application Stage: This is the initial stage where you can obtain preliminary advice and information on the application process and requirements from the local council or private certifier.
2. Application Stage: The application stage involves submitting the completed application form and supporting documents to the local council or private certifier. The timeframe for this stage can vary depending on the complexity of the application and the local council's or private certifier's workload.
3. Assessment Stage: The assessment stage involves the council or private certifier assessing the application against the relevant planning scheme and building codes. This stage may take several weeks or months, depending on the complexity of the application.
4. Decision Stage: The decision stage involves the council or private certifier making a decision on the application. This stage may take up to 20 business days for a private certifier or up to 40 business days for a council.

Application Fees, Charges, and Costs:

1. Development Application Fee: \$2,463.30
2. Building Application Fee: \$1,869.20
3. Building Inspection Fee: \$800.00
4. Plumbing and Drainage Inspection Fee: \$300.00
5. Infrastructure Charges: varies depending on location and type of development

Insert email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions here...

Sandy@gmail.com

Subject: Payment Due Dates and Terms and Conditions for Application process

Dear Sandy

I am writing to confirm that we have notified the relevant person of the payment due dates and terms and conditions for the application process.

As per the terms and conditions, the payment schedule and fee structure is as follows:

1. Development Application Fee: \$2,463.30 to be made payable by 25/3/2023
2. Building Application Fee: \$1,869.20 to be made payable by 2/4/2023
3. Building Inspection Fee: \$800.00 to be advised
4. Plumbing and Drainage Inspection Fee: \$300.00 to be advised
5. Infrastructure Charges: varies depending on location and type of development
6. Any additional fees triggered by you as the owner will incur further costs and be made payable by you eg for boundary variations, etc

We have provided the relevant person with a copy of the plans, and we have highlighted the payment due dates and terms and conditions. We have also informed them of the consequences of late payment or non-payment, as outlined in the contract.

Please note, Non-refundable administration fee of \$350 is payable on applications cancelled prior to assessment.

We understand the importance of timely payments to ensure the completion of the process.

Please let us know if you require any further information or if there are any issues regarding payment.

Thank you for your attention to this matter.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Sign off: FAO

Date: 30/3/2023

Performance Criteria/Performance Checklist: Activity 2

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Prepared documentation and supporting information to ensure compliance with the building approval authority's requirements. - Determined the documentation and supporting information required to ensure compliance with the building approval authority's requirements. - Submitted the documentation and supporting information prepared to the supervisor assigned via e-mail. - Ensured that the documentation and supporting information meet the requirements of the building approval authority. Note: Candidate must provide email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor).	☐	☐	
Adopted strategies to minimise the application's impact on stakeholders while maintaining their support. - Analysed the impact of application on stakeholders. - Implemented strategies to minimise impact on stakeholders and maintain	☐	☐	

their support for the application. Note: Candidate must provide screenshot/email evidence of implementing strategies to minimise the impact on stakeholders (this can be simulated with their supervisor).			
Submitted the application and any supporting documentation with approval authority. - Prepared the application and any supporting documentation that is required to be submitted. - Submitted the application and any supporting documentation with approval authority to Supervisor via e-mail. Note: Candidate must provide screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority.	☐	☐	
Notified the client of the need to pay fees by the due dates and terms. Note: Candidate must provide email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions.	☐	☐	
Used equipment and programs to access and extract information and developed relevant documentation.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

Activity 3: Manage application process.

This activity requires you to manage application process.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 3' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 4.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

The student should have access to the following documents:

- Project plans and specifications.
- Material specifications
- NCC Vol 1- Vol 3 (Provided along with this assessment)
- Model WHS Law and regulations (Provided along with this assessment)
- Environmental requirements and sustainability principles
- Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
- Project plans, design brief, working drawings and specifications.
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Ensure continued progress, seeking confirmation of application status at appropriate intervals.
 - Assess the status of building approvals and notify stakeholders.
 - Examine minor changes to see how they affect the project.
 - Analyse the best course of action for maintaining project continuity in the face of rejected submissions.

After completing this task, submit the following to your assessor:

- A completed Checklist 3 and Template 4,
- A completed Performance Criteria/Checklist – Activity 3
- Email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals.
- Email confirmation (can be simulated with supervisor) that all signed documents have been sent to the appropriate person for verification, so that the project can move onto the next stage.
- Copies of the signed construction project documents you sourced in completion of this activity.

Checklist 3: Manage application process.

Steps	Tick mark, once completed
Step 1: To ensure continued progress, seek confirmation of application status at appropriate intervals. Document the application status at least three (3) different intervals using Template 4.	X
Step 2: Assess the status of building approvals and notify stakeholders. - Identify the relevant stakeholders that need to be notified of the status of the building approval. - Assess building approval progress. - Email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals.	X
Step 3: Examine minor changes to see how they affect the project. Document the minor amendments examined and how they affect the project using Template 4.	X
Step 4: Analyse the best course of action for maintaining project continuity in the face of rejected submissions. - Assume, that the submission has been rejected. - Analyse rejected submission to determine likely success of an appeal or a resubmission. - In Template 4, discuss how you would address a rejected submission to ensure that the project can continue.	X

Template 4: Manage application process.

Manage application process. (300-400 words)

Application status at least three (3) different intervals

Track daily progress and ensure accountability with Daily Logs - Daily logs are essential for staying up to date on the work completed daily. All key stakeholders can easily keep track of project progress with access to Daily Logs.

When creating a daily log, you and your team can include documents, photos, and videos. This will ensure that important project details or completed work are verified

Maintain project timelines with effective scheduling - The schedule will serve as a source of truth for the duration of each job, and keeping it up to date will keep projects on track. Ensuring all key stakeholders are on the same page is important for tracking progress. Schedule items can be shared with your team, subcontractors, and clients to keep all parties informed.

To Do's Schedule - To Do schedule items to track what's being done and who's in charge of each task. Including To-Dos will streamline your scheduling processes and ensure accountability, removing the need to constantly check in while tracking job progress.

Insert email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals here...

Sandy@gmail.com

Subject: Update on building approval application

Dear Sandy

I hope this email finds you well.

I am writing to provide you with an update on the status of the building approvals applications that we have submitted to the council on your behalf.

I am pleased to inform you that we have put through all the necessary applications for the building approvals, and they are currently under review by the council. We have been working closely with the council to ensure that all the requirements have been met, and we are confident that the applications will be approved in due time.

We understand how important it is for you to have a clear idea of the progress being made, so we want to assure you that we will keep you updated on any developments or changes to the situation. We will also notify you immediately if any issues arise during the approval process.

If the local council or private certifier requests additional information or documentation, it is important to respond promptly and provide the requested information as soon as possible as we would like to minimise any delays in the processing of the application. If the application has not been decided within the specified timeframe, we will follow up with the local council or certifier to inquire about the status of the application. At the moment we are working on an estimated timeframe for a decision or hear from them for any advise on any further information or documentation that may be required and we will keep you in the loop.

If you have any questions or concerns regarding the status of your building approvals applications, please do not hesitate to contact us. We are always here to provide you with the support you need and answer any queries you may have.

Thank you for entrusting us with this project. We look forward to updating you on the progress of your building approvals applications.

Kind regards

NAO
Cost Estimator/Contract Administrator/Project Manager
Knights CBI, 123 Mystreet, Myland, QLD
Mob: 0415818248
nao@knightscbi.com
(LOGO)

From: nao@knightscbi.com
To: certifier@council.com
Subject: Confirmation of Document Submission for Project verification

Dear Certifier

I am writing to confirm that all the signed documents for the project have been sent to the appropriate person for verification, and all the final documents for your review, so that the project can move onto the next stage. This is to ensure that it complies with the National Construction Code, Queensland Development Code, and applicable Australian Standards.

We have taken great care to ensure that all the required documents have been prepared accurately and completely, and have been reviewed and signed by the relevant parties. We understand that timely verification of these documents is critical to keeping the project on track, and we have taken steps to ensure that they are delivered to the appropriate person as soon as possible.

We have attached a copy of the documents that have been submitted for your reference. Please let us know if you require any additional information or if there are any issues that need to be addressed.

We are committed to working closely with you to ensure the success of this project, and we appreciate your continued support and collaboration. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your attention to this matter.

Kind regards

NAO
Cost Estimator/Contract Administrator/Project Manager
Knights CBI, 123 Mystreet, Myland, QLD
Mob: 0415818248
nao@knightscbi.com
(LOGO)

Minor amendments examined	An 'amendment' is a change made to the original building consent, whether it is a simple change like a handwritten note on the consented plans by the consent applicant/builder/designer (informal) or a formal amendment as set out in the Building Act 2004 and Building (Forms) Regulations 2004. The common causes were examined as follows: • The project's work was overestimated. • The client or project team encounters obstacles or potential efficiencies that require deviation from the original plan. • The client or project team is inefficient or incapable of completing their required deliverables within budget, necessitating the addition of additional funds, time, or resources to the project. • During the project, additional features or options are noticed and requested. A minor variation does not usually affect Building Code compliance; however they should always be in writing and approved (a copy of the amendments is attached to Activity 3 folder while the other documentation are attached to the Activity 2 folder – I cannot upload repeat documents to each folder due to the size of the submission link). The variations were mainly (refer to attachment in Activity 3 folder): • swapping out one internal lining for a similar internal lining • swapping out the type of timber treatment • minor wall bracing modifications • a modification to a component • a construction modification (eg framing)
Discuss how you would address a rejected submission to ensure that the project can continue.	I would: Gather Resources – Compile all your employees/contractors into a document along with their contact information to quickly refer to the information. Make a list of all your equipment, including model numbers and contact information for those who service and sell it to get started on repairs or replacements sooner and make the process of filing construction insurance claims go more smoothly. Establish temporary work locations so that employees can continue to work in the office. It's also critical to know where to get rental equipment to keep working on the Jobsite if your machinery is damaged or destroyed. Make sure the computers and networks are regularly backed up so we can get our systems up and running quickly. Because of the reliance on technology, it is critical to recover business data and records as soon as possible to maintain operations. Establish Processes – Establish processes to determine how you will continue to work if major tools, equipment, technology, or people become unavailable. Assign Roles - the team needs to know what needs to be done and who should be doing it. Assign roles to people in your organisation who will be in charge of critical business operations. Develop a Communication Plan - Create a clear strategy for communicating the next steps to your employees/contractors.
Sign off: FAO Date: 6/4/2023	

Performance Criteria/Performance Checklist: Activity 3

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
To ensure continued progress, sought confirmation of application status at appropriate intervals. Document the application status at least three (3) different intervals using Template 4.	☐	☐	
Assessed the status of building approvals and notify stakeholders. - Identified the relevant stakeholders that need to be notified of the status of the building approval. - Assessed building approval progress. - Email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals.	☐	☐	
Examined minor changes to see how they affect the project. Document the minor amendments examined and how they affect the project using Template 4.	☐	☐	
Analysed the best course of action for maintaining project continuity in the face of rejected submissions. Assume, that the submission has been rejected.	☐	☐	

- Analysed rejected submission to determine likely success of an appeal or a resubmission. - In Template 4, discuss how you would address a rejected submission to ensure that the project can continue.			
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			
Student signature			
Trainer/Assessor signature			

Pre-Assessment Checklist: Task 3 – Skill Test

The purpose of this checklist

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.

Section 1: Information for Students

- ☐ Make sure you have completed the necessary prior learning before attempting this assessment.
- ☐ Make sure you understand what evidence is required to be collected and how.
- ☐ Make sure you know your rights and the Complaints and Appeal process.
- ☐ Make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix and negotiate these with your trainer/assessor).
- ☐ Make sure that you have access to a computer and the internet (if you prefer to type the answers).
- ☐ Make sure that you have all the required resources needed to complete this Assessment Task (AT).
- ☐ The due date of this assessment task is in accordance with your timetable.
- ☐ In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
- ☐ The request for an extension to submit your assessment work must be made before the due date.

Section 2: Reasonable adjustments

I confirm that I have reviewed the **Reasonable Adjustments guidelines and criteria** as provided in Appendix A and attached relevant evidence as required and select the correct checkbox.

- ☐ I do require reasonable adjustment
- ☒ I do not require reasonable adjustment

Declaration (Student to complete)

- ☒ I confirm that the purpose and procedures of this assessment task has been clearly explained to me.
- ☒ I confirm that I have been consulted about any special needs I might have in relation to the assessment process.
- ☒ I confirm that the criteria used for this assessment has been discussed with me, as have the consequences and possible outcomes of this assessment.
- ☒ I confirm I have accessed and understand the assessment information as provided in the Training Organisation's Student Handbook.
- ☒ I confirm I have been given fair notice of the date, time, venue and/or other arrangements for this assessment.
- ☒ I confirm that I am ready for assessment.

Student Name: Noreen Abu-Obeid

Student Signature:



Assessment method-based instructions and guidelines: Skill Test

Assessment type

- Skill Test - Arrange building applications and approvals

Instructions provided to the student:

Assessment task description:

- This is the third assessment task you must successfully complete to be deemed competent in this unit of competency.
- This assessment task is a Skills Test.
 - This assessment task consists of three (3) practical demonstration activities.
 - Activity 1: Develop and review a submission plan.
 - Activity 2: Prepare and lodge application.
 - Activity 3: Manage application process.
- You must attempt all activities of the project for your trainer/assessor to assess your competence in this assessment task.

Applicable conditions:

- This skill test is untimed and is conducted as an open book assessment (this means you are able to refer to your textbook or other learner materials during the test).
- You will be assessed independently on this assessment task.
- No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory.
- As you complete this assessment task, you are predominately demonstrating your skills, techniques and knowledge to your trainer/assessor.
- Your trainer/assessor may ask you relevant questions during this assessment task

Resubmissions and reattempts:

- Where a student's answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed.
- The student may speak to their trainer/assessor if they have any difficulty in completing this task and require reasonable adjustments.
- For more information, please refer to the Student Handbook.

Location:

- This assessment task may be completed in:
 - ☐ a classroom
 - ☐ learning management system (i.e. Moodle),
 - ☐ workplace,
 - ☐ or an independent learning environment.

Purpose of the assessment

The purpose of this assessment task is to assess the student's knowledge and skills essential to arrange building applications and approvals in a range of contexts and industry settings.

- Skills to identify the project stages that require approvals and create a submission plan.
- Skills to determine the level and type of information and documentation required for each approval stage.
- Skills to consult with outside experts to help with document certification.
- Skills to examine the submission plan to ensure that all client needs are addressed and met.

- Skills to prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
- Skills to adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
- Skills to submit the application and any supporting documentation with approval authority.
- Skills to notify the appropriate person of the need to pay fees by the due dates and terms.
- Skills to ensure continued progress, seek confirmation of application status at appropriate intervals.
- Skills to assess the status of building approvals and notify stakeholders.
- Skills to examine minor changes to see how they affect the project.
- Skills to analyse the best course of action for maintaining project continuity in the face of rejected submissions, resubmissions, or appeals.
- Skills to use digital tools and devices to communicate and collaborate effectively with others.
- Skills to use equipment and programs to access and extract information and develop relevant documentation.
- Skills to Liaise with clients, stakeholders, specialists and approval authorities to negotiate amendments, confirm requirements and share information.

Task instructions

- This is an individual assessment.
- The purpose of this assessment task is to prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval.
- The student must assess the NCC codes for relevant class of the building to perform the activities specified in the assessment task.
- The student will be required to communicate effectively with clients, building professionals and planning officers.
- The student must supervise the various aspects of the construction.
- The trainer/assessor must assess the performance as per the performance criteria and checklist provided.

Assessment Task 3: Skills Test

Skills Test:

This assessment task requires the student to prepare, submit and manage a **Commercial building** and construction application for approval. This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

*This assessment task will be performed for a **Commercial building**.*

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to communicate effectively with clients, building professionals and planning officers.

To arrange building applications and approvals, you are required to complete the following activities:

- Activity 1: Develop and review a submission plan.
- Activity 2: Prepare and lodge application.
- Activity 3: Manage application process.

Instructions for trainer/assessor:

- The workplace must be:
 - An actual workplace
 - A close simulation of the workplace environment provided that simulated or project-based assessment techniques replicate construction workplace conditions, materials, activities, responsibilities and procedures

Note: The requirements for a simulated workplace environment are given below.

- *The structure must be a **Commercial building**.*
- The role of the Supervisor (trainer/assessor) is to allocate the tasks, activities and responsibilities that you will be required to undertake to complete these assessments.
- The worksite must meet the requirements given in the 'Simulated workplace environment requirements' section given below.
- The trainer/assessor must ensure that if the assessment task is to be conducted in a simulated environment, it must replicate workplace conditions, materials and equipment, interactions with others and workplace irregularities and meets industry standards for safety and environmental practices.

Instructions for the student:

- The student will be required to bring all necessary PPEs required to complete this activity.
- The student must follow the instructions provided by the Supervisor.
- The student must complete the activities specified.

Simulated workplace environment requirements

The student is required to have access to a workplace or a close simulation of the workplace environment to replicate construction workplace conditions and standards, materials, activities, responsibilities, procedures, safety requirements and environmental considerations to each student.

Further, the training organisation must ensure the construction site must meet the requirements given in the table below.

The training organisation must ensure that the student has access to the following:

- WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
- Current building and construction codes and standards
 - <https://www.abcb.gov.au/>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-one-amendment-1/contents-and-introduction/introduction-ncc-volume>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-two-amendment-1/contents-and-introduction/copyright-and-licence>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-three-amendment-1/contents-and-introduction/introduction-ncc>
- NCC Volume 1 – Volume 3 (Provided along with this assessment)
- Organisational quality policies and procedures
- Workplace safety requirements
- Project plans and specifications
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals
- Business equipment and technology, applications and software.

The worksite must have realistic tasks or simulated tasks, relevant specifications and work instructions, standard work practices, safety requirements and environmental constraints.

The site and its surroundings are accessible and clear of hazards, so far as reasonably practicable.

The site must have realistic workplace conditions, standards, materials, activities, responsibilities, procedures, safety requirements, and environmental considerations.

An experienced employee is available to provide adequate guidance and supervision to less experienced employees.

The students have the clothing and footwear required. In addition, the clothing and footwear are in good condition and suitable for the task.

Workplace Scenario

You are working as a project manager in a construction company. Your organisation has received a project to construct a commercial building.

As a project manager, you must prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval.

This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

Task requirements:

To prepare and submit building applications to appropriate authorities for approval and manage the submission through to its final approval, you will be required to demonstrate your skills and knowledge in the following areas:

- Identify the project stages that require approvals and create a submission plan.
- Determine the level and type of information and documentation required for each approval stage.
- Consult with outside experts to help with document certification.
- Examine the submission plan to ensure that all client needs are addressed and met.
- Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
- Adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
- Submit the application and any supporting documentation with approval authority.
- Notify the appropriate person of the need to pay fees by the due dates and terms.
- To ensure continued progress, seek confirmation of application status at appropriate intervals.
- Assess the status of building approvals and notify stakeholders.
- Examine minor changes to see how they affect the project.
- Analyse the best course of action for maintaining project continuity in the face of rejected submissions, resubmissions, or appeals.
- Use digital tools and devices to communicate and collaborate effectively with others.
- Use equipment and programs to access and extract information and develop relevant documentation.

- Liaise with clients, stakeholders, specialists and approval authorities to negotiate amendments, confirm requirements and share information.

Roles and responsibilities (Supervisor):

The Supervisor must:

- Ensure that the student is clear about the task requirements.
- Supervise the student performing the task.
- Observe them against the observation checklist provided after each activity.

Skills Test:

This assessment task requires the student to prepare, submit and manage a **Commercial building** and construction application for approval. This includes:

- Developing a submission plan that includes the following:
 - stages and dates for submission of applications
 - forms, documents and supporting evidence required to be submitted
 - application fees, charges and costs.
- Preparing and lodging application.
- Managing application process.

*This assessment task will be performed on a **Commercial building**.*

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to communicate effectively with clients, building professionals and planning officers.

To arrange building applications and approvals, you are required to complete the following activities:

- Activity 1: Develop and review a submission plan.
- Activity 2: Prepare and lodge application.
- Activity 3: Manage application process.

Activity 1: Develop and review a submission plan – Commercial building.

This activity requires you to Develop and review a submission plan – Commercial building.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 1' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 1 & 2.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - Project plans and specifications.
 - Material specifications
 - NCC Vol 1- Vol 3 (Provided along with this assessment)
 - Model WHS Law and regulations (Provided along with this assessment)
 - Environmental requirements and sustainability principles
 - Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
 - Project plans, design brief, working drawings and specifications.
 - Manufacturer specifications and installation instructions
 - Local authority building approval processes and application forms
 - Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Identify the project stages that require approvals and create a submission plan.
 - Consult with outside experts to help with document certification.
 - Examine the submission plan to ensure that all client needs are addressed and met.

After completing this task, submit the following to your assessor:

- A completed Checklist and Template 1 & 2,
- A completed Performance Criteria/Checklist – Activity 1 & 2
- Copies of any emails/screenshots used to communicate with outside experts to assist with document certification
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 1: Develop and review a submission plan.

Steps	Tick mark, once completed
Step 1: Identify the project stages that require approvals and create a submission plan. - Identify the project stages that require approval from local authority and dates for submission. - Consult local authorities to confirm requirements. - Document the identified stages and dates for submission of applications using Submission Plan (Template 1). - Determine the level and type of information and documentation required for each approval stage. - Analyse the outcomes of Step 1 to identify the project stages that require approval. - Determine the level and type of information and documentation required for each approval stage and document using Submission Plan (Template 1). - Determine the following and document using Submission Plan (Template 1). - forms, documents and supporting evidence required to be submitted - application fees, charges and costs.	X
Step 2: Consult with outside experts to help with document certification. - Use digital tools and devices to communicate and collaborate effectively with others. - Consult with building professionals and planning officers to help with document certification. Note: Candidate must provide evidence of using digital tools and devices to communicate with outside experts (e.g. screenshots and/or emails)	X
Step 3: Examine the submission plan to ensure that all client needs are addressed and met. - Identify the client needs and document using Template 2. - Review submission plan to ensure client needs are addressed and met. - Document the outcomes of review conducted using Template 2.	X

Template 1: Submission plan

Submission plan (300-400 words)

Identified stages and dates for submission of applications

We identified the project stages that require approval from local authority and dates for submission and below is the process undertaken for the records for the commercial project regarding commercial student accommodation with shared facilities:

The project stages in a commercial build that require approvals may vary depending on the specific location and regulations, but the following are the stages undertaken:

- Planning Approval: Before any construction work can begin, we need to obtain planning approval from the local council or relevant government authority. This approval will consider factors such as the proposed building's size, location, and impact on the environment and surrounding community.
- Building Approval: Once you have received planning approval, you will need to obtain building approval from the local council or a private certifier. This approval will consider whether the building complies with relevant building codes and standards.
- Plumbing Approval: We would need to obtain approval for any plumbing work that is being carried out as part of the construction process. This approval will ensure that the plumbing work is compliant with relevant standards and regulations.
- Electrical Approval: Similarly, we need to obtain approval for any electrical work that is being carried out as part of the construction process. This approval will ensure that the electrical work is compliant with relevant standards and regulations.

Submission Plan:

To create a submission plan for these approvals, we considered the following steps:

- We Identified the specific approvals that are required for the project based on the regulations in QLD.
- Researched the requirements and criteria for each approval and determined the necessary documentation that needs to be submitted.
- Created a checklist of the documents required for each approval.
- Developed a timeline for the submission of each approval, considering the time required for processing and any potential delays.
- Ensured that all documentation is completed accurately and in compliance with the relevant standards and regulations.
- Submitted the documentation to the relevant authorities as per the timeline, and followed up to ensure that the approvals are processed in a timely manner.
- Once all the necessary approvals are obtained, we can begin the construction process according to the approved plans and standards.

Submission plan:

A submission drawing, also known as an architectural drawing, is a technical drawing of a building (or any project) that falls under the definition of Design or architecture Design.

The following items are included in a submission/passing drawing:

- Every Floor Plan.
- One section is required.
- One elevation is required.
- Site map.
- The main strategy
- North is the direction.
- Calculation of the built-up area.

Stages and Dates for Submission of Applications:

- Pre-application Stage: This is the initial stage where you can obtain preliminary advice and information on the application process and requirements from the local council or private certifier. 5/2/2023
- Application Stage: The application stage involves submitting the completed application form and supporting documents to the local council or private certifier. The timeframe for this stage can vary depending on the complexity of the application and the local council's or private certifier's workload. 5/3/2023
- Assessment Stage: The assessment stage involves the council or private certifier assessing the application against the relevant planning scheme and building codes. This stage may take several weeks or months, depending on the complexity of the application. 25/3/2023
- Decision Stage: The decision stage involves the council or private certifier making a decision on the application. This stage may take up to 20 business days for a private certifier or up to 40 business days for a council. 5/4/2023

Get building approval

To get building approval, we need to do the following:

- Assign a licensed building surveyor to serve as your certifier.
- Fill out and submit the necessary forms.
- Pay the applicable fees.

We provided the certifier with plans that adhere to the relevant codes and design guidelines.

Commencement of building work

- Before starting construction, we must apply to the building certifier for a commencement notice and sign the commencement notice application form.
- Construction work can begin once the certifier has issued a commencement notice and all other necessary approvals and requirements are in place.

Conditions of building

We must be aware of the following:

	- any project-related conditions in the notice of decision about your development approval, such as that certain conditions must be met before any construction or building work can begin. - any lease provisions
Level and type of information and documentation required for each approval stage	Planning permits grant permission to develop or use land in a specific manner. A planning permit may be required for a new home, extension, renovation, or additional dwelling on the property. - The issuing of a planning permit is the responsibility of the local council. Before getting a building permit, you must first get a planning permit from your local council. - You may need to consult with a town planner to determine whether your building project requires a planning permit. - Planning permit applications to the council may be required to include the proposed design, planning report, shadow diagrams, and other pertinent documentation. For more information, contact your local government. Building permits are documents that certify that a proposed structure complies with the relevant building codes. A building permit is a written approval issued by a private or municipal building surveyor. It enables construction work to follow approved plans, specifications, and other relevant documentation. <u>A building permit protects you by ensuring that:</u> - the construction workers on your project are registered and have the necessary insurance. - adequate documentation is prepared so that the construction can be completed correctly and following building legislation; - On completion of the building work, the building permit will state whether an occupancy permit or a certificate of final inspection is required. <u>This review will necessitate the following documents:</u> <u>Drawings:</u> - Freehand sketches are acceptable to scale and have a consistent scale. - site plans - floor plans - building sections - elevation <u>Report/Written Information:</u> There is no need for a formal report. At this stage, a letter-format report on the following is sufficient. - The suitability of the site, program areas, and budget. - Consider foundation/structural alternatives. - Consideration should be given to plumbing system alternatives. - Consider heating system alternatives. - Consideration should be given to ventilation system alternatives. - Considerable power system alternatives (e.g., phases/loads).

	• Consideration should be given to lighting system alternatives. • Consider other electrical system alternatives. • A summary table or listing of relevant code requirements and proposed responses. • Preliminary cost estimate data that will enable the owners to confirm the project budget
Forms, documents and supporting evidence required to be submitted	Forms, Documents, and Supporting Evidence Required to be Submitted: • Completed Development Application Form • Plans and specifications of the proposed building • Certificate of Title • Planning Scheme Report • Owner's Consent Form • Soil Test Report • Structural Engineering Report • Energy Efficiency Report • Bushfire Hazard Assessment Report • Waste Management Plan Types of information and documentation needed for building approval <u>Design and construction projects, as well as staged approvals</u> While a design and build contract allows for ongoing building design during construction, the major elements, services, and junctions should be resolved before applying for building approval. Continual changes throughout the project may imply insufficient time in the project schedule to fully consider how the building will comply, the effect of the changes on other aspects of the building and the cumulative effect of changes on the building's performance. Suppose it is intended to apply for separate approvals for each project stage. In that case, each application must include sufficient information. Any existing part of the building can be altered (built on) while remaining structurally stable and compliant with the building code. That previously approved works are not jeopardised. The certifier may issue an approval for a portion of the work under the Act, but only if all of the relevant information for that portion is present. Both scenarios may necessitate the ongoing involvement of specialist designers throughout the project. An application for a building permit for a new class 2-9 building or a substantial alteration to a class 2-9 building must include a. - a project summary following Part 2, including a schedule of the documents that comprise the plans and specifications; and b. • Schedule of the documents that comprise the plans and specifications. • A development statement, as well as site and location plans prepared following Part 5;

- Plans, specifications, and other supporting documents that comply with Part 6 requirements;
- For projects containing a performance solution, the performance solution information required in Part 7, for each performance solution;

Drawings and plans

- A drawing title that indicates what the drawing is about;
- A drawing number as well as the version;
- The drawing's completion date;
- The land's block, section, and suburb;
- The street address of the project;
- The names of the property owners;

A building approval application must include a location plan that:

- includes the immediate area surrounding the site where the building work is proposed to be carried out;
- is drawn at a scale appropriate to the site and surrounding areas; and
- includes the following for the land where the building work will be done and adjacent land:
 - the legal boundaries of all land in the plan;
 - easements on the land;
 - existing buildings and other site features;

Engineering design

This includes the dimensions and physical characteristics of the structure built. The dimensions of the structure are presented in the form of a drawing, which is referred to as a blueprint in layman's terms. These blueprints are supplemented with written documents known as specifications.

The consultant carefully examines plans and specifications to direct the contractor on the expected work. To begin the construction process, the design process is also useful in preparing a list of materials to be procured, also known as a bill of materials.

Building surveyors

- Certifying that the design of new building work meets the applicable building standards; and
- Certifying that the building was built following the specified plans and specifications.
- Attesting that existing buildings meet applicable building standards for temporary or permanent changes in use or classification, or when a building is strata titled or retrospectively approved; and
- Certifying that the building in its current form is safe to occupy and use in the manner proposed.
- Owners or applicants can hire a private building surveyor or a building surveyor employed by a local government that offers certification services.

Private building surveyor

A private building surveyor must be registered as a building surveying contractor to contract with the public for building surveying work. Building surveying contractor registration entitles the holder to contract for building surveying work, which is defined in the Registration Act as:

- building surveying work level 1 — certifying the conformity of any building or incidental structure;
- Building surveying work level 2 — certifying compliance for a structure or building with a floor area of up to 2000m² and no more than three storeys

A registered surveying practitioner must always be a director or partner of a building surveying contractor. At least one building surveying practitioner must be employed as the nominated supervisor. A building surveying contractor (individual) must always be the designated supervisor and be registered as a building surveying practitioner.

Under the Registration Act, there is a third level of building surveying practitioner technician registration. Such practitioners are typically employed by a permit authority or a private building surveying contractor. They are limited to certifying buildings up to two storeys high with a floor area of 500m². A technician cannot provide certification services to members of the public.

Quantity surveyors: Quantity surveyors advise on financial and contractual issues about construction projects, prepare quantities bills, and perform other support functions about the financing and materials required for building projects.

Site surveyors: Surveyors update boundary lines and prepare construction sites to avoid legal disputes. Surveyors take precise measurements to determine the boundaries of properties. They provide information about the shape and contour of the Earth's surface for engineering, mapping, and construction projects.

Geotechnical engineer

It is the responsibility of a geotechnical engineer to investigate the subsurface of the project area. The engineer will be in charge of several tasks, the first of which is collecting soil samples and determining the stress-bearing capability of the proposed site's ground. There are three types of problems in geotechnical engineering: failure load problems, deformation problems, and flow problems. Each problem can be solved by using experimental modelling, theoretical modelling, or experience.

Environmental specialists

The environmental specialist's role is to inspect the construction site's location and environmental impacts. It makes policy recommendations for the design, implementation, and modification of government or commercial environmental operations.

Structural engineers: You hire a structural engineer to review your plans before building a house, not after. That is when you begin sketching the plans. The engineer will examine your framing plans, member sizes, beam and column support, roof framing sizes and supports, and foundation.

Structural engineers are primarily concerned with designing and constructing safe structures. They can withstand the elements they will be exposed to and improve the structural integrity of existing structures. The job is very similar to that of a civil engineer.

Mechanical engineer: The study, design, development, construction, and testing of mechanical and thermal sensors and devices, such as tools, engines, and machines,

	is known as mechanical engineering. Mechanical engineers are mostly employed in engineering services, R&D, and manufacturing. <u>Electrical engineers</u>: At the start of the construction planning process, electrical site engineers assist in developing cost estimates for both material and labour. They also estimate manpower and timelines to provide project managers with the necessary information for contractor bids and keep the project on budget. Electrical engineers are in charge of designing, developing, and maintaining electrical systems in buildings, transportation systems, and power distribution networks. They work in various industries, including construction, transportation, energy (including renewable energy), building services, and manufacturing.
Application fees, charges and costs	Application Fees, Charges, and Costs: 1. Development Application Fee: \$3,243.30 2. Building Application Fee: \$2,369.20 3. Building Inspection Fee: \$1250 4. Plumbing and Drainage Inspection Fee: \$680.00 5. Infrastructure Charges: \$3200
<i>Insert evidence of using digital tools and devices to communicate with outside experts (e.g. screenshots and/or emails) here...</i> From: nao@knightsabi.com To: certifier@council.com Subject: Request for document certification assistance Dear Building Professionals and Planning Officers, I am writing to request your assistance with the certification of several important documents related to a commercial build project. Our team has been working hard to ensure that all necessary documentation is in order for the project. I, Noreen Abu-Obeid, am the Estimator and Contracts administrator at Knights CBI company Ltd. We are excited to get started on your engagement and therefore I am writing to request your assistance in this matter. We have attached the following construction project documents including: • Relevant construction project drawings and plans • Relevant construction project specifications • Sustainability assessments • Acoustic reports • External fire separating wall • Foundations and Bracing and Tie-downs • Soil test reports • Easements reports • Plumbing and electrical plans As you may be aware, certification is a critical component of any construction project, and it is essential that all documents are certified accurately and in compliance with relevant standards and regulations. We are reaching out to you today to request your expertise in this area.	

Specifically, we require certification for several documents related to planning approval, building approval, plumbing approval, and electrical approval. We are confident that our documentation is in compliance with all relevant regulations and standards, but we require your assistance to ensure that it is certified accurately and efficiently.

We would greatly appreciate any assistance that you can provide in this matter. If you are able to provide certification services or can refer us to someone who can, please let us know at your earliest convenience. We are happy to provide any additional information that may be required to assist with the process.

Thank you for your time and attention to this matter. We look forward to hearing from you soon.

If you have any questions regarding this request, please contact me directly at the contact information below.

Kind regards

NAO
Cost Estimator/Contract Administrator/Project Manager
Knights CBI, 123 Mystreet, Myland, QLD
Mob: 0415818248
nao@knightscbi.com
(LOGO)

Sign off: FAO

Date: 7/4/2023

Template 2: Review of the submission plan conducted

Review of the submission plan conducted (200-300 words)

Client needs

To create a submission plan to ensure all client needs are met for the commercial build project, the following steps were taken:

- Identified the specific needs and requirements of the client. This included factors such as budget, timeline, design preferences, and any special requirements or considerations.
- Developed a project plan that took into account the client's needs and requirements. This plan included all necessary stages of the project, such as planning, design, construction, and post-construction.
- Established clear communication channels with the client to ensure that they are informed and involved in the project at all stages. Regular meetings, progress reports, and updates should be provided to keep the client informed of any developments or changes.
- Identified any necessary permits, approvals, or certifications required for the project and ensure that these are obtained in a timely manner. This involved working with local authorities, building professionals, and other stakeholders as needed.
- Hired a skilled team of professionals to design and construct the project. This included architects, builders, engineers, and other specialists as required.
- Ensured that all work is carried out in compliance with relevant regulations, standards, and codes. Regular inspections and quality control measures were to be implemented to ensure that the project meets the client's needs and expectations.
- Regularly review the project plan and made any necessary adjustments to ensure that the client's needs are being met. This involved revising the timeline, adjusting the design, or making other changes as required.
- Upon completion of the project, we will provide the client with a detailed report outlining all work that has been carried out, as well as any warranties, guarantees, or maintenance requirements.

By following these steps, we created a submission plan that will ensure that all of the client's needs are met for the commercial build project. Regular communication, attention to detail, and a focus on quality and compliance will help to ensure that the project is a success and that the client is satisfied with the final result.

A Submission drawing, also known as an architectural drawing, is a technical drawing of a building (or any project) that falls under the definition of Design or architecture Design.

Meeting customers' expectations

You must first understand your customers' needs to provide excellent customer service.

Know your customers

Gather as much information about your customers as possible. Find out the client's requirements and demands for the building plans.

	When attempting to understand their needs, it may be beneficial to know their lifestyle, occupation, and interests. Include any prospective customers who have inquired about your products or services. <u>Understand your customers' needs</u> Each customer will have a unique understanding of what customer service entails. If you want to provide good client service, you should understand the customer's needs and meet those needs. Determine how your customers expect you to meet their requirements.
Outcomes of review conducted	The plans are examined to ensure that the technical aspects of your approved development application, as well as any project conditions, meet Australian Standards Code and Engineering Standards requirements. Construction plans must be approved before issuing a building permit, grading or excavation permit, or floodplain development permit for any type of development. Review process • Pre-application Conference: Contact one of the Community Development Department's planners before submitting your construction plans and technical reports. They will go over administrative review procedures, application and plan submission requirements, decision timelines, development approval conditions, and development standards as they apply to your project. • Send your plans and specifications: Send an electronic copy of the checklist items to the Planning Department. Staff from the Community Development Department will review your submission to see if it is complete within five business days of its receipt. • Referral and Review by the Development Review Committee: Your plans will be evaluated by the Review Committee based on how well they demonstrate compliance with your project approvals and the Australian Building Standards. • Director Evaluation and Decision Based on the following criteria, the Community Development Director will review your construction plans and technical reports and approve, approve with conditions, or deny your application: • The appropriate agency has approved the necessary infrastructure and utility improvements; • The construction plans follow all applicable standards in this Code; • The construction plans follow the City's Engineering Standards; • The construction plans follow all other applicable City standards and policies; and • The construction plans meet the requirements and conditions of any prior approvals.

- | | |
|--|--|
| | <ul style="list-style-type: none">• All applicable codes and standards have been followed, and all regulatory requirements have been met.• Project risks have been assessed and mitigated, such as personal health and safety, design safety, and environmental impacts such as contaminated land |
|--|--|

Sign off: FAO

Date: 9/4/2023

Performance Criteria/Performance Checklist: Activity 1

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Identified the project stages that require approvals and create a submission plan. - Identified the project stages that require approval from local authority and dates for submission. - Consulted local authorities to confirm requirements. - Documented the identified stages and dates for submission of applications using Submission Plan. - Determined the level and type of information and documentation required for each approval stage. - Analysed the outcomes of Step 1 to identify the project stages that require approval. - Determined the level and type of information and documentation required for each approval stage and document using Submission Plan. - Determined the following and document using Submission Plan.	☐	☐	

- forms, documents and supporting evidence required to be submitted - application fees, charges and costs.			
Consulted with outside experts to help with document certification. Consult with building professionals and planning officers to help with document certification. Note: Candidate must provide evidence of consulting with outside experts to help with document certification (e.g. screenshots and/or emails)	☐	☐	
Examined the submission plan to ensure that all client needs are addressed and met. - Identified the client needs and document using Template 2. - Reviewed submission plan to ensure client needs are addressed and met. - Documented the outcomes of review conducted using Template 2.	☐	☐	
Used equipment and programs to access and extract information and developed relevant documentation.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	<u>Green</u> .
Trainer/Assessor signature	

Activity 2: Prepare and lodge application.

This activity requires you to prepare and lodge application for a **Commercial building**.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 2' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 2.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

The student should have access to the following documents:

- Project plans and specifications.
- Material specifications
- NCC Vol 1- Vol 3 (Provided along with this assessment)
- Model WHS Law and regulations (Provided along with this assessment)
- Environmental requirements and sustainability principles
- Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
- Project plans, design brief, working drawings and specifications.
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements.
 - Adopt strategies to minimise the application's impact on stakeholders while maintaining their support.
 - Submit the application and any supporting documentation with approval authority.
 - Notify the client of the need to pay fees by the due dates and terms.

After completing this task, submit the following to your assessor:

- A completed Checklist 2 and Template 3,
- A completed (by observer) Performance Criteria/Checklist – Activity 2
- Copies of any screenshot/email evidence of submitting the application and supporting documentation with approval authority to Supervisor.
- Email confirmation (can be simulated with supervisor) that the client has been notified of any payment due dates and terms and conditions of the construction project.

Checklist 2: Prepare and lodge application.

Steps	Tick mark, once completed
Step 1: Prepare documentation and supporting information to ensure compliance with the building approval authority's requirements. - Determine the documentation and supporting information required to ensure compliance with the building approval authority's requirements and document using Template 3. - Submit the documentation and supporting information prepared to the supervisor assigned via e-mail. - Provide the email response from your Supervisor which confirms that the documentation and supporting information meet the requirements of the building approval authority. Note: Candidate must provide email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor).	X
Step 2: Adopt strategies to minimise the application's impact on stakeholders while maintaining their support. - Analyse the impact of application on stakeholders and document using Template 3. - Implement strategies to minimise impact on stakeholders and maintain their support for the application. - Further, document the strategies adopted to minimise the application's impact on stakeholders using Template 3. Note: Candidate must provide screenshot/email evidence of implementing strategies to minimise the impact on stakeholders (this can be simulated with their supervisor).	X
Step 3: Submit the application and any supporting documentation with approval authority. - Prepare the application and any supporting documentation that is required to be submitted. - Submit the application and any supporting documentation with approval authority to Supervisor via e-mail. Note: Candidate must provide screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority.	X
Step 4: Notify the relevant person of the need to pay fees by the due dates and terms. Document the due dates and terms notified to the client using Template 3. Note: Candidate must provide email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions.	X

Template 3: Prepare and lodge application

Coordinate and manage the site assessment and job set-up for a large, high-rise, or complex building project (300 - 400 words)

Documentation and supporting information required to ensure compliance with the building approval authority's requirements

This review will necessitate the following documents:

Drawings:

- Freehand sketches are acceptable to scale and have a consistent scale.
- site plans
- floor plans
- building sections
- elevation

Report/Written Information: There is no need for a formal report. At this stage, a letter-format report on the following is sufficient.

- The suitability of the site, program areas, and budget.
- Consider foundation/structural alternatives.
- Consideration should be given to plumbing system alternatives.
- Consider heating system alternatives.
- Consideration should be given to ventilation system alternatives.
- Considerable power system alternatives (e.g., phases/loads).
- Consideration should be given to lighting system alternatives.
- Consider other electrical system alternatives.
- A summary table or listing of relevant code requirements and proposed responses.
- Preliminary cost estimate data that will enable the owners to confirm the project budget

Insert email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor) here...

Subject: Submission of Application for Commercial Construction Project

Dear Mr Super Visor

I am writing to confirm that we have prepared and lodged the application for the commercial construction project with your office for review.

The application has been prepared in compliance with all relevant regulations, codes, and standards, and we believe that it accurately reflects the design and scope of the project.

The application includes:

- Planning Application documentation – Full plans and specifications
- Building Application documentation – standards, legislations, regulations and compliance information
- Sustainability assessments
- Acoustic reports
- External fire separating wall
- Foundations and Bracing and Tie-downs
- Soil test reports
- Easements reports

- Plumbing and electrical plans

In addition to the above documentation, we have also provided any other supporting information that may be required for your review.

We understand the importance of the review process and we are committed to ensuring that all necessary information has been provided to facilitate a comprehensive and timely review.

Please do not hesitate to contact us if you require any further information or clarification on the submitted application.

Thank you for your attention to this matter. We look forward to your prompt review of the application and supporting information.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Impact of application on stakeholders

Maintaining the stakeholder support for the application is key.

Investing time and effort in identifying and cultivating stakeholder relationships can boost project confidence, reduce uncertainty, and expedite problem-solving and decision-making.

Before problems arise, identify risks and develop a plan to mitigate them. This will greatly improve the project's success. It will be beneficial to include knowledgeable stakeholders in this process.

The more frequently you engage and involve stakeholders from the beginning, the more likely you are to have a successful project. The team members should know what to expect in terms of delivery, risks, and how to mitigate them by the end of the project. Along the way, they should have reviewed draft deliverables

Strategies adopted to minimise the application's impact on stakeholders

The strategies that were used to minimise the impact on the clients/stakeholders were:

We confirmed that the stakeholders were external and very interested in the outcome of the project.

We shared the project's positive outcomes. If these stakeholders are interested in the project but cannot participate personally due to unforeseen circumstances, we requested increased access to other work group members. These leaders' authority and influence will increase the visibility of the project and the access to stakeholder groups.

We ensured that the project outcomes align with the potential benefits that stakeholders will derive from these outcomes.

We reviewed their concerns about high-impact areas and addressed these. These helped to clarify predictions made in the stakeholder analysis and provided the team with the insights needed to mitigate resistance and minimise negative impact.

Communication: We have established clear lines of communication with our stakeholders to keep them informed of any developments or changes in the project. We are regularly meeting with the local community to provide updates on the project timeline, traffic management and any other issues that may arise. Keeping the communication open and following up when necessary is important. Included each stakeholder when reporting outcomes, re-state the benefits per stakeholder group. Furthermore, being open to answering any questions or addressing further concerns they may have during the implementation of the project, is key to the success of the project.

Site Management: We have implemented strict site management practices to ensure that the construction site is safe and secure. This includes regular inspections of the site, and the provision of appropriate safety equipment to all workers.

Traffic Management: We are aware that construction traffic can have an impact on local roads, so we have put in place traffic management plans to minimise disruption. This includes scheduling deliveries during off-peak hours, and routing traffic away from residential areas.

Environmental Management: We are committed to protecting the environment during the construction process. We have implemented measures to reduce noise, dust, and pollution, and we are regularly monitoring the site to ensure compliance with environmental regulations.

Community Support: We recognise the importance of supporting the local community during the construction process. We have committed to using local suppliers and contractors where possible, and we are working with the community to identify opportunities for local employment and training.

Sandycom@gmail.com

Subject: Strategies to Minimise Impact on Stakeholders for the Commercial Project

Dear Sandycom

I am writing to update you on the strategies we have implemented to minimise the impact of the commercial construction project on our stakeholders.

We understand that construction projects can have an impact on the local community, and we are committed to ensuring that any disruption is kept to a minimum. To achieve this, we have put the following strategies in place:

- Communication: We have established clear lines of communication with our stakeholders to keep them informed of any developments or changes in the project. We are regularly meeting with the local community to provide updates on the project timeline, traffic management and any other issues that may arise.
- Site Management: We have implemented strict site management practices to ensure that the construction site is safe and secure. This includes regular inspections of the site, and the provision of appropriate safety equipment to all workers.

- Traffic Management: We are aware that construction traffic can have an impact on local roads, so we have put in place traffic management plans to minimise disruption. This includes scheduling deliveries during off-peak hours, and routing traffic away from residential areas.
- Environmental Management: We are committed to protecting the environment during the construction process. We have implemented measures to reduce noise, dust, and pollution, and we are regularly monitoring the site to ensure compliance with environmental regulations.
- Community Support: We recognise the importance of supporting the local community during the construction process. We have committed to using local suppliers and contractors where possible, and we are working with the community to identify opportunities for local employment and training.
- We will share the project's positive outcomes. These will increase the visibility of the project and the access to stakeholder groups.
- We will ensure that the project outcomes align with the potential benefits that stakeholders will derive from these outcomes.
- We will review the concerns about high-impact areas and address these.

These help to clarify and provides the team with the insights needed to mitigate resistance and minimise negative impact.

We understand that the success of the project is dependent on our ability to work collaboratively with our stakeholders, and we are committed to doing everything we can to minimise the impact on the local community.

If you have any questions or concerns, please do not hesitate to contact us. We welcome your feedback and are committed to addressing any issues that may arise.

Thank you for your continued support.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Insert screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority here...

In addition see the reply communications as attached documents in the folder

From: nao@knightscbi.com

To: certifier@council.com

Subject: Submission of Application and Supporting Documentation for Residential Construction Project

Dear Building Professionals and Planning Officers,

I am writing to confirm that we have submitted the application and supporting documentation for the commercial construction project to the approval authority for review.

The application and supporting documentation have been prepared in compliance with all relevant regulations, codes, and standards, and we believe that it accurately reflects the design and scope of the project.

The application includes:

- Planning Application documentation – Full plans and specifications
- Building Application documentation – standards, legislations, regulations and compliance information
- Sustainability assessments
- Acoustic reports
- External fire separating wall
- Foundations and Bracing and Tie-downs
- Soil test reports
- Easements reports
- Plumbing and electrical plans

In addition to the above documentation, we have also provided any other supporting information that may be required for the approval authority's review.

We understand the importance of the review process and we are committed to ensuring that all necessary information has been provided to facilitate a comprehensive and timely review.

We will keep you updated on the progress of the application, and we will inform you once we receive the approval authority's decision.

Please do not hesitate to contact us if you require any further information or clarification on the submitted application and supporting documentation.

Thank you for your attention to this matter.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Due dates and terms notified to the client

Stages and Dates for Submission of Applications:

1. Pre-application Stage: This is the initial stage where you can obtain preliminary advice and information on the application process and requirements from the local council or private certifier. 1/2/2023
2. Application Stage: The application stage involves submitting the completed application form and supporting documents to the local council or private certifier. The timeframe for this stage can vary depending on the complexity of the application and the local council's or private certifier's workload. 5/2/2023
3. Assessment Stage: The assessment stage involves the council or private certifier assessing the application against the relevant planning scheme

and building codes. This stage may take several weeks or months, depending on the complexity of the application. 8/3/2023

4. Decision Stage: The decision stage involves the council or private certifier making a decision on the application. This stage may take up to 20 business days for a private certifier or up to 40 business days for a council. 8/4/2023

Application Fees, Charges, and Costs:

1. Development Application Fee: \$3,243.30
2. Building Application Fee: \$2,369.20
3. Building Inspection Fee: \$1250
4. Plumbing and Drainage Inspection Fee: \$680.00
5. Infrastructure Charges: \$3200

Insert email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions here...

Sandycom@gmail.com

Subject: Payment Due Dates and Terms and Conditions for Application process

Dear Sandycom

I am writing to confirm that we have notified the relevant person of the payment due dates and terms and conditions for the application process.

As per the terms and conditions, the payment schedule and fee structure is as follows:

1. Development Application Fee: \$2,463.30 to be made payable by 25/3/2023
2. Building Application Fee: \$1,869.20 to be made payable by 2/4/2023
3. Building Inspection Fee: \$800.00 to be advised
4. Plumbing and Drainage Inspection Fee: \$300.00 to be advised
5. Infrastructure Charges: varies depending on location and type of development
6. Any additional fees triggered by you as the owner will incur further costs and be made payable by you eg for boundary variations, etc

We have provided the relevant person with a copy of the plans, and we have highlighted the payment due dates and terms and conditions. We have also informed them of the consequences of late payment or non-payment, as outlined in the contract.

Please note, Non-refundable administration fee of \$350 is payable on applications cancelled prior to assessment.

We understand the importance of timely payments to ensure the completion of the process.

Please let us know if you require any further information or if there are any issues regarding payment.

Thank you for your attention to this matter.

Kind regards

NAO

Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD

Mob: 0415818248
nao@knightscbi.com
(LOGO)

Sign off: FAO

Date: 9/4/23

Performance Criteria/Performance Checklist: Activity 2

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Prepared documentation and supporting information to ensure compliance with the building approval authority's requirements. - Determined the documentation and supporting information required to ensure compliance with the building approval authority's requirements. - Submitted the documentation and supporting information prepared to the supervisor assigned via e-mail. - Ensured that the documentation and supporting information meet the requirements of the building approval authority. Note: Candidate must provide email evidence of them submitting the documentation and supporting information to the relevant supervisor for review (include the email response from their supervisor).	☐	☐	
Adopted strategies to minimise the application's impact on stakeholders while maintaining their support. - Analysed the impact of application on stakeholders. - Implemented strategies to minimise impact on stakeholders and maintain	☐	☐	

their support for the application. Note: Candidate must provide screenshot/email evidence of implementing strategies to minimise the impact on stakeholders (this can be simulated with their supervisor).			
Submitted the application and any supporting documentation with approval authority. - Prepared the application and any supporting documentation that is required to be submitted. - Submitted the application and any supporting documentation with approval authority to Supervisor via e-mail. Note: Candidate must provide screenshot/email evidence of submitting the application and supporting documentation with the relevant approval authority.	☐	☐	
Notified the client of the need to pay fees by the due dates and terms. Note: Candidate must provide email evidence that the relevant person (this can be simulated with their supervisor) has been notified of any payment due dates and terms and conditions.	☐	☐	
Used equipment and programs to access and extract information and developed relevant documentation.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

Activity 3: Manage application process – Commercial building.

This activity requires you to manage application process – Commercial building.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 3' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 3.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

The student should have access to the following documents:

- Project plans and specifications.
- Material specifications
- NCC Vol 1- Vol 3 (Provided along with this assessment)
- Model WHS Law and regulations (Provided along with this assessment)
- Environmental requirements and sustainability principles
- Manufacturer's materials and product specifications and installation instructions for building materials in the project specifications
- Project plans, design brief, working drawings and specifications.
- Manufacturer specifications and installation instructions
- Local authority building approval processes and application forms
- Sufficient materials and equipment to facilitate arrange building applications and approvals

Instructions for the student:

- The student must:
 - Ensure continued progress, seek confirmation of application status at appropriate intervals.
 - Assess the status of building approvals and notify stakeholders.
 - Examine minor changes to see how they affect the project.
 - Analyse the best course of action for maintaining project continuity in the face of rejected submissions.

After completing this task, submit the following to your assessor:

- A completed Checklist 3 and Template 4,
- A completed Performance Criteria/Checklist – Activity 3
- Email confirmation (can be simulated with supervisor) that all signed documents have been sent to the appropriate person for verification, so that the project can move onto the next stage.
- Copies of the signed construction project documents you sourced in completion of this activity.

Checklist 3: Manage application process.

Steps	Tick mark, once completed
Step 1: To ensure continued progress, seek confirmation of application status at appropriate intervals. Document the application status at least three (3) different intervals using Template 4.	X
Step 2: Assess the status of building approvals and notify stakeholders. - Identify the relevant stakeholders that need to be notified of the status of the building approval. - Assess building approval progress. - Email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals.	X
Step 3: Examine minor changes to see how they affect the project. Document the minor amendments examined and how they affect the project using Template 4.	X
Step 4: Analyse the best course of action for maintaining project continuity in the face of rejected submissions. - Assume, that the submission has been rejected. - Analyse rejected submission to determine likely success of an appeal or a resubmission. - In Template 4, discuss how you would address a rejected submission to ensure that the project can continue.	X

Template 4: Manage application process.

Manage application process. (300-400 words)

Application status at least three (3) different intervals

1. Track daily progress and ensure accountability with Daily Logs - Daily logs are essential for staying up to date on the work completed daily. All key stakeholders can easily keep track of project progress with access to Daily Logs.
When creating a daily log, you and your team can include documents, photos, and videos. This will ensure that important project details or completed work are verified
2. Maintain project timelines with effective scheduling - The schedule will serve as a source of truth for the duration of each job, and keeping it up to date will keep projects on track. Ensuring all key stakeholders are on the same page is important for tracking progress. Schedule items can be shared with your team, subcontractors, and clients to keep all parties informed.
3. To Do's Schedule – To Do schedule items to track what's being done and who's in charge of each task. Including To-Dos will streamline your scheduling processes and ensure accountability, removing the need to constantly check in while tracking job progress.

Insert email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals here...

See screenshots of responses from the certifiers in the folder

Sandycom@gmail.com
Subject: Update on building approval application

Dear Sandycom

I hope this email finds you well.

I am writing to provide you with an update on the status of the building approvals applications that we have submitted to the council on your behalf.

I am pleased to inform you that we have put through all the necessary applications for the building approvals, and they are currently under review by the council. We have been working closely with the council to ensure that all the requirements have been met, and we are confident that the applications will be approved in due time.

We understand how important it is for you to have a clear idea of the progress being made, so we want to assure you that we will keep you updated on any developments or changes to the situation. We will also notify you immediately if any issues arise during the approval process.

If the local council or private certifier requests additional information or documentation, it is important to respond promptly and provide the requested information as soon as possible as we would like to minimise any delays in the processing of the application. If the application has not been decided within the specified timeframe, we will follow up with the local council or certifier to inquire about the status of the application. At the moment we are working on an estimated timeframe for a decision or hear from them for any advise on any further information or documentation that may be required and we will keep you in the loop.

If you have any questions or concerns regarding the status of your building approvals applications, please do not hesitate to contact us. We are always here to provide you with the support you need and answer any queries you may have.

Thank you for entrusting us with this project. We look forward to updating you on the progress of your building approvals applications.

Kind regards

NAO
Cost Estimator/Contract Administrator/Project Manager
Knights CBI, 123 Mystreet, Myland, QLD
Mob: 0415818248
nao@knightscbi.com
(LOGO)

From: nao@knightscbi.com
To: certifier@council.com
Subject: Confirmation of Document Submission for Project verification

Dear Certifier

I am writing to confirm that all the signed documents for the project have been sent to the appropriate person for verification, and all the final documents ffor your review, so that the project can move onto the next stage. This is to to ensure that it complies with the National Construction Code, Queensland Development Code, and applicable Australian Standards.

We have taken great care to ensure that all the required documents have been prepared accurately and completely, and have been reviewed and signed by the relevant parties. We understand that timely verification of these documents is critical to keeping the project on track, and we have taken steps to ensure that they are delivered to the appropriate person as soon as possible.

We have attached a copy of the documents that have been submitted for your reference. Please let us know if you require any additional information or if there are any issues that need to be addressed.

We are committed to working closely with you to ensure the success of this project, and we appreciate your continued support and collaboration. If you have any questions or concerns, please do not hesitate to contact us.

Thank you for your attention to this matter.

Kind regards

NAO
Cost Estimator/Contract Administrator/Project Manager

Knights CBI, 123 Mystreet, Myland, QLD
 Mob: 0415818248
 nao@knightscbi.com
 (LOGO)

Minor amendments examined

An 'amendment' is a change made to the original building consent, whether it is a simple change like a handwritten note on the consented plans by the consent applicant/builder/designer (informal) or a formal amendment as set out in the Building Act 2004 and Building (Forms) Regulations 2004.

The common causes were examined as follows:

- The project's work was overestimated.
- The client or project team encounters obstacles or potential efficiencies that require deviation from the original plan.
- The client or project team is inefficient or incapable of completing their required deliverables within budget, necessitating the addition of additional funds, time, or resources to the project.
- During the project, additional features or options are noticed and requested.

A minor variation does not usually affect Building Code compliance; however they should always be in writing and approved (a copy of the amendments is attached to Activity 3 folder while the other documentation are attached to the Activity 2 folder – I cannot upload repeat documents to each folder due to the size of the submission link).

Discuss how you would address a rejected submission to ensure that the project can continue.

I would:

- Gather Resources – Compile all your employees/contractors into a document along with their contact information to quickly refer to the information.
- Make a list of all your equipment, including model numbers and contact information for those who service and sell it to get started on repairs or replacements sooner and make the process of filing construction insurance claims go more smoothly.
- Establish temporary work locations so that employees can continue to work in the office. It's also critical to know where to get rental equipment to keep working on the Jobsite if your machinery is damaged or destroyed.
- Make sure the computers and networks are regularly backed up so we can get our systems up and running quickly. Because of the reliance on technology, it is critical to recover business data and records as soon as possible to maintain operations.

- Establish Processes – Establish processes to determine how you will continue to work if major tools, equipment, technology, or people become unavailable.
- Assign Roles - the team needs to know what needs to be done and who should be doing it. Assign roles to people in your organisation who will be in charge of critical business operations.
- Develop a Communication Plan - Create a clear strategy for communicating the next steps to your employees/contractors.

Sign off: FAO

Date: 11/4/2023

Performance Criteria/Performance Checklist: Activity 3

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
To ensure continued progress, sought confirmation of application status at appropriate intervals. • Document the application status at least three (3) different intervals using Template 4.	☐	☐	
Assessed the status of building approvals and notify stakeholders. • Identified the relevant stakeholders that need to be notified of the status of the building approval. • Assessed building approval progress. • Email evidence that the stakeholders (this can be simulated with your supervisor) are notified on the building approvals and status of building approvals.	☐	☐	

Examined minor changes to see how they affect the project. Document the minor amendments examined and how they affect the project using Template 4.	☐	☐	
Analysed the best course of action for maintaining project continuity in the face of rejected submissions. - Assume, that the submission has been rejected. - Analysed rejected submission to determine likely success of an appeal or a resubmission. - In Template 4, discuss how you would address a rejected submission to ensure that the project can continue.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			
Student signature			
Trainer/Assessor signature			

Assessment Results Sheet

Outcome	First attempt: Outcome (make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
	Second attempt: Outcome (make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
Student Declaration	• I declare that the answers I have provided are my own work. Where I have accessed information from other sources, I have provided references and or links to my sources. • I have kept a copy of all relevant notes and reference material that I used as part of my submission. • I have provided references for all sources where the information is not my own. I understand the consequences of falsifying documentation and plagiarism. I understand how the assessment is structured. I accept that the work I submit may be subject to verification to establish that it is my own. • I understand that if I disagree with the assessment outcome, I can appeal the assessment process, and either re-submit additional evidence undertake gap training and or have my submission re-assessed. • All appeal options have been explained to me.
Student Signature	
Date	9/5/2023

Trainer/Assessor Name	
Trainer/Assessor Declaration	I hold: ☐ Vocational competencies at least to the level being delivered ☐ Current relevant industry skills ☐ Current knowledge and skills in VET, <i>and undertake</i> ☐ Ongoing professional development in VET <i>I declare that I have conducted an assessment of this student's submission. The assessment tasks were deemed current, sufficient, valid and reliable. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided feedback to the student.</i>
Trainer/Assessor Signature	
Date	
Office Use Only	The outcome of the assessment has been entered into the Student Management System on _____ (insert date) by (insert Name) _____

Appendix A: Reasonable Adjustments

Write (task name and number) where reasonable adjustments have been applied:

Reasonable Adjustments

- Students with carer responsibilities, cultural or religious obligations, English as an additional language, disability etc. can request for reasonable adjustments.
- Please note, academic standards of the unit/course will not be lowered to accommodate the needs of any student, but there is a requirement to be flexible about the way in which it is delivered or assessed.
- The Disability Standards for Education requires institutions to take reasonable steps to enable the student with a disability to participate in education on the same basis as a student without a disability.
- The trainer/assessor must complete the section below "Reasonable Adjustment Strategies Matrix" to ensure the explanation and correct strategy have been recorded and implemented.
- The trainer/assessor must notify the administration/compliance and quality assurance department for any reasonable adjustments made.
- All evidence and supplementary documentation must be submitted with the assessment pack to the administration/compliance and quality assurance department.

Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)

Category	Possible Issue	Reasonable Adjustment Strategy (select as applicable)
☐ LLN	☐ Speaking ☐ Reading ☐ Writing ☐ Confidence	☐ Verbal assessment ☐ Presentations ☐ Demonstration of a skill ☐ Use of diagrams ☐ Use of supporting documents such as wordlists
☐ Non-English Speaking Background	☐ Speaking ☐ Reading ☐ Writing ☐ Cultural background ☐ Confidence	☐ Discuss with the student and supervisor (if applicable) whether language, literacy and numeracy are likely to impact on the assessment process ☐ Use methods that do not require a higher level of language or literacy than is required to perform the job role ☐ Use short sentences that do not contain large amounts of information ☐ Clarify information by rephrasing, confirm understanding ☐ Read any printed information to the student ☐ Use graphics, pictures and colour coding instead of, or to support, text ☐ Offer to write down, or have someone else write, oral responses given by the student ☐ Ensure that the time available to complete the assessment, while meeting enterprise requirements, takes account of the student's needs

Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)

☐ Indigenous	☐ Knowledge and understanding ☐ Flexibility ☐ Services ☐ Inappropriate training and assessment	☐ Culturally appropriate training ☐ Explore understanding of concepts and practical application through oral assessment ☐ Flexible delivery ☐ Using group rather than individual assessments ☐ Assessment through completion of practical tasks in the field after demonstration of skills and knowledge.
☐ Age	☐ Educational background ☐ Limited study skills	☐ Make sure font size is not too small ☐ Trainer/Assessor should refer to the student's experience ☐ Ensure that the time available to complete the assessment takes account of the student's needs ☐ Provision of information or course materials in an accessible format. ☐ Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures ☐ Supply of specialised equipment or services, e.g. a note-taker for a student who cannot write ☐ Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue ☐ Changes to course design, e.g. substituting an assessment task ☐ Modifications to the physical environment, e.g. installing lever taps, building ramps, installing a lift
☐ Educational background	☐ Reading ☐ Writing ☐ Numeracy ☐ Limited study skills and/or learning strategies	☐ Discuss with the Student previous learning experience ☐ Ensure learning and assessment methods meet the student's individual need
☐ Disability	☐ Speaking ☐ Reading ☐ Writing ☐ Numeracy ☐ Limited study skills and/or learning strategies	☐ Identify the issues ☐ Create a climate of support ☐ Ensure access to support that the student has agreed to ☐ Appropriately structure the assessment ☐ Provide information or course materials in an accessible format, e.g. a textbook in braille ☐ Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures ☐ Supply of specialised equipment or services, e.g. a note-taker for a student who cannot write ☐ Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue ☐ Changes to course design, e.g. substituting an assessment task ☐ Modifications to the physical environment, e.g. installing lever taps, building ramps, installing a lift

Explanation of reasonable adjustments strategy used

Trainer/Assessor Name	
Trainer/Assessor Declaration	<i>I declare that I have attached all relevant evidence to provide reasonable adjustment. The training package guidelines and criteria have not been compromised in the process of providing reasonable adjustment to the student. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided explanation of reasonable adjustments strategy used, as required.</i>
Trainer/Assessor Signature	
Date	