



STUDENT PACK

CPCCBBC4017

**Arrange resources and prepare for the
building and construction project**

Version Control

Unit code	Document version	Release date	Comments/actions
CPCCBC4017	10.1	27/04/2022	First edition
CPCCBC4017	10.2	02/12/2022	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.

Student Pack

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:	CPCCBC4017
Name:	Arrange resources and prepare for the building and construction project
Unit of competency	
Code:	CPCCBC4017
Name:	Arrange resources and prepare for the building and construction project
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)	
☐ Any other method _____ (Please describe here)	

4. Student declaration

- 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: 
Date: __10__ / __08__ / __2023__

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/ number	Task	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)
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 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 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 five (5) 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 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 resources and prepare for the building and construction project in a range of contexts and industry settings and knowledge regarding the following:

- Knowledge of the external service authorities, including:
 - electricity authorities
 - environmental protection agencies
 - local government agencies
 - road traffic authorities
 - water authorities
 - electronic communications
- Knowledge of the relevant government building and construction regulations, codes and standards
- Knowledge of the local council requirements:
 - consent matters
 - heritage protection
 - tree conservation
 - environmental requirements
- Knowledge of the organisational quality documentation:
 - resource procurement processes
 - policies and procedures
- knowledge of the workplace safety requirements
- knowledge of the relevant employee and contractor industrial relations and licensing requirements.

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.

Provide your response to each question in the box below.

Q1:	Discuss the roles and responsibilities of following external service authorities: a) electricity authorities b) environmental protection agencies c) local government agencies d) road traffic authorities e) water authorities f) electronic communications Write your answers in 100-200 words each.	Satisfactory response	
		Yes ☐	No ☐

1. Electricity authorities

Their roles and responsibilities revolve around ensuring the safe and reliable supply of electricity to new and existing buildings. Here are the key aspects of their involvement:

2. **Connection and Supply:** Electricity authorities are responsible for connecting buildings to the electrical distribution network. They assess the requirements for electrical supply, review applications for new connections, and coordinate with builders, developers, and electrical contractors to ensure proper installation and connection of electrical infrastructure.
3. **Compliance and Safety:** These authorities enforce compliance with electrical safety standards and regulations during building construction. They conduct inspections, issue permits, and oversee electrical works to ensure they meet the required safety standards. They play a vital role in minimizing electrical hazards and promoting the safe use of electricity within buildings.
4. **Infrastructure Planning:** Electricity authorities are involved in the planning and development of electrical infrastructure to support new building projects. They assess the capacity of the existing network, identify potential limitations or upgrades needed, and work with developers to ensure that sufficient electrical infrastructure is in place to meet the demand of new buildings.
5. **Energy Efficiency:** Promoting energy efficiency is another responsibility of electricity authorities. They encourage builders and developers to incorporate energy-efficient technologies and practices in building designs. This may include recommending the use of energy-efficient lighting, appliances, and renewable energy systems to reduce electricity consumption and environmental impact.
6. **Customer Support:** Electricity authorities provide customer support and guidance to building owners, builders, and electrical contractors. They offer advice on electrical connections, tariff structures, energy-saving initiatives, and handle queries or complaints related to electrical supply and infrastructure.

7. Environmental protection agencies

They serve as external service authorities in building construction and are entrusted with the responsibility of safeguarding the environment and promoting sustainable practices. Their roles and responsibilities can be summarized as follows:

Firstly, environmental protection agencies play a critical role in assessing and granting environmental approvals for building projects. They evaluate the potential environmental impacts of construction activities, including the depletion of natural resources, pollution, habitat destruction, and biodiversity loss. By conducting thorough assessments, they ensure that building projects comply with environmental regulations and standards.

Secondly, these agencies are responsible for monitoring and enforcing compliance with environmental laws throughout the construction process. They conduct inspections, audits, and site visits to ensure that builders and developers adhere to environmental conditions and mitigation measures stipulated in the project approvals. They take necessary actions to address any non-compliance or environmental damage that may arise during construction.

Additionally, environmental protection agencies provide guidance and support to builders and developers on sustainable building practices. They promote the use of environmentally friendly construction materials, energy-efficient designs, and waste reduction strategies.

8. Local Government Agencies

Their roles and responsibilities encompass various aspects of planning, development, and regulatory oversight. The local government agencies are responsible for issuing building permits and development approvals. They review building plans, assess compliance with building codes, zoning regulations, and land use policies. Through this process, they ensure that proposed building projects align with the local government's development plans and contribute to the overall community's well-being.

They also oversee building inspections during construction to ensure compliance with building standards and safety regulations. They conduct site visits at various stages of construction, inspecting structural integrity, fire safety measures, electrical installations, plumbing systems, and other aspects of the building. They have the authority to enforce corrective actions if any non-compliance or safety concerns are identified.

Furthermore, local government agencies coordinate with other service authorities, such as water and sewage utilities, transportation departments, and environmental agencies, to ensure the provision of necessary infrastructure and services to support building projects. This includes assessing the impact of new developments on transportation networks, water supply, sewage systems, and waste management.

d) Road traffic authorities

Their roles and responsibilities primarily revolve around managing and ensuring the safe and efficient flow of traffic during construction activities. They are responsible for assessing the impact of building construction on road networks and traffic flow. They evaluate proposed construction projects, considering factors such as the location, duration, and scale of the project. Through this assessment, they determine the potential traffic disruptions and develop strategies to mitigate congestion and minimize inconvenience to road users.

They coordinate with builders, developers, and construction contractors to establish appropriate traffic management plans. They ensure that construction sites implement appropriate signage, traffic control measures, and detour routes to safely guide vehicles and pedestrians around construction zones. This helps maintain the safety of road users and minimizes disruptions to traffic flow.

e) Water authorities

The water authorities assess the water supply and wastewater management requirements for building construction projects. They review applications for new connections, evaluate the capacity of existing infrastructure, and determine the necessary upgrades or modifications needed to accommodate the increased demand from new buildings. This ensures that adequate water supply and wastewater infrastructure are in place to support construction activities.

They coordinate with builders, developers, and plumbing contractors to facilitate the proper installation and connection of water supply and wastewater systems. They provide guidelines and regulations for plumbing works to ensure compliance with health and safety standards. This includes overseeing the installation of water meters, backflow prevention devices, and other necessary equipment to ensure the efficient and sustainable use of water resources.

They monitor and enforce compliance with water conservation measures and regulations during construction. They promote the use of water-efficient fixtures, such as low-flow toilets and water-saving taps, and ensure that construction sites adhere to proper sediment and erosion control practices to prevent water pollution and protect the environment.

They are also responsible for addressing any water supply or wastewater management issues that arise during construction. They handle complaints related to water quality, supply disruptions, or sewage problems, and take necessary actions to rectify the issues and ensure the uninterrupted provision of water services to both construction sites and existing properties.

f) Electronic communications

Electronic communications authorities in Queensland, serve as external service authorities in building construction and are responsible for facilitating the installation and provision of electronic communication infrastructure. The electronic communications authorities assess the requirements for electronic communication services in building construction projects. They evaluate factors such as the size, scale, and purpose of the building to determine the necessary

infrastructure, including telephone lines, broadband connectivity, and other electronic communication systems. This assessment ensures that adequate communication services are available to support the building and its occupants.

They coordinate with builders, developers, and telecommunication service providers to facilitate the installation and connection of electronic communication infrastructure. They ensure compliance with technical standards and regulations to maintain the quality, reliability, and safety of communication services. This includes overseeing the installation of cables, wiring, and equipment required for telephony, internet, and other electronic communication systems.

Q2:	Answer the following questions regarding relevant government building and construction regulations, codes and standards.	Satisfactory response	
		Yes ☐	No ☐
	2.1. Identify and briefly describe the relevant government building and construction regulations relevant to on-site facilities and services. Write your answer in 200-300 words.		
	2.2. Discuss the relevant Workplace Health and Safety codes with regards to Council requirements for temporary site set-up. Write your answer in 100-150 words.		
	2.3 Identify two (2) standards that you need to reference when checking received materials		

2.1

In Queensland, Australia, there are several government building and construction regulations that are relevant to on-site facilities and services. Compliance with these regulations ensure that on-site facilities and services meet the required standards, promote safety and accessibility.

Building Act 1975 establishes the legislative framework for building and construction in Queensland. It covers various aspects, including building permits, inspections, and compliance with building codes and standards.

Disability Discrimination Act 1992 is a legislation that prohibits discrimination against people with disabilities. It requires that on-site facilities and services are accessible to all individuals, including those with disabilities. This includes providing accessible parking, ramps, toilets, and other amenities.

Work Health and Safety Act 2011 establishes the framework for ensuring the health and safety of workers and others at construction sites. It requires employers to provide safe working environments, including adequate facilities and services, such as toilets, drinking water, and washing facilities.

2.2

Temporary site set-up in Brisbane Council requires compliance with relevant Workplace Health and Safety (WHS) codes. The Work Health and Safety Act 2011 (Queensland) serves as the foundation, ensuring employers prioritize the health and safety of workers and others at the construction site. The accompanying Work Health and Safety Regulation 2011 provides detailed guidelines, covering aspects like risk management, hazard identification, emergency procedures, and provision of adequate welfare facilities. Additionally, Brisbane City Council may have specific local laws addressing traffic management plans, noise control, waste management, and public safety. Adhering to these WHS codes necessitates conducting comprehensive risk assessments, implementing safety measures, and providing necessary facilities while fostering effective communication and training for workers to ensure a secure working environment.

Ensure, to the greatest extent possible, the provision of adequate facilities

Ensure, to the greatest extent possible, the provision of adequate facilities for workers, such as toilets, drinking water, washing and eating facilities

Prepare emergency plans and manage the risks associated with remote and isolated work.

Persons conducting a business or undertaking who have management or control of a workplace must, to the best of their ability, ensure that the workplace, the means of entering and exiting the workplace, and anything arising from the workplace poses no health or safety risks to any person.

Contact with appropriate state or local authorities, such as municipal councils, fire authorities, health authorities, and police, may be required to obtain approval for using these structures.

Ensure continuous service by maintaining and operating temporary facilities and systems.

Modify and expand systems as the work progresses.

Remove all temporary materials and equipment when they are no longer needed.

Restore existing temporary service facilities to their specified or original condition.

2.3

1. **AS/NZS ISO 9001:2016 - Quality Management Systems:** This standard sets the requirements for a quality management system (QMS) that helps organizations consistently deliver products and services that meet customer and regulatory requirements. When checking received materials, referencing this standard ensures that the materials comply with quality control measures and are fit for their intended purpose.
2. **AS 4100-1998 - Steel Structures:** This standard provides guidelines and specifications for the design, fabrication, and erection of steel structures. When receiving steel materials for construction projects, referring to this standard ensures that the materials meet the required specifications, such as strength, dimensions, and material composition.

Q3:	Answer the following questions regarding local council requirements: 1.1. Discuss the following local council requirements on the following matters: a) consent matters b) heritage protection c) tree conservation d) environmental requirements Write your answer in 100-200 words for each part.	Satisfactory response	
		Yes ☐	No ☐
1.1	a) The Brisbane City Council has specific requirements regarding consent matters and these requirements include obtaining the necessary building and development approvals before commencing construction. Builders and developers need to submit a development application and comply with the applicable building codes, regulations, and standards. The council also reviews and assesses the proposed plans to ensure they meet planning and environmental guidelines. Additionally, builders are required to obtain plumbing and drainage permits and adhere to specific regulations for services like electrical and fire safety. Compliance with these consent matters is crucial to ensure legal and safe construction practices within the jurisdiction of the Brisbane City Council. b) The Brisbane City Council has stringent requirements for heritage protection in that the buildings or sites of heritage significance are subject to specific regulations and guidelines to preserve their cultural and historical value. Builders and developers must obtain heritage permits before undertaking any alterations, renovations, or demolitions in these areas. The council conducts thorough assessments to ensure proposed developments align with heritage conservation principles and maintain the character and integrity of heritage places. Compliance with these requirements may involve restrictions on external modifications, preservation of significant features, use of appropriate materials, and adherence to heritage building codes. The goal is to safeguard Brisbane's heritage assets and maintain the city's cultural identity through responsible and respectful construction practices. c) The Brisbane City Council has strict requirements for tree conservation and the developers and builders are obligated to obtain tree permits and comply with specific regulations to protect trees on construction sites. These regulations aim to preserve the city's urban forest, biodiversity, and environmental benefits provided by trees. The council assesses tree health, species, and significance before granting permits for removal or pruning. Builders are required to implement measures to minimize tree damage during construction, such as tree protection zones and appropriate arboricultural practices. Replacement planting may be required for removed trees. Adhering to these requirements ensures the preservation of Brisbane's valuable trees and promotes sustainable development practices in harmony with the natural environment. d) Developers and builders are required to adhere to specific regulations and guidelines to minimize the environmental impact of construction activities. These requirements encompass aspects such as erosion and sediment control, stormwater management, waste management, and energy efficiency. Builders must submit environmental management plans and comply with sustainable building practices, including the use of environmentally friendly materials and technologies. The council conducts inspections and monitors compliance to ensure adherence to these environmental requirements.		
Q4:	Answer the following questions regarding organisational quality documentation: 4.1. Discuss what should be contained within the organisational resource procurement processes. Write your answer in 100-200 words. 4.2 Name one (1) policy and one (1) procedure that should exist in relation to preparing for building construction processes.	Satisfactory response	
		Yes ☐	No ☐

4.1

In the organizational resource procurement processes, the following should be included to ensure high-quality outcomes. There should be a comprehensive evaluation and selection criteria for potential suppliers and subcontractors, considering factors such as experience, expertise, financial stability, and track record.

Effective communication channels need to be established to maintain clear and transparent interactions with suppliers, ensuring timely delivery of resources and addressing any issues or concerns.

Quality control measures should be implemented throughout the procurement process, including inspections, testing, and adherence to relevant industry standards and regulations.

Regular performance evaluations and feedback mechanisms are crucial for assessing supplier performance and making necessary improvements.

Contract management process should be in place to govern procurement agreements, ensuring compliance, risk mitigation, and the protection of the company's interests.

4.2

One policy that should exist in relation to preparing for building construction processes is a Safety Policy. This policy would outline the company's commitment to creating and maintaining a safe work environment for all employees, subcontractors, and stakeholders involved in the construction process. It would establish guidelines and expectations for hazard identification, risk assessment, and mitigation strategies to ensure the well-being of everyone on-site.

One procedure that should be in place is a Pre-Construction Checklist Procedure. This procedure would outline the specific steps and tasks to be completed before commencing any building construction project. It would include items such as obtaining necessary permits and approvals, conducting site surveys and assessments, reviewing architectural and engineering plans, securing required resources and materials, and coordinating with relevant stakeholders. This procedure ensures that all necessary preparations are completed systematically and thoroughly, setting the foundation for a successful and efficient construction process.

Q5:	5.1 What industrial relations requirements need to be considered when organising on-site human resources? Write your answer in 100-200 words.	Satisfactory response	
		Yes ☐	No ☐
	5.2 What licencing may need to be held by workers on a construction site? Write your answer in 100-200 words.		

5.1

Compliance with labor laws and regulations is paramount, including provisions related to working hours, wages, overtime, and safety standards. The project should adhere to collective bargaining agreements, if applicable, and maintain effective communication with labor unions or worker representatives.

Fair employment practices should be followed, promoting equal opportunities, non-discrimination, and fair treatment of workers.

Proper training and induction programs should be implemented to ensure workers are equipped with the necessary skills and knowledge.

Mechanisms for addressing grievances, resolving conflicts, and maintaining positive employee relations should be established to foster a harmonious and productive work environment on-site.

5.2

Workers on a construction site may be required to hold various licenses and certifications depending on the specific tasks they perform. Some common licenses include:

1. **Construction Trades License:** This license is often required for workers in specialized trades such as electricians, plumbers, carpenters, or HVAC technicians. It ensures that they have the necessary skills and qualifications to perform their respective trades.
2. **Heavy Equipment Operator License:** Workers operating heavy machinery like cranes, forklifts, or excavators may need a valid license to demonstrate their competency in operating these equipment safely and efficiently.
3. **Scaffolding License:** Workers involved in erecting, dismantling, or working on scaffolding structures typically require a scaffolding license, which verifies their ability to work at heights safely.
4. **Health and Safety Certifications:** Depending on the jurisdiction, workers may need certifications such as Construction Safety Training System (CSTS) or Occupational Health and Safety (OHS) certifications to ensure they understand and follow safety protocols on the construction site.

These licenses and certifications are essential to maintain high standards of safety, competency, and compliance on construction sites, ensuring the well-being of workers and the successful execution of construction projects.

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	15/7/2023
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) _____

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 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 resources and prepare for the building and construction project
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 six (6) practical demonstration activities. - Activity 1: Complete preliminary construction requirements. - Activity 2: Organise on-site services and facilities. - Activity 3: Arrange public protection. - Activity 4: Organise on-site delivery. - Activity 5: Organise on-site human resources - 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 resources and prepare for the building and construction project in a range of contexts and industry settings. - Skills to complete preliminary construction requirements. - Skills to organise on-site services and facilities. - Skills to arrange public protection. - Skills to organise on-site delivery.

- Skills to organise on-site human resources
- Skills to questioning record.

Task instructions

- This is an individual assessment.
- The purpose of this assessment task is to identify and procure the necessary on-site physical and human resources and systematically apply the supply process for a building and construction project.
- The student must assess the NCC codes for relevant class of the building to perform the activities specified in the assessment task.
- 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

This assessment task requires the student to arrange resources and prepare for the building and construction project. This includes:

- procuring sufficient on-site facilities and materials to support the project requirements
- scheduling temporary services and human resources
- sequencing delivery of materials and equipment and allocation of human resources
- recording and maintaining information from local council, external authorities, employees and contractors

During the completion of this assessment task, you will be required to coordinate with and gather the input of a range of local council, external authorities, employees and contractors.

The building or construction project will be one of the following National Construction Code (NCC) classifications:

- Residential - Class 1 and 10 buildings, maximum two storeys
- Commercial - Class 2 to 9, Type C only constructions.

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

To arrange resources and prepare for the building and construction project, you are required to complete the following activities:

- Activity 1: Complete preliminary construction requirements.
- Activity 2: Organise on-site services and facilities.
- Activity 3: Arrange public protection.
- Activity 4: Organise on-site delivery.
- Activity 5: Organise on-site human resources

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 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 must 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.

The training organisation will take you to the location of the construction worksite.

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

The commercial or residential project must meet any of the following National Construction Code (NCC) classifications:

- Residential - Class 1 and 10 buildings, maximum two storeys
- Commercial - Class 2 to 9, Type C only constructions.

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)
- Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
- 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
- Business equipment and technology to facilitate arranging resources and preparing for a construction project.

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 site manager in a construction company. Your organisation has received a project to construct a building.

As a senior manager, you must identify and procure the necessary on-site physical and human resources and systematically apply the supply process for a building and construction project. This includes:

- Notifying external agencies, employees and contractors and coordinating activities to meet scheduled timeframes
- Completing preliminary construction requirements.
- Organising on-site services and facilities.
- Arranging public protection.
- Organising on-site delivery.
- Organising on-site human resources.

Task requirements:

For the building and construction project, you are required to:

- Procure sufficient on-site facilities and materials to support the project requirements
- Schedule temporary services and human resources
- Sequence delivery of materials and equipment and allocation of human resources
- Record and maintain information from local council, external authorities, employees and contractors.

You will be required to demonstrate your skills and knowledge in the following areas:

- Find, read, and interpret project documentation.
- Set a site handover date with the client once the appropriate fees have been confirmed paid with the appropriate people.
- Establish insurance and security requirements and provide them.
- Notify authorities of the start of scheduled work.
- Determine and notify those who need to know about work, parking, and other restrictions.
- Determine the needs for on-site facilities and services.
- Set up, receive, and position the site office, storage sheds, and on-site restrooms and facilities.
- Identify and create processes to protect or make use of existing services on the site.
- Make arrangements with service providers for temporary power and water connections.
- Determine and meet the requirements of the council for temporary site setup.
- For site setup, adhere to work health and safety (WHS) regulations as well as local authority approvals.
- Install legal hoardings, fencing, and signage.
- To meet local authority requirements, arrange for temporary site access and egress.

- Organise waste disposal and disposal facilities.
- Confirm and order materials in order to meet delivery deadlines.
- Examine the availability of physical resources and, if necessary, schedule delivery.
- Materials, plant, and equipment must be received, secured, and protected.
- Address any issues concerning industrial relations and on-site safety that may have an impact on the preparation and human resourcing for building work.
- Determine and allocate on-site human resource needs.
- Engage or appoint a construction project manager.
- Engage the appropriate employees or contractors for the project's requirements.

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.

Task:

This assessment task requires the student to arrange resources and prepare for the building and construction project. This includes:

- procuring sufficient on-site facilities and materials to support the project requirements
- scheduling temporary services and human resources
- sequencing delivery of materials and equipment and allocation of human resources
- recording and maintaining information from local council, external authorities, employees and contractors

During the completion of this assessment task, you will be required to coordinate with and gather the input of a range of local council, external authorities, employees and contractors.

The building or construction project will be one of the following National Construction Code (NCC) classifications:

- Residential - Class 1 and 10 buildings, maximum two storeys
- Commercial - Class 2 to 9, Type C only constructions.

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

To arrange resources and prepare for the building and construction project, you are required to complete the following activities:

- Activity 1: Complete preliminary construction requirements.
- Activity 2: Organise on-site services and facilities.
- Activity 3: Arrange public protection.
- Activity 4: Organise on-site delivery.
- Activity 5: Organise on-site human resources
- Activity 6: Questioning record

Activity 1: Complete preliminary construction requirements

This activity requires you to complete preliminary construction requirements.

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.

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:
 - WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
 - Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
 - 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
 - Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Instructions for the student:

- The student must:
 - Source, read and interpret relevant project documentation.
 - Set a site handover date with the client once the appropriate fees have been confirmed paid with the appropriate people.
 - Establish insurance and security requirements.
 - Notify the relevant authorities of the start of scheduled work.
 - Determine and notify those who need to know about work, parking, and other restrictions.

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

- A completed Checklist and Template 1,
- A completed Performance Criteria/Checklist – Activity 1
- Copies of any emails/screenshots used to setup a site handover date with the client and notifying the relevant authorities of the start of scheduled work.
- Email the established insurance and security requirements to the relevant stakeholders (this can be simulated with your supervisor).

- Email confirmation to the candidate's supervisor outlining/confirming how they have notified the relevant authorities.
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 1: Complete preliminary construction requirements.

Steps	Tick mark, once completed
Step 1: Source, read and interpret relevant project documentation. - Source and read the relevant project documentation: - Interpret project documentation to the relevant project stakeholders. - Submit the project documents to the trainer/assessor.	x
Step 2: Set a site handover date with the client once the appropriate fees have been confirmed paid with the appropriate people. - Confirm with internal stakeholders when fees must be paid - Set a site handover date with the client. - Email evidence of the site handover date to client (this can be simulated with your supervisor).	x
Step 3: Establish insurance and security requirements. - Check that the insurance and security requirements are met for the building project. - Email the established insurance and security requirements to the relevant stakeholders (this can be simulated with your supervisor). Candidate is required to supply the relevant insurance and security documentation to the trainer/assessor.	x
Step 4: Notify the following authorities of the start of scheduled work. - electricity authorities - environmental protection agencies - local government agencies - road traffic authorities - water authorities. - Email confirmation to the candidate's supervisor outlining/confirming how they have notified the relevant authorities Note: Where possible, submit the formal notifications or screenshots (some of these may need to be simulated) to the trainer/assessor.	x
Step 5: Determine and notify those who need to know about work, parking, and other restrictions using Template 1. - Analyse the work, parking, and other restrictions. - Document the work, parking, and other restrictions using Template 1. Note: Evidence of notification needs to be supplied to the trainer/assessor (e.g signage, email etc.)	x

Template 1: Preliminary construction requirements.**Preliminary construction requirements (200-300 words)**

Insert email evidence of the site handover date to client here...

From: nao@knightsabi.com

To: abc@rescompany.com

Date: 10/08/2023 Time: 10:00am

Subject: Contract acceptance

Dear Big Boss

I hope this email finds you well.

I am writing to inform you that we have finalized the site handover date for your residential renovation project. I am pleased to confirm that the site handover will take place on 10/8/23

Throughout the duration of the project, our team has worked diligently to transform your property into a beautiful and functional living space that meets your requirements. We have been conscientious in adhering to the agreed-upon timeline, and we are delighted to be able to hand over the completed site on the specified date.

To ensure a smooth handover process, we will schedule a final walkthrough of the site with you on the day of handover. This walkthrough will give you the opportunity to review the completed renovation, ask any questions you may have, and familiarize yourself with the features and functionality of the upgraded areas.

Please let us know if there are any specific areas or aspects of the project that you would like us to pay particular attention to during the walkthrough. We value your input and want to ensure your complete satisfaction with the final result.

Once the handover is complete, we will provide you with all relevant documentation, including warranties, maintenance guidelines, and any other necessary information for the ongoing care and maintenance of your renovated residence. This will include the keys, controls, health and safety files, construction logbook, building user's guide, all certificates and warranties in respect of the works.

Should you have any concerns or require further clarification leading up to the handover date, please do not hesitate to reach out to myself (all my details are provided below). I will be more than happy to assist you.

We appreciate your trust in our team to bring your vision to life, and we are thrilled to have reached this significant milestone in the project. We look forward to handing over the keys to your newly renovated home on 10/8/2023

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Insert email the established insurance and security requirements to the relevant stakeholders (this can be simulated with your supervisor). Candidate is required to supply the relevant insurance and security documentation to the trainer/assessor here... (document is attached as Step 3 under WPA Task 1 folder)

From: nao@knightscbi.com

To: abc@rescompany.com

Date: 10/06/2023 Time: 10:00am

Subject: Residential Building Project: Insurance and Security Requirements Met

Dear Big Boss

I hope this email finds you well. I am writing to provide you with an update regarding the insurance and security requirements for your residential building project in Queensland (QLD). Please find attached a document outlining the comprehensive checklist confirming that all necessary insurance and security measures have been met.

The attached document serves as a detailed checklist to ensure compliance with the relevant regulations and best practices. It covers various aspects, including insurance coverage, building contract requirements, work health and safety (WHS) compliance, security measures, and adherence to legislation. We have taken great care to address these critical areas to ensure the smooth progress and protection of your project.

By reviewing the attached document, you will have a comprehensive overview of the steps we have taken to safeguard the construction site and meet the necessary insurance obligations. We have worked diligently to secure appropriate insurance coverage, such as Construction Works Insurance and Public Liability Insurance, to protect against potential risks and liabilities.

Moreover, we have implemented stringent security measures, including temporary fencing, secure locks on entry points, surveillance systems, and alarm systems, to maintain the integrity and safety of the site. These measures are vital in preventing unauthorized access and safeguarding against theft or vandalism.

Please take the time to carefully review the attached document. It provides a comprehensive summary of the actions we have taken to meet the insurance and security requirements of your residential building project. If you have any questions or require further clarification, please do not hesitate to reach out to us. We are here to address any concerns you may have.

We appreciate your trust in our expertise and commitment to delivering a successful project. As always, we remain dedicated to providing you with the highest level of service and ensuring compliance with all relevant regulations and industry standards.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Insert email confirmation to the candidate's supervisor outlining/confirming how they have notified the relevant authorities. Evidence of notification needs to be supplied to the trainer/assessor (e.g signage, email etc.) here...

This task has been simulated to cater for the requirement. Thank you

From: nao@knightscbi.com

To: SuperVisor@knightscbi.com

Date: 1/06/2023 Time: 10:00am

Subject: Notification of Commencement of Works to Relevant Authorities - Residential Project

Dear Super Visor

I hope this email finds you well.

I am writing to inform you that we have completed the necessary notifications to the relevant authorities regarding the commencement of works for the upcoming residential project scheduled to start on 5/6/2023.

We understand the importance of complying with regulatory requirements and ensuring a smooth and coordinated process throughout the construction phase. As such, we have taken the proactive step of notifying the following authorities:

1. Electricity Authorities:
 - Electric123 - We have informed them about the project start date to coordinate any electrical service requirements and ensure a seamless connection during the construction process. We will be complying with the AS/NZS 3012:2010 and carry out the electrical installation work according to the approved drawings.
2. Environmental Protection Agencies:
 - EPA123 - We have notified them of the project commencement to ensure compliance with environmental regulations and seek guidance regarding any specific environmental considerations for the site. We have shared with them the site location and construction details including any potential environmental risks, consequences and proposed mitigation measures.
 - To continue the construction process without harming the environment, you must adhere to a number of legal requirements. The legislation consists of mandatory Acts and Regulations, as well as non-mandatory Codes of Practice, Advisory Standards, and Guidelines that may be referenced in mandatory Acts and Regulations.
3. Local Government Agencies:
 - BCC123 - We have provided them with the necessary information regarding the project start date, adhering to local requirements and seeking their support for a successful construction process within the community.
4. Road Traffic Authorities:
 - RTA123 - We have communicated the project commencement to the road traffic authorities to address any potential impacts on traffic flow and implement appropriate traffic management measures to ensure safety and minimize disruption. Other agencies such as emergency services, police, public transportation will be consulted.
5. Water Authorities:
 - WAT123 - We have notified the water authority about the project start date to facilitate coordination for water supply connections, drainage requirements, and any other water-related considerations.

By notifying these authorities in advance, we aim to foster a collaborative approach and establish a strong foundation for effective communication and coordination throughout the project. We are committed to adhering to all regulations and requirements set forth by these authorities to ensure the smooth progress of the residential project.

Should there be any specific instructions or guidelines provided by the notified authorities, please share them with our team at the earliest convenience. We value your expertise and insights, and your guidance will assist us in maintaining compliance and addressing any additional requirements promptly.

If you have any questions or concerns regarding the notifications or any other aspect of the project, please do not hesitate to reach out. We believe in open communication and collaborative efforts to ensure a successful outcome.

Thank you for your continued support and cooperation. We are excited to commence the residential project and deliver exceptional results while upholding the highest standards of compliance and professionalism.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Work, parking, and other restrictions

A construction manager must be capable of dealing with public safety, time management, cost management, quality management, decision making, mathematics, working drawings, and human resources.

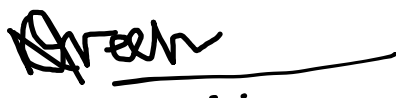
A building's construction involves many people: architects, designers, engineers, contractors, and subcontractors, all working together to meet the client's needs. These construction professionals are assembled for a specific construction project and then disbanded once the work is completed.

There are a few steps you can take to determine how much space your pavement requires:

- Returning to the purpose of your parking lot, determine how many parking spaces are either recommended in your industry or required by building codes. Knowing how many parking spaces you need to fit into the parking area will help you determine whether you have room for other parking lot amenities that aren't as important, such as two-way barrier gates, which can take up a lot of space.
- Determine the size of each parking space: When determining the size of each space, keep in mind why people will be using it. For example, when designing parking for a grocery store, you may need to provide larger spaces for people carrying groceries. The standard size for public-use parking spaces is nine by 19 feet. However, not all parking spaces will be the same size because some are reserved for specific purposes, such as providing access for the disabled.
- Consider the following accessibility requirements: Allow for additional space for van-accessible parking, handicap parking, walkways, ramps, and curb structures. A parking lot must be easily accessible and safe for all users. This requirement may include additional access aisles between spaces as well as space for additional parking barriers.

*for email correspondence see WPA Task 1 – Step 5 – email communication

Sign off:



Date: 8/7/2023

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)
Sourced, read and interpreted relevant project documentation. - Sourced and read the following project documentation: - Interpreted project documentation to the relevant project stakeholders. - Submitted the project documents to the trainer/assessor.	☐	☐	
Set a site handover date with the client once the appropriate fees have been confirmed paid with the appropriate people. - Confirmed with internal stakeholders whether appropriate fees have been confirmed paid. - Set a site handover date with the client. - Email evidence of the site handover date to client (this can be simulated with your supervisor).	☐	☐	
Established insurance and security requirements. - Check that the insurance and security requirements are met for the building project. - Email the established insurance and security requirements to the relevant stakeholders (this can be simulated with your supervisor). Candidate is required to supply the relevant insurance and security documentation to the trainer/assessor.	☐	☐	
Notified the following authorities of the start of scheduled work. - electricity authorities - environmental protection agencies - local government agencies - road traffic authorities - water authorities. Email confirmation to the candidate's supervisor outlining/confirming how they have notified the relevant authorities	☐	☐	

Student Pack

Note: Where possible, submit the formal notifications or screenshots (some of these may need to be simulated) to the trainer/assessor.			
Determined and notified those who need to know about work, parking, and other restrictions. - Analysed the work, parking, and other restrictions. - Documented the work, parking, and other restrictions. Note: Evidence of notification needs to be supplied to the trainer/assessor (e.g signage, email etc.)	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			
Student signature			
Trainer/Assessor signature			

Activity 2: Organise on-site services and facilities.

This activity requires you to collect site measurements and other data for building project assigned.

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.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
 - Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
 - 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
 - Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Instructions for the student:

- The student must:
 - Determine the needs for on-site facilities and services.
 - Set up, receive, and position the site office, storage sheds, and on-site restrooms and facilities.
 - Identify and create processes to protect or make use of existing services on the site.
 - Make arrangements with service providers for temporary power and water connections.
 - Determine and meet the requirements of the council for temporary site setup.

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

- A completed Checklist and Template 2,
- A completed Performance Criteria/Checklist – Activity 2
- Email confirmation of Site office, storage sheds, and on-site restrooms and facilities arranged and received from the Site Supervisor.
- Copies of any emails/screenshots used to make arrangements with relevant service providers for temporary power and water connections.

- Copies of the construction project documents you sourced in completion of this activity.

Checklist 2: Organise on-site services and facilities.

Steps	Tick mark, once completed
Step 1: Determine the needs for on-site facilities and services. - Conduct online research to determine requirements for on-site facilities and services. - Document the identified requirements for on-site facilities and services and relevant legislative provisions using Template 2.	x
Step 2: Set up, receive, and position the site office, storage sheds, and on-site restrooms and facilities. - Analyse the project drawings and specifications (refer to the drawings provided in the WPA Activity 1 folder as this is not repeated here due to space size. Thank you) - Arrange site office, storage sheds, and on-site restrooms and facilities. - Receive, and position the site office, storage sheds, and on-site restrooms and facilities. - Further, document the following using Template 2. - Site office, storage sheds, and on-site restrooms and facilities arranged and received. This can be evidence by an email confirmation from the Site Supervisor (this can be simulated with your supervisor). - How did you position the site office, storage sheds, and on-site restrooms and facilities?	x
Step 3: Identify and create processes to protect or make use of existing services on the site. - Identify and develop processes to protect or make use of existing services on the site. - Document the identified processes to protect or make use of existing services on the site using Template 2.	x
Step 4: Make arrangements with service providers for temporary power and water connections. Arrange temporary power and water connections with relevant service providers. Note: Submit the service agreements to the trainer/assessor.	x
Step 5: Determine and meet the requirements of the council for temporary site setup. - Research and determine the requirements of the council for temporary site setup. - Document the requirements of the council for temporary site setup using Template 2. - Meet the requirements of the council for temporary site setup using Template 2.	x

Template 2: Organise on-site services and facilities.

Organise on-site services and facilities (300 - 400 words)	
Identified requirements for on-site facilities and services and relevant legislative provisions	The requirements for on-site services and facilities in QLD, are as below: 1. Temporary Site Facilities: - o Adequate site office for project management and administration. - o Secure storage facilities for tools, equipment, and materials. - o Welfare facilities for workers, including toilets, handwashing facilities, and rest areas. - o Adequate parking and access for construction vehicles. 2. Site Safety: - o Provision of safety signage and warnings. - o Implementation of appropriate safety measures, including barriers, fencing, and lighting. - o Compliance with Work Health and Safety (WHS) regulations and standards. 3. Waste Management: - o Adequate waste storage and disposal facilities. - o Compliance with waste management regulations, including recycling and appropriate disposal methods. 4. Utilities: - o Provision of temporary utilities like electricity, water, and drainage, if required. - o Compliance with relevant utility service provider requirements. 5. Accessibility: - o Provision of safe and accessible pathways for workers and visitors. - o Compliance with accessibility regulations, including disability access requirements. 6. Environmental Considerations: - o Compliance with environmental regulations and requirements, including sediment and erosion control measures. - o Proper management of hazardous materials and substances. 7. Noise and Dust Control: - o Implementation of measures to control noise and dust emissions, especially if the project is located near residential areas. 8. Relevant Legislative Provisions: - o Building Act 1975: Regulates building work, permits, and compliance requirements. - o Plumbing and Drainage Act 2018: Covers plumbing and drainage works, including permits and compliance. - o Work Health and Safety Act 2011: Ensures health and safety of workers and others involved in the project. - o Environmental Protection Act 1994: Governs environmental protection measures, waste management, and pollution control.

Insert Email confirmation of Site office, storage sheds, and on-site restrooms and facilities arranged and received from the Site Supervisor here...

This task has been simulated to cater for the requirement. Thank you

From: SuperVisor@knightsobi.com

To: nao@knightsobi.com

Date: 4/06/2023 Time: 10:00am

Subject: Confirmation of On-Site Facilities Arrangements for Residential Renovation Project

Dear Noreen

I hope this email finds you well. I am writing to confirm that I have successfully arranged and received the necessary on-site facilities for our small residential renovation project in Queensland. The details of the arrangements are as follows:

1. Site Office:
 - We have set up a site office in a central location within the construction site, allowing easy access for all stakeholders.
 - The office is equipped with desks, chairs, filing cabinets, and the required office equipment to support project management and administration activities.
 - It is adequately connected to electricity, internet, and phone lines to facilitate efficient communication.
2. Storage Sheds:
 - We have strategically placed 1 storage shed near the construction area, minimizing transportation distances and ensuring quick access to materials and equipment.
 - The sheds are secure, weatherproof, and organized to protect our tools, equipment, and materials from theft and damage.
 - We have allocated sufficient space for different types of materials, including timber, hardware, fixtures, and fittings.
3. On-Site Restrooms and Facilities:
 - To cater to the needs of our team, we have installed 2 portable restrooms in a designated area that ensures privacy and convenience for the workers, at the far corner of the site.
 - The restrooms are well-maintained, clean, and stocked with essentials such as toilet paper, soap, and hand sanitizers.
 - Adjacent to the restrooms, we have provided handwashing facilities to promote proper hygiene practices among the workers.
 - We have also designated rest areas with seating, allowing our team to take breaks and rest during their shifts.

Furthermore, we have taken into consideration the specific requirements of this project. We currently have two employees and three subcontractors working on-site, and the arrangements outlined above are designed to meet their needs efficiently.

I would like to assure you that we are fully committed to complying with all relevant legislative provisions, including workplace health and safety regulations, waste management regulations, and any local council requirements. Regular inspections and maintenance will be conducted to ensure the proper functioning and cleanliness of all on-site facilities.

Should you require any further information or have any specific requests regarding the site facilities, please do not hesitate to reach out to me. I will be more than happy to assist you.

Thank you for your support, and I look forward to the successful execution of this project.

Kind regards

Super Visor

Super Visor

Project Supervisor

Mob: 0410000000

supervisor@knightscbi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

How did you position the site office, storage sheds, and on-site restrooms and facilities?

Please see diagram in the WPA task 2 folder labelled as Step 2 – diagram

A well-planned site that includes all temporary facilities and utility results in:

1. Increased productivity and safety
2. Reduced area(s) required for temporary construction
3. Maximum utilisation.

Identified processes to protect or make use of existing services on the site

It is crucial to ensure the safety of the workers on site and the integrity of the site. The Processes to protect or make use of existing services on site to consider is as below. By implementing these processes, we can minimize the risk of damaging existing services on the construction site and ensure their efficient and safe utilization throughout the project.

1. Preliminary Site Investigation:
 - Conduct a thorough site investigation before starting any construction work to identify the location and condition of existing services, such as water, gas, electricity, telecommunications, and sewer lines.
 - Engage professional service locators or utility companies to accurately mark and map the underground services.
2. Review Existing Service Plans:
 - Obtain and review the existing service plans from utility companies or local authorities.
 - Identify the locations of existing services and understand their depth, layout, and any potential conflicts with planned construction activities.
3. Communication and Collaboration:
 - Establish effective communication channels with utility companies, service providers, and relevant stakeholders to exchange information regarding existing services.
 - Schedule meetings or site visits with utility representatives to discuss the project's requirements, potential conflicts, and necessary precautions to protect existing services.
4. Service Isolation and Relocation:
 - If required, coordinate with the utility companies to isolate or temporarily relocate the existing services to facilitate construction activities.
 - Obtain the necessary permits or approvals from the utility companies and relevant authorities for any service isolation or relocation work.

5. Protective Measures:
 - Clearly mark the location of existing services on-site using visible signage or flags to ensure they are easily identifiable and avoid accidental damage.
 - Implement physical barriers or protective measures, such as bollards, fencing, or covers, to prevent accidental contact or damage to the existing services.
 - Train the construction team on the importance of avoiding damage to existing services and provide guidelines for safe work practices.
6. Construction Methodology and Sequencing:
 - Develop a construction methodology that considers the location of existing services and minimizes the risk of damage during excavation, digging, or demolition activities.
 - Plan the sequencing of construction tasks to prioritize areas where existing services are located, ensuring proper coordination and precautions are taken.
7. Ongoing Monitoring and Inspection:
 - Regularly monitor and inspect the construction site to ensure compliance with protective measures and safe work practices related to existing services.
 - Promptly address any issues or concerns related to existing services that arise during the construction process.
8. Documentation and Reporting:
 - Maintain detailed documentation of all communications, agreements, and actions taken to protect or make use of existing services.
 - Report any incidents, near misses, or damage to existing services immediately to the relevant utility companies and authorities.

Eg)

It is essential that you:

1. Before excavating, drilling, cutting into, or demolishing structures, obtain all necessary permits.
2. Make certain that all known services are located.
3. display these services prominently (I can't tell you how many times we've harmed well-known services by failing to label them.)
4. Protect the services as much as possible.
5. Make certain that all newly installed services are clearly labelled both on the ground and on drawings.
6. Ensure that workers are aware of the services and that they are not harmed.
7. Highlight the risk of causing service damage in risk assessments and pre-start meetings.
8. Use personnel who have been adequately trained and competent so that they do not inadvertently operate a machine in a way that disrupts service.
9. Damage to overhead services is also a concern. You must take precautions to ensure that construction equipment does not come into contact with overhead power lines or structures, as this could result in a fatal accident.
 - Examine statutory undertakings' desktop data and plans for potential service routes.

- Look for on-site evidence such as manhole covers, street lights, and changes in hardscape that could indicate the presence of buried services.
- Using a cable-detecting tool (e.g., ground-penetrating radar (GPR) and electromagnetic equipment (CAT)) to survey potential underground services.
- Any suspected discovered services should be marked on the ground (do not use anything that could penetrate a service).
- Plan the excavation route so that it avoids services as much as possible.
- Excavate a sufficient number of small trial pits using a safe digging technique to determine the services' actual location and proposed extent.
- Backfill or guard the trial pits as needed.
- Use spray paint or any other effective method that will withstand traffic movement to mark the route of these services outside the proposed excavation, etc. (not using anything likely to penetrate a service).
- Obtain an excavation or digging permit.
- Excavate while recording the exact location of existing services for future reference.

Insert the service agreements for temporary power and water connections here...

PLEASE NOTE THE HEADER/FOOTER ARE HIDDEN FOR CONFIDENTIALITY PURPOSES AND THIS INFORMATION IS ONLY USED ONLY FOR THE PURPOSE OF THIS COURSE. PLEASE DELETE SOON AFTER ASSESSMENT IS COMPLETED. THANK YOU

ELECT123
456 Power Road, Light 7890
QLD

4/6/2023

Noreen Abu-Obeid
nao@knightscbi.com
Postal Address: Knights CBI, 123 Mystreet, Myland, QLD
Telephone 1234567
(LOGO)

Subject: Service Agreement for Temporary Power Connection

Dear KCBI

This letter serves as a formal agreement between ELECT123 and KnightsCBI for the provision of temporary power connection services for the residential renovation project located at 123 Residence Road, QLD.

1. Scope of Work:

- ELECT123 will supply and install temporary power connections to the construction site at the above mentioned address
- The temporary power connection will include the necessary electrical cables, distribution boards, sockets, and any other equipment required for safe and efficient power supply during the construction period.
- ELECT123 will ensure compliance with all relevant electrical safety regulations and standards.
- 2. Duration and Commencement:
 - The temporary power connection services will commence on 5/6/2023 and continue until the completion of the residential renovation project, estimated to be on or before 5/8/2023].
- 3. Responsibilities of ELECT123:
 - will conduct a site assessment to determine the specific power requirements and ensure that the temporary power connection meets the project's needs.
 - will handle all necessary paperwork, permits, and approvals from the relevant authorities for the temporary power connection.
 - will ensure the installation, maintenance, and operation of the temporary power connection in a safe and reliable manner.
 - will promptly address any electrical issues, faults, or emergencies related to the temporary power connection during the project duration.
- 4. Responsibilities of KCBI:
 - will provide the necessary information regarding power requirements, including estimated load capacity and distribution points on the construction site.
 - will cooperate with [Electric Company's Name] and provide access to the construction site as required for the installation, maintenance, and removal of the temporary power connection.
- 5. Payment Terms:
 - KCBI agrees to pay ELECT123 the fees for the temporary power connection services as agreed upon between the parties and detailed in a separate invoice or payment schedule.
 - Payment will be made within 5 days upon receipt of a valid invoice from ELECT123.
- 6. Termination:
 - Either party may terminate this agreement with a written notice of 7 days before the intended termination date.
 - In the event of termination, ELECT123 will promptly remove all equipment related to the temporary power connection from the construction site.
- 7. Confidentiality:
 - Both parties agree to keep all confidential information exchanged during the course of this agreement confidential and not disclose it to any third parties without prior written consent.
- 8. Governing Law:
 - This agreement shall be governed by and construed in accordance with the laws of Queensland.

Please review the terms and conditions of this agreement. If you agree, kindly sign and return a copy of this letter to indicate your acceptance. This agreement shall become effective upon receipt of the signed copy.

We look forward to your assistance in providing reliable temporary power connection services for our residential renovation project. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Yours sincerely,

ELECT123
456 Power Road, Light 7890
QLD

I hereby acknowledge that I have read and agreed to the terms and conditions outlined in this service agreement for temporary power connection:

KCBI

PLEASE NOTE THE HEADER/FOOTER ARE HIDDEN FOR CONFIDENTIALITY PURPOSES AND THIS INFORMATION IS ONLY USED ONLY FOR THE PURPOSE OF THIS COURSE. PLEASE DELETE SOON AFTER ASSESSMENT IS COMPLETED. THANK YOU

WAT123
456 River Road, Stream 7890
QLD

4/6/23

Noreen Abu-Obeid
nao@knightscbi.com
Postal Address: Knights CBI, 123 Mystreet, Myland, QLD
Telephone 1234567
(LOGO)

Subject: Service Agreement for Temporary Power Connection

Dear KCBI

This letter serves as a formal agreement between [Water Company's Name] and [Your Company Name] for the provision of temporary water connection services for the residential renovation project located at [Project Address] in Queensland.

1. Scope of Work:
 - o WAT123 will supply and install temporary water connections to the construction site at 123 Residential Rd.
 - o The temporary water connection will include the necessary water pipes, taps, meters, and any other equipment required for safe and reliable water supply during the construction period.
 - o WAT123 will ensure compliance with all relevant water regulations and standards.
2. Duration and Commencement:
 - o The temporary water connection services will commence on 5/6/23] and continue until the completion of the residential renovation project, estimated to be on or before 5/8/23
3. Responsibilities of WAT123
 - o will conduct a site assessment to determine the specific water requirements and ensure that the temporary water connection meets the project's needs.
 - o will handle all necessary paperwork, permits, and approvals from the relevant authorities for the temporary water connection.
 - o will ensure the installation, maintenance, and operation of the temporary water connection in a safe and reliable manner.
 - o will promptly address any water-related issues, faults, or emergencies during the project duration.
4. Responsibilities of KCBI:
 - o will provide the necessary information regarding water requirements, including estimated usage, access points, and distribution needs on the construction site.
 - o will cooperate with [Water Company's Name] and provide access to the construction site as required for the installation, maintenance, and removal of the temporary water connection.
5. Payment Terms:
 - o KCBI agrees to pay WAT123 the fees for the temporary water connection services as agreed upon between the parties and detailed in a separate invoice or payment schedule.
 - o Payment will be made within 5 days upon receipt of a valid invoice from WAT123.
6. Termination:

- Either party may terminate this agreement with a written notice of 7 days before the intended termination date.
 - In the event of termination, WAT123 will promptly remove all equipment related to the temporary water connection from the construction site.
7. Confidentiality:
- Both parties agree to keep all confidential information exchanged during the course of this agreement confidential and not disclose it to any third parties without prior written consent.
8. Governing Law:
- This agreement shall be governed by and construed in accordance with the laws of Queensland.

Please review the terms and conditions of this agreement. If you agree, kindly sign and return a copy of this letter to indicate your acceptance. This agreement shall become effective upon receipt of the signed copy.

Thank you for your prompt attention to this matter.

Yours sincerely,

WAT123
456 River Road, Stream 7890
QLD

I hereby acknowledge that I have read and agreed to the terms and conditions outlined in this service agreement for temporary water connection:

KCBI

Requirements of the council for temporary site setup

The Brisbane City Council in Queensland, Australia, has specific requirements for temporary site setup in construction projects.

1. Development Approval:
 - Depending on the size and nature of the temporary site setup, you may need to obtain development approval from the Brisbane City Council. This ensures compliance with local planning regulations.
2. Site Fencing and Signage:
 - Erect temporary site fencing around the construction site to ensure public safety and security.
 - Display clear signage indicating the project name, site contact details, and any safety warnings or restrictions as required by the council.
3. Traffic and Pedestrian Management:
 - Develop a traffic management plan to minimize disruptions to traffic flow around the construction site.
 - Provide clear signage and directions for pedestrians and vehicles to navigate safely around the site.
 - Obtain necessary permits for any temporary road or footpath closures, if applicable.
4. Stormwater and Erosion Control:

	○ Implement adequate stormwater management and erosion control measures to prevent soil erosion and sediment runoff from the site. ○ Comply with the council's guidelines for sediment and erosion control during construction activities. 5. Waste Management: ○ Arrange for appropriate waste storage and disposal facilities on-site. ○ Follow the council's guidelines for waste management, including recycling practices and proper disposal of construction waste. 6. Environmental Protection: ○ Implement measures to minimize noise, dust, and vibration impacts on the surrounding environment and neighboring properties. ○ Comply with the council's regulations regarding environmental protection and mitigation of construction-related impacts. 7. Accessibility and Disability Access: ○ Ensure that the temporary site setup provides appropriate accessibility for people with disabilities. ○ Comply with the council's guidelines for disability access requirements, including accessible pathways, ramps, and parking spaces. 8. Compliance with Building Codes and Standards: ○ Ensure that the temporary structures and facilities on the construction site meet the relevant building codes and standards, including fire safety regulations.
Meet the requirements of the council for temporary site setup	This has been simulated to show the same. Confirmation to show we have met the temporary site setup as follows: 1. Development Approval: ○ We have obtained the necessary development approval from the Brisbane City Council for our construction activities at the specified location. A copy of the approved development application and associated documents are enclosed for your reference. 2. Site Fencing and Signage: ○ Temporary site fencing has been erected around the construction site perimeter to ensure public safety and security. The fencing is compliant with the council's guidelines and is clearly marked with appropriate signage displaying the project name, site contact details, and any required safety warnings or restrictions. 3. Traffic and Pedestrian Management: ○ A comprehensive traffic management plan has been implemented to minimize disruptions to traffic flow in the vicinity of the construction site. Clear signage and directions have been installed to guide pedestrians and vehicles safely around the area. We have obtained the necessary permits for any temporary road or footpath closures, as applicable. 4. Stormwater and Erosion Control: ○ We have implemented appropriate stormwater management and erosion control measures to prevent soil erosion and sediment runoff from the site. These measures comply with the Brisbane City Council's guidelines for sediment and erosion control during construction activities. 5. Waste Management:

- Adequate waste storage and disposal facilities have been provided on-site, in compliance with the council's waste management guidelines. We have implemented proper waste management practices, including recycling where applicable, to minimize the environmental impact of the construction activities.
- 6. Environmental Protection:
 - We have taken measures to minimize noise, dust, and vibration impacts on the surrounding environment and neighboring properties. These measures are in line with the Brisbane City Council's regulations for environmental protection and mitigation of construction-related impacts.
- 7. Accessibility and Disability Access:
 - The temporary site setup ensures appropriate accessibility for people with disabilities. We have followed the council's guidelines for disability access requirements, including providing accessible pathways, ramps, and designated parking spaces.
- 8. Compliance with Building Codes and Standards:
 - All temporary structures and facilities on the construction site adhere to the relevant building codes and standards, including fire safety regulations. We have conducted regular inspections to ensure ongoing compliance throughout the project.

We have attached supporting documentation, including relevant permits, approvals, and inspection reports, for your review.

Attached:

- Copy of approved development application
- Site fencing and signage photographs
- Traffic management plan
- Stormwater and erosion control measures documentation
- Waste management plan
- Environmental protection measures documentation
- Accessibility and disability access details
- Compliance certificates and inspection reports

Sign off:



Date: 13/7/23

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)
Determined the needs for on-site facilities and services. - Conducted online research to determine requirements for on-site facilities and services. - Documented the identified requirements for on-site facilities and services and relevant legislative provisions.	☐	☐	
Set up, received, and positioned the site office, storage sheds, and on-site restrooms and facilities. - Analysed the project drawings and specifications. - Arranged site office, storage sheds, and on-site restrooms and facilities. - Received, and positioned the site office, storage sheds, and on-site restrooms and facilities. - Further, document the following. - Site office, storage sheds, and on-site restrooms and facilities arranged and received. This can be evidence by an email confirmation from the Site Supervisor. - How did you position the site office, storage sheds, and on-site restrooms and facilities?	☐	☐	
Identified and created processes to protect or make use of existing services on the site. - Identified and developed processes to protect or make use of existing services on the site. - Documented the identified processes to protect or make use of existing services on the site.	☐	☐	
Made arrangements with service providers for temporary power and water connections. Arranged temporary power and water connections with relevant service providers.	☐	☐	

Student Pack

Note: Submit the service agreements to the trainer/assessor.			
Determined and met the requirements of the council for temporary site setup. • Researched and determined the requirements of the council for temporary site setup. • Documented the requirements of the council for temporary site setup. • Met the requirements of the council for temporary site setup.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			
Student signature			
Trainer/Assessor signature			

Activity 3: Arrange public protection.

This activity requires you to use measuring devices to collect site information and data.

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.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
 - Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
 - 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
 - Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Instructions for the student:

- The student must:
 - For site setup, adhere to work health and safety (WHS) regulations as well as local authority approvals.
 - Install legal hoardings, fencing, and signage.
 - To meet local authority requirements, arrange for temporary site access and egress.
 - Organise waste disposal and disposal facilities.

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

- A completed Checklist and Template 3,
- A completed Performance Criteria/Checklist – Activity 3
- Copies of any emails/screenshots used for site setup.
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 3: Arrange public protection.

Steps	Tick mark, once completed
Step 1: For site setup, adhere to work health and safety (WHS) regulations as well as local authority approvals. - Follow the Work health and safety policies and procedures in order to ensure safe environment for site setup. - Follow local authority authorisations for site setup. - Document the work health and safety (WHS) and local authority authorisations followed using Template 3.	x
Step 2: Install legal hoardings, fencing, and signage. - Check the compliant hoardings, fencing and signage for the site. - Erect compliant hoardings, fencing and signage. This can be evidence by an email to the site supervisor explaining what has been erected with a reply to outlining that this is compliant. - Document the compliant hoardings, fencing and signage erected Template 3.	x
Step 3: To meet local authority requirements, arrange for temporary site access and egress. Further, document the following using Template 3. - Local authority requirements related to temporary site access and egress. - Temporary site access and egress arranged. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant.	x
Step 4: Organise waste disposal and disposal facilities. - Analyse the requirements for waste facilities and waste removal. - Organise waste disposal and disposal facilities. - Submit the details of the waste disposal and disposal facilities to the trainer/assessor via email. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant.	x

Template 3: Arrange public protection.

Arrange public protection (300-400 words)	
Identified requirements for on-site facilities and services and relevant legislative provisions	• Temporary electrical pole or power box built into its permanent position. If a slab is being poured on the ground, the power is brought on-site and the power board is put into its permanent place. Sometimes the location of the existing service will determine this. The set back distance and overhead or underground supply need to be considered • Chemical toilet, which in certain circumstances needs to be permanently plumbed • Waste bin • Temporary fencing around the site so that the public does not have access • Water tapping to supply water to the site. This may be a short tapping (on the same side of the street) or a long tapping which requires piping under the road (if supply is on the other side of the street) • barriers (in some cases) across the front of the site to stop water and soil running onto the footpath • Tiger strips' if work is to take place close to overhead powerlines • Barricade to meet the local municipal by-laws. If the site cut is over one metre, a barricade is erected to prevent public access. If the site cut is less than one metre, a temporary fence is erected.
Document the work health and safety (WHS) and local authority authorisations for site setup.	• Ensure a safe working environment • Ensure that machinery and structures are safe and that they are kept in good working order • Provide safe working condition • Ensure that machinery, structures, and substances are used, handled, and stored in a safe manner • Provide and maintain sufficient facilities • Provide any necessary information, training, instruction, or supervision for safety monitor worker health and workplace conditions • An SWMS is a document that can help you stay safe on the job site. It should be prepared by the employer, the general contractor, or a more senior team member, such as the site supervisor. • Specify the construction activities that are classified as high-risk construction work in the SWMS. Describe the potential risks and hazards that workers may face daily. • Personal protective equipment is required for all construction workers (PPE). It must be properly stored between uses and checked regularly to ensure it is in good condition. • The following personal protective equipment must be provided: • Helmets must be provided on-site and must be worn at all times.

- Workers must wear safety glasses to protect themselves from flying debris.
- High-visibility vests: These brightly coloured garments ensure that workers are not overlooked.
- Gloves: These protect workers from common cuts and grazes.
- Proper clothing: Clothing should be appropriate for indoor or outdoor work, as well as the season.
- Footwear: To reduce risk, shoes should have anti-slip properties.
- hearing protection and face shields

Insert erect compliant hoardings, fencing and signage. This can be evidence by an email to the site supervisor explaining what has been erected with a reply to outlining that this is compliant here...

This task has been simulated to cater for the requirement. Thank you

From: nao@knightscbi.com

To: SuperVisor@knightscbi.com

Date: 5/06/2023 Time: 10:00am

Subject: Completion of Erecting Compliant Hoardings, Fencing, and Signage on Renovation Building Construction Site for Project RES123

Dear Super Visor

I hope this email finds you well.

I wanted to inform you that we have successfully completed the task of erecting compliant hoardings, fencing, and signage on the renovation building construction site, as required by the regulations.

To ensure compliance with the safety guidelines and local regulations, we have meticulously installed the following structures:

- Hoardings: Sturdy and secure hoardings have been erected around the construction site perimeter. These hoardings effectively separate the construction area from the public space, ensuring restricted access and enhanced safety. They can be used for various purposes, including preventing unauthorised access, concealing activities from public view, and maintaining health and safety. These hoardings can also help to prevent vandalism and theft, as well as keep workers safe from flying debris. We will use the hoarding to comply with the 1974 Health and Safety at Work Act. This Act requires employers to take reasonable precautions to protect all workers from hazards associated with construction site activities.
- Fencing: We have installed durable fencing to reinforce the security measures on-site. This fencing acts as an additional layer of protection and prevents unauthorized entry into the construction zone.
- Signage: Compliant signage has been prominently displayed throughout the construction site. These signs convey important safety information, such as warnings, restricted access areas, and emergency contact details, to both workers and visitors.

Our team has taken great care to ensure that all the structures meet the required standards and adhere to the necessary regulations. We have also incorporated any specific recommendations provided by the local authorities.

By implementing these measures, we have significantly reduced the risk of accidents and potential hazards associated with the renovation project. These safety measures will provide peace of mind to both our workers and the general public, ensuring a smooth and secure construction process.

Should you require any further information or have any specific concerns regarding the hoardings, fencing, or signage, please do not hesitate to reach out to me. Our team remains dedicated to maintaining compliance and upholding safety standards throughout the duration of the project.

Thank you for your attention to this matter, and we look forward to your continued support as we progress with the renovation construction.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Insert temporary site access and egress arranged. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant here...

This task has been simulated to cater for the requirement. Thank you

From: nao@knightscbi.com

To: SuperVisor@knightscbi.com

Date: 5/06/2023 Time: 10:00am

Subject: Completion of Erecting Compliant Hoardings, Fencing, and Signage on Renovation Building Construction Site for Project RES123

Dear Super Visor

Hope you are keeping well and doing great!

I am pleased to inform you that we have taken all the necessary steps to ensure compliance with Queensland (QLD) regulations and authorities regarding temporary site access and egress for our ongoing residential renovation project.

In alignment with the requirements set forth by the QLD Building and Construction Commission (QBCC) and local council guidelines, we have meticulously arranged the following measures:

1. **Temporary Fencing:** Sturdy and appropriately sized temporary fencing has been installed around the construction site. This fencing not only ensures the safety of the public but also prevents unauthorized access to the area. We have also placed prominent warning signage on the fencing to clearly communicate the potential hazards.
2. **Pedestrian Access:** We have designed and implemented safe and accessible pedestrian access routes around the construction site. These pathways, including walkways and ramps, have been constructed to facilitate easy navigation for pedestrians while keeping them at a safe distance from construction activities.
3. **Vehicle Access:** To ensure smooth traffic flow and provide access to construction vehicles, delivery trucks, and emergency services, we have established suitable temporary driveways and access points. These entry and exit points have been clearly marked and designed to minimize disruptions to the surrounding traffic.

4. Traffic Management: In coordination with the local authorities, we have developed a comprehensive traffic management plan, addressing any potential impact on roadways or nearby traffic. This plan includes appropriate signage, diversions, speed limits, and other measures to maintain the safety of both construction workers and the public.
1. Disabled Access: We have given due consideration to maintaining proper disabled access within the construction site. Temporary ramps, alternative routes, and other necessary accommodations have been provided to ensure equal accessibility for individuals with disabilities. Disabled access and facilities should also be considered to ensure compliance with the Disability Discrimination Act of 1992 and the Disability Services Act of 1993.
5. Emergency Egress: Identification and maintenance of clear emergency egress routes throughout the construction period have been our priority. Workers and occupants can confidently exit the site in the event of an emergency, as these routes have been established without any obstructions or delays.
6. Exit dimensions: These will be:
Not less than 2m in height; where less than 100 people are accommodated, exit widths must be 800mm wide as in our project.

By adhering to the above measures, we have ensured that our residential renovation project remains fully compliant with the relevant QLD regulations and authorities. The safety and well-being of our workers, subcontractors, and the general public are of utmost importance to us.

Should you have any further inquiries or require additional information regarding the compliance measures implemented on-site, please do not hesitate to reach out to me. I am available to address any concerns and provide necessary assistance.

Thank you for your cooperation and support in maintaining a safe and compliant work environment. Together, we can successfully execute this project while adhering to all necessary guidelines and regulations.

Kind regards

NAO
Noreen Abu-Obeid
Cost Estimator/Contract Administrator
Mob: 0415818248
nao@knightscbi.com
Postal Address: Knights CBI, 123 Mystreet, Myland, QLD
Telephone 1234567
(LOGO)

Insert the details of the waste disposal and disposal facilities to the trainer/assessor via email. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant here...

From: nao@knightscbi.com
To: SuperVisor@knightscbi.com
Date: 6/06/2023 Time: 10:00am
Subject: Compliance with Waste Management Requirements for Renovation Construction Project RES123

Dear Super Visor

I hope this email finds you well.

This is to provide you with an update regarding the waste management measures we have undertaken for our renovation project. I am pleased to inform you that we have diligently addressed the requirements outlined by the Queensland (QLD) regulations, ensuring compliance in our waste disposal practices. Please find below a summary of the compliant actions we have taken:

1. Waste Management Plan: We have developed and implemented a comprehensive waste management plan in accordance with the waste management guidelines provided by the QLD government and local council regulations. This plan outlines strategies for waste minimization, segregation, recycling, and disposal.

2. **Waste Classification:** We have diligently classified the various types of waste generated during the renovation project. This includes general construction waste, hazardous materials, recyclable materials, and non-recyclable materials. Each waste category has been appropriately identified and managed according to the specific regulations governing its disposal.
3. **Waste Removal Services:** We have engaged licensed waste removal service providers in QLD who are authorized to handle and transport the specific types of waste generated on our construction site. These providers comply with all relevant regulations and employ appropriate waste disposal methods to ensure compliance and responsible waste management.
4. **Waste Storage and Segregation:** Proper waste storage and segregation areas have been established on the construction site. We have designated containers or skips for different waste types, ensuring they are adequately labeled and separated to facilitate easy sorting and disposal as required by regulations.
5. **Hazardous Waste Handling:** In cases where hazardous materials, such as asbestos or lead-based paint, are present in the project, we have followed the specific regulations and guidelines for their safe handling, containment, and disposal. Licensed professionals with expertise in hazardous waste removal have been engaged, ensuring compliance and mitigating any potential risks.
6. **Recycling Facilities:** We have identified nearby recycling facilities in QLD that are authorized to accept and process the recyclable materials generated during the project. These facilities comply with all regulations and have the necessary permits for proper recycling and waste management, ensuring our compliance and commitment to sustainable practices.
7. **Disposal Facilities:** Authorized disposal facilities in QLD have been identified to accept non-recyclable and general construction waste. These facilities comply with all necessary regulations and possess the appropriate permits for waste disposal. The waste generated on our construction site will be disposed of responsibly and in compliance with regulations.
8. **Waste Reporting:** Accurate records of the waste generated, including quantities and disposal methods, are being maintained. We will fulfill any periodic reporting requirements as specified by the local council or regulatory bodies. Our documentation will demonstrate compliance with waste management regulations and facilitate transparent reporting.
9. **Environmental Considerations:** We are actively promoting environmentally friendly practices throughout the project, including waste minimization, maximizing recycling efforts, and reducing the project's carbon footprint associated with waste disposal. Our team is exploring opportunities for material reuse on-site and donations of usable items to charitable organizations.
10. **After you've finished your work, place the waste items in the recycling bins supplied, if possible, following the site's Environmental Management Plans or Waste Disposal Plans.**
Ensure that you understand the site environmental management plans and the specific necessities of disposing of toxic waste you may come across on the construction site.
You should follow Material Safety Data Sheets (MSDS's) for provisions and handling of toxic substances.

We are committed to maintaining compliance with all relevant waste management regulations and guidelines. By implementing these measures, we are confident that we are meeting the standards required for responsible waste disposal in QLD.

If you have any further inquiries or require additional information regarding our waste management practices, please do not hesitate to reach out to me. I am available to address any concerns and provide necessary support.

Thank you for your cooperation and support in ensuring a compliant and environmentally conscious construction project.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Sign off:

A handwritten signature in black ink, appearing to read 'R. Green', with a long horizontal stroke extending to the right.

Date:22/7/2023

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)
For site setup, adhered to work health and safety (WHS) regulations as well as local authority approvals. - Followed the Work health and safety policies and procedures in order to ensure safe environment for site setup. - Followed local authority authorisations for site setup. - Documented the work health and safety (WHS) and local authority authorisations followed.	☐	☐	
Installed legal hoardings, fencing, and signage. - Checked the compliant hoardings, fencing and signage for the site. - Erect compliant hoardings, fencing and signage. This can be evidence by an email to the site supervisor explaining what has been erected with a reply to outlining that this is compliant.	☐	☐	
To meet local authority requirements, arranged for temporary site access and egress. Further, documented the following. - Local authority requirements related to temporary site access and egress. - Temporary site access and egress arranged. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant.	☐	☐	
Organised waste disposal and disposal facilities. - Analysed the requirements for waste facilities and waste removal. - Organised waste disposal and disposal facilities. - Submit the details of the waste disposal and disposal facilities to the trainer/assessor via email. This can be evidence by an email to the site supervisor explaining what has been arranged with a reply to outlining that this is compliant.	☐	☐	
The student's performance was:		☐ Not satisfactory	

	 Satisfactory
Feedback to student:	
Student signature	
Trainer/Assessor signature	

Activity 4: Organise on-site delivery.

This activity requires you to complete the monitoring process for a building and construction project assigned.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 4' 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.

Instructions for trainer/assessor:

- The student should have access to the following documents:
- WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
- Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
- 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
- Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Instructions for the student:

- The student must:
 - Confirm and order materials in order to meet delivery deadlines.
 - Examine the availability of physical resources and, if necessary, schedule delivery.
 - Receive, secure and protect materials, plant, and equipment.

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

- A completed Checklist and Template 4,
- A completed Performance Criteria/Checklist – Activity 4
- Copies of any emails/screenshots used to confirm and order materials in order to meet delivery deadlines.
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 4: Organise on-site delivery.

Steps	Tick mark, once completed
Step 1: Confirm and order materials in order to meet delivery deadlines. - Identify the scheduled delivery dates from project plans. - Confirm and order materials in accordance with organisational policies and procedures. Candidate to submit any relevant order forms/invoices as evidence. - Prepare an excel sheet of the ordered materials and their expected delivery dates and submit to the trainer/assessor. Note: Candidate must provide screenshot/email evidence of confirming and ordering of materials from suppliers to meet delivery deadlines.	x
Step 2: Examine the availability of physical resources and, if necessary, schedule delivery. - Check the availability of physical resources with the supplier. - Schedule the delivery dates in accordance with organisational policies and procedures. Note: Candidate must provide email evidence of the availability of materials with the supplier and the scheduling of delivery dates (this can be simulated with your supervisor).	x
Step 3: Materials, plant, and equipment must be received, secured, and protected. - Receive, secure and protect materials and plant and equipment on the construction site. - Further, document the following using Template 4: - Materials, plant, and equipment received. - Procedures implemented to secure and protect materials, plant and equipment.	x

Template 4: Organise on-site delivery.**Organise on-site delivery (200-300 words)**

Insert screenshot/email evidence of confirming and ordering of materials from suppliers to meet delivery deadlines here...

From: nao@knightsabi.com

To: [supplier](#)

Date: 10/05/2023 Time: 10:00am

Subject: Confirmation and Order of Materials for Project RES123

Dear Supp

Hope this email finds you well and thank you for your time on the phone today.

I am writing on behalf of KCBI to confirm and place an order for materials required for our renovation construction project as discussed earlier. The project is scheduled to commence on June 5, 2023, and we aim to complete it by August 5, 2023. To ensure a smooth and timely execution of the project, we have divided the materials into various categories based on the areas they will be used in. We kindly request your prompt attention to the following order details. The breakdown of the items have been provided to you as an attachment to the email for the specific areas, for your ease of reference.

Kitchen Goods:

Expected Delivery Date: 12/6/2023

Butler's Pantry:

Expected Delivery Date: 15/6/2023

Laundry:

Expected Delivery Date: 22/6/2023

Appliances:

Expected Delivery Date: 28/6/2023

Plumbing Materials:

Expected Delivery Date: 7/7/2023

Electrical Materials:

Expected Delivery Date: 15/7/2023

Tiles:

Expected Delivery Date: 22/7/2023

Windows:

Expected Delivery Date: 28/7/2023

Doors:

Expected Delivery Date: 1/8/2023

We kindly request that you provide us with the most accurate estimated delivery dates based on the above. This will allow us to plan our project timeline effectively and ensure a seamless workflow.

Please find attached the order form detailing the specific materials required, quantities, unit prices, and total prices.

We kindly ask you to review the order form and confirm the availability of the materials as soon as possible.

If any items are unavailable or have alternative options, please provide us with suitable substitutes along with their pricing information.

Additionally, we would like to remind you of the agreed payment terms, as specified in our previous correspondence, being 20% immediately and the remainder on delivery of the materials. Please ensure that the invoice reflects these terms accordingly.

We greatly appreciate your cooperation and look forward to receiving your prompt response. Should you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Insert email evidence of the availability of materials with the supplier and the scheduling of delivery dates here...

From: supplier

To: nao@knightsabi.com

Date: 11/05/2023 Time: 10:00am

Subject: Confirmation and Order of Materials for Project RES123

Dear Noreen

Thank you for reaching out to us regarding the materials required for your renovation project. We appreciate your trust in our services and are pleased to confirm the availability of the physical resources and materials you have requested.

After reviewing your order and considering the project timeline, we are confident that we can meet the scheduling of delivery dates as requested. Our team has carefully assessed our inventory and production capabilities to ensure a seamless supply of materials to support your project's progress.

To provide you with a clear understanding of our commitment, please find below the confirmed delivery schedule for each category of materials based on the breakdown of the items have been provided to you as an attachment to the email for the specific areas, for your ease of reference.

Kitchen Goods:

Expected Delivery Date: 12/6/2023

Butler's Pantry:

Expected Delivery Date: 15/6/2023

Laundry:

Expected Delivery Date: 22/6/2023

Appliances:

Expected Delivery Date: 28/6/2023

Plumbing Materials:

Expected Delivery Date: 7/7/2023

Electrical Materials:

Expected Delivery Date: 15/7/2023

Tiles:

Expected Delivery Date: 22/7/2023

Windows:

Expected Delivery Date: 28/7/2023

Doors:

Expected Delivery Date: 1/8/2023

We understand the importance of adhering to the project timeline, and our team is committed to ensuring timely deliveries to support your construction progress. In the event that any unforeseen circumstances arise, we will promptly communicate with you and work towards suitable solutions to minimize any potential impact on your project.

We kindly request that you review the confirmed delivery dates and notify us if any adjustments or modifications are required. Our goal is to align our services with your project's specific needs, and we are more than willing to accommodate any reasonable requests or considerations.

Once again, we would like to express our gratitude for choosing us as your materials supplier for this renovation construction project. We are confident that our high-quality materials, combined with our timely deliveries, will contribute to the success of your project.

If you have any further questions or need additional information, please do not hesitate to contact us. We look forward to working closely with you throughout this project and delivering the materials as per the agreed schedule.

Kind regards

SUPP

Supp LierVarious

Mob: 0415818248221

supp lier@various.com

Postal Address: 123 Myshop, Myland, QLD

Telephone 123456789

(LOGO)

Materials, plant, and equipment received.

From: nao@knightscbi.com

To: [supp lier](#)

Subject: Confirmation of Receipt of Materials in Good Order

Dear Supp

I hope this email finds you well.

I am writing to inform you that we have received the materials for our renovation project, as per our order placed on 10/6/23.

I am pleased to confirm that the materials have been received in good order, quality, and quantity, exactly as ordered.

Upon inspection, our team found that all materials are in excellent condition, and they meet the required specifications and standards. We appreciate the attention to detail and the care taken in packaging and delivering the materials.

We would like to express our satisfaction with the seamless process of receiving the materials, which has contributed to the smooth progress of our project. Your commitment to timely deliveries and the quality of the materials provided have been instrumental in ensuring our project stays on track.

	We value our partnership with your company and appreciate your dedication to customer satisfaction. Your professionalism and reliability have been evident throughout our interactions. Once again, we would like to extend our gratitude for your exceptional service. We look forward to future collaborations and the opportunity to work with your company on upcoming projects. If you require any further information or have any questions, please feel free to contact us. Thank you once again for your excellent support. Kind regards NAO Noreen Abu-Obeid Cost Estimator/Contract Administrator Mob: 0415818248 nao@knightsabi.com Postal Address: Knights CBI, 123 Mystreet, Myland, QLD Telephone 1234567 (LOGO)
Procedures implemented to secure and protect materials, plant and equipment	We had one operative assigned to requisition and receive the goods. Then, on-site personnel must confirm: • Purchase order volume vs delivery docket volume vs actual delivery • Quality of delivered item vs expected quality • Items missing from the original order (purchase order) vs goods delivered • Whether paper-based or software-based, your tracking system should be able to record damaged materials as they arrive on site. Organizational policy and procedure attached. This provides guidelines for decision-making processes and how work should be done in an organisation. Increased transparency, accountability, uniformity, and stability result from having clear, well-written policies and procedures. They can also improve how your customers and employees interact with your company. In any workplace, the most important factor is safety. With this in mind, all equipment should be fit for use at all times. If your equipment is not properly maintained, it may break, wires may split, and parts may fall off and disappear. This could lead to the conclusion that your equipment is too dangerous for us to use. Methods for Protecting Construction Equipment Make the Site Visible Darkness can be a thief's best friend because it allows them to enter and exit unnoticed. Even when your worksite is closed, keeping it well-lit can serve as a

deterrent to potential robbers. Many theft incidents on construction sites are motivated by temptation – the thief sees an opportunity and seizes it.

Physical Obstacles

While temporary site fencing is a legal requirement for construction sites, more permanent barriers are also available. Intruders will find it difficult to enter your construction site if you have strong walls and fences over 8 feet high.

To safeguard equipment, particularly plant and construction machinery. Because these tools are valuable, taking precautionary measures to secure them properly is essential. Here are some pointers for keeping plant and construction machinery safe when not in use.

Secure storage facility

Large equipment cannot always be stored indoors. This can also be very costly because it necessitates the construction of a hangar or a large warehouse to house all of your company's equipment. Plant machinery is easier to manage because it can be installed in a separate area.

There are several things you can do to safeguard construction equipment parked in a yard or storage facility. To begin, adding crash barriers around the space is a good idea. The crash barrier can keep heavy machinery from exiting the parking space by accident.

Increase the facility's security by erecting tall fences and implementing 24-hour security. Large pieces of machinery are difficult to steal or damage, but cases of parts theft are not uncommon. Security guards and proper perimeter fencing can help reduce the risk of break-ins.

Sign off:



Date: 28/7/2023

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)
Confirmed and ordered materials in order to meet delivery deadlines. - Identified the scheduled delivery dates from project plans. - Confirmed and order materials in accordance with organisational policies and procedures. Note: Candidate must provide screenshot/email evidence of confirming and ordering of materials from suppliers to meet delivery deadlines.	☐	☐	
Examined the availability of physical resources and, if necessary, schedule delivery. - Checked the availability of physical resources using template 3. - Scheduled the delivery dates in accordance with organisational policies and procedures. Note: Candidate must provide email evidence of the availability of materials with the supplier and the scheduling of delivery dates.	☐	☐	
Materials, plant, and equipment received, secured, and protected. - Recieved secure and protect materials and plant and equipment according to manufacturer's instructions. - Further, document the following using Template 4: - Materials, plant, and equipment received. - Procedures implemented to secure and protect materials, plant and equipment.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

Activity 5: Organise on- site human resources.

This activity requires you to complete the monitoring process for a building and construction project assigned.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 5' 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.

Instructions for trainer/assessor:

- The student should have access to the following documents:
- WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
- Government building and industrial relations legislation
 - <https://www.abcc.gov.au/about/what-we-do/overview/legislation>
- 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
- Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Instructions for the student:

- The student must:
 - Address any issues concerning industrial relations and on-site safety that may have an impact on the preparation and human resourcing for building work.
 - Determine and allocate on-site human resource needs.
 - Engage or appoint a construction work supervisor.
 - Engage the appropriate employees or contractors for the project's requirements.

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

- A completed Checklist and Template 5,
- A completed Performance Criteria/Checklist – Activity 5
- Copies of any emails/screenshots used for engaging or appointing a construction project manager and appropriate employees or contractors.
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 5: Organise on- site human resources.

Steps	Tick mark, once completed
Step 1: Address any issues concerning industrial relations and on-site safety that may have an impact on the preparation and human resourcing for building work. - Document the following using Template 5. - Three (3) issues concerning industrial relations and on-site safety. - Actions implemented to address any issues identified.	X
Step 2: Determine and allocate on-site human resource needs. - Identify the human resource requirements for different stages of the construction project. - Ensure the allocation of on-site human requirements. - Detail the human resources allocated for different construction tasks using Template 5.	x
Step 3: Engage or appoint a construction work supervisor. Note: Candidate must provide screenshot/email evidence of engaging or appointing a construction work supervisor (this can be simulated with your supervisor).	x
Step 4: Engage the appropriate employees or contractors for the project's requirements. - Analyse the project needs from project plans and specifications. - Engage appropriate employees or contractors as stated for project needs. - Ensure the employees or contractors are skilful enough to perform the task. Note: Candidate must provide screenshot/email evidence of engaging appropriate employees or contractors for the building project (this can be simulated with your supervisor).	x

Template 5: Organise on-site human resources

Organise on- site human resources (200-300 words)	
Three (3) issues concerning industrial relations and on-site safety.	Participation of management - Assure that a plant-wide safety committee is formed and that its responsibilities are carried out as outlined in this programme. - Ensure that adequate employee time, supervisor support, and funds are budgeted for safety equipment, training, and programme implementation. - Supervisors should be evaluated once a year to carry out their responsibilities as outlined in this programme. - Ensure that all incidents are thoroughly investigated and that appropriate corrective action is taken to prevent dangerous conditions or behaviours from recurring. - As described in this programme, ensure that a record of injuries and illnesses is kept and posted. - Notify the supervisor of the area where the hazard was discovered of any unsafe practices or conditions. Entering and Exiting Equipment - Check your boots and gloves for mud or slippery substances and wipe them down - Before hoisting yourself up, get a foot or handhold. - If necessary, use a step ladder to ensure that you can safely climb on the equipment. - Always ask for assistance if you require it. If you require assistance, there is nothing to be ashamed of. - Instead of hopping up and down on equipment, take your time. - You must dress appropriately for your job, which may include wearing protective gear if necessary. On the job, keep your equipment and other tools in a secure, dry location. First aid kits and fire extinguishers should be kept close to the work area and easily accessible. - If you're lifting heavy objects, you should wear a back brace to protect your back. If you're working with dangerous tools, you should also wear gloves and goggles. Wear a safety harness if you're working in an elevated area where there's a risk of slipping and falling. Maintaining Safety While Loading or Unloading Equipment - When guiding your equipment, use another co-worker as a spotter, and make sure the machine is clear of the ramp before turning it. However, in addition to using proper tie-down procedures, you should ensure that the trailer deck and you have adequate clearance before loading it.

Actions implemented to address any issues identified

- Conduct all of its activities so that employees, subcontractors, and the community are not harmed; Promote occupational health among its employees and subcontractors.
- Sustainable development through continuous improvement of environmental practises and performance; implementation of safe operating procedures (SOPs) and controls, as well as relevant safety, practises in construction activities;
- Create a culture in which all employees and subcontractors learn and practise Health, Safety, and Environmental systems, procedures, and practices.
- Attempting to cultivate a culture of resource conservation and pollution prevention;
- To ensure good HSE performance, we provide awareness training to those directly involved with construction activities on our project sites.
- Respecting the surrounding community and controlling environmental health hazards resulting from project-site operations and events
- Working as a team to achieve the goal of avoiding an accident with no harm or damage;

Human resources allocated for different construction tasks

Relevant construction works/services	Description/scope
Demolition labour	Demolish existing kitchen and make good Dismantling the existing storage, slab platform including supporting walls, wall tiles, flooring, sink etc. at all levels as required carefully and disposing off and clearing away the debris Slabs to be chased to allow for new plumbing
Kitchen Labour	Installation of supply mentioned above
Butlers Pantry Labour	Installation of supply mentioned above
Laundry Labour	Installation of supply mentioned above
Plumbing	Installation of supply mentioned above Slabs to be chased to allow for new plumbing Plumbing cap off and reconnections Plumbing dis-connections to existing serviceable connection points and connections Water dis-connection and connections from pre-tapped water main

	Electrical	Installation of supply mentioned above Electricity cap off and reconnections Electricity dis-connections to existing serviceable connection points and connections Duct work for bench mount exhaust to run through back of drawers and wall to external wall and motor Cooktop downdraft ventilation system
	Building / Carpentry Labour	Labour for scopes of work described excluding the installation of above fixtures New stud plasterboard wall to be build New fixed glass window to existing opening Enclose wall above and below to match existing Window tint to be discussed with client New doors to match switch opening with screens New doors to match triple slider with screens New Laundry door location cavity slider to match existing Tambour door in kitchen New Laundry window to suit existing opening width over dishwasher
	Tiling Labour	Installation of supply mentioned above
	Butlers Pantry - Fixed Glass Window Labour	Installation of supply mentioned above
	French Doors - Triple Slider Labour	Installation of supply mentioned above
	Dining Room Slider - Reverse Opening Labour	Installation of supply mentioned above
	Removal of Debris	Labour and clean-up

Insert screenshot/email evidence of engaging or appointing a construction work supervisor here...

From: nao@knightsobi.com

To: SuperV@construction.com

Date: 10/08/2023 Time: 10:00am

Subject: Appointment as Construction Work Supervisor for Project RES123

Dear SuperV

I hope this email finds you well and thank you for your time on the phone today.

I am writing to formally inform you that we have selected and appointed you as the Construction Work Supervisor for the upcoming residential project – RES123. Congratulations on your appointment!

We were impressed by your extensive experience and proven track record in managing construction projects of similar nature. Your expertise in ensuring on-site safety, coordinating human resources, and maintaining efficient workflows makes you an ideal candidate for this important role.

As the Construction Work Supervisor, your responsibilities will include overseeing the day-to-day operations on-site, ensuring compliance with safety regulations and industry standards, coordinating with contractors and subcontractors, and liaising with the project management team. Your leadership skills, attention to detail, and ability to effectively communicate and collaborate with various stakeholders will be essential in successfully completing the project.

You will also Collaborate with the Affiliate team to ensure that the proper materials and tools are always on hand and Coordinates the delivery of all material to the Construction Coordinator and compares deliveries to purchase orders to ensure proper delivery.

You will be involved in supervising and coordinating additional contracted personnel, keeping track of all subcontractors and required inspections and inspecting each phase of work to ensure that quality standards are met and trades are completed on time.

To ensure a smooth transition into your new role, we will provide you with all the necessary project documentation, including the project plans, timelines, and relevant safety protocols. We encourage you to review these documents thoroughly and familiarize yourself with the project requirements before the construction work commences.

Furthermore, we will schedule an orientation session where you will have the opportunity to meet with the project team, discuss the project objectives in detail, and address any questions or concerns you may have. This session will also serve as an opportunity to establish open lines of communication and clarify expectations.

We have full confidence in your abilities to effectively lead the construction work and maintain a safe and productive work environment for the entire team. Your expertise and dedication will be instrumental in the successful completion of this residential project.

Once again, congratulations on your appointment as the Construction Work Supervisor. We look forward to working closely with you and achieving our shared goals. Should you have any queries or require further information, please do not hesitate to reach out to me or the project management team.

Thank you for accepting this crucial role, and we wish you all the best for a successful project.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Insert screenshot/email evidence of engaging appropriate employees or contractors for the building project here...

From: nao@knightsabi.com

To: Contractor45@abcbuild.com

Date: 5/06/2023 Time: 10:00am

Subject: Engagement for contractor commencing 5/6/2023 for Project RES123

Dear Cont Tracto

I hope this email finds you well and thank you for your time on the phone earlier today.

I am writing to officially inform you that we have selected and engaged your company as the contractor for the upcoming building project scheduled to commence on 5/6/2023. Congratulations on being awarded this significant opportunity!

After careful consideration and evaluation of various contractors, we were impressed by your company's expertise, reputation, and demonstrated capabilities in successfully completing similar construction projects. Your commitment to quality, adherence to safety regulations, and ability to deliver projects within the specified timelines make you an excellent choice for this endeavor.

The building project encompasses the Kitchen, Pantry and Laundry renovations. We are confident that your team's skills, experience, and attention to detail will ensure the successful execution of the project, meeting our expectations and the high standards we set.

To facilitate a smooth start, we will be providing you with the necessary project details, including architectural plans, project specifications, and any other relevant documentation. It is crucial that you carefully review these materials to gain a comprehensive understanding of the project requirements and specifications.

Additionally, we would like to arrange an initial meeting with your team to discuss the project in more detail. During this meeting, we can address any questions you may have, review the project timeline, and discuss the coordination and logistics aspects. This will help us establish clear lines of communication and ensure a productive collaboration throughout the project's duration. We have attached the description to each of the contractors roles.

Please confirm your availability for this meeting by 7/6/2023 so that we can schedule it accordingly. If you require any specific information or have any immediate queries, please do not hesitate to reach out to us. We value open communication and aim to provide you with all the necessary support and information to ensure a successful project outcome.

Once again, congratulations on being selected as the contractor for this building project. We have full confidence in your abilities and look forward to a fruitful partnership. Together, we can achieve our shared goals and deliver a high-quality outcome for our clients.

Thank you for your commitment and dedication. We anticipate a successful collaboration and the commencement of the project on 5/6/2023.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

Postal Address: Knights CBI, 123 Mystreet, Myland, QLD

Telephone 1234567

(LOGO)

Sign off:

Green

Date: 7/8/2023

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)
Addressed any issues concerning industrial relations and on-site safety that may have an impact on the preparation and human resourcing for building work. - Documented the following. - Three (3) issues concerning industrial relations and on-site safety. - Actions implemented to address any issues identified.	☐	☐	
Determined and allocated on-site human resource needs. - Identified the human resource requirements for different stages of the construction project. - Ensured the allocation of on-site human requirements.	☐	☐	
Engaged or appointed a construction project manager. Note: Candidate must provide screenshot/email evidence of engaging or appointing a construction project manager.	☐	☐	
Engaged the appropriate employees or contractors for the project's requirements. - Analysed the project needs from project plans and specifications. - Engaged appropriate employees or contractors as stated for project needs. - Ensured the employees or contractors are skilful enough to perform the task. Note: Candidate must provide screenshot/email evidence of engaging appropriate employees or contractors for the building project.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

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	
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:

N/A

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
☐ 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.

Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)

☐ 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	

Appendix B: Third-Party Verification Log

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance and evidence submissions and to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted	Faris Abu-Obeid		
Relevant Qualifications/experience of Third-party	Licenced Builder		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
Supervisor	0426241081		Yes ☐ No ☐ Assessor's Notes

Contact No.2

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Contact No.3

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Assessor Declaration	
I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate.	
Assessor's name	Assessor's signature
Date signed	

End of Third-Party Verification Log (For the Assessor's Use Only)