CPCCBC4004A IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
    - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
    - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Lorna Merrick

Participant signature

Date Click here to enter a date. 4-05-21

Assessor name Leah Bolton

Assessor signature

Date Click here to enter a date. 04-05-21

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

ASSESSOR COMMENTS

Lorna was able to import plans into Buildxact (takeoff software) and then interpret the plans using relevant software tools and correct drawings/profiles and gradients. The relevant measurements for walls, ceilings and partitions were then translated into a bill of quantities including relevant material lists and estimated labour costs. Supplier material costs were applied to the BOQ. Relevant permit requirements and waste management regulations were then applied to labour costs, timeframes and programming. All of the above information was then translated into a quote.

CPCCBC4004A
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Practical Task 1 (2X)

Description of task:
On two (2) occasions, a suitable observer is to verify the participant's ability to establish the estimated costs associated with the acquisition of materials and labour on building and construction sites, together with the application of relevant overhead costs and margins.

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include a copy of a Bill of Quantities or similar estimate for a project that shows the following:

- Quantity calculations for material and labour requirements across the trades
- All other associated costs
- Overhead and Profit Margin allowances
- A copy of a quotation
- A copy of the plans and specifications, etc. for the project
- Variation documentation

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:
Project plans/drawings/specifications, Computer with costing software.

Assessment of task

Name of participant:	Lorna Merrick
Name of observer:	Leah Bolton
Role of observer (Confirm suitability to sign)	Manager
Email address of observer	leah@mpty.com
Signature of observer:	
Date:	Click here to enter a date. 04-05-21

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd Occasion
1.A. Identify, read and understand plans and drawings: • Interpreting levels, heights, gradients and other measurements • Make measurements and identify quantities that conform to standard industry practice (e.g. national codes, standards)	☑	☑
1.B. Identify types and numbers of appropriate on-site personnel and estimate the time required on-site, including labour hours for non-contract elements of on-site work.	☑	☑
1.C. Calculate costs or rates for required on-site work.	☑	☑

1.D. Identify physical resource requirements, producing lists of materials and calculated quantities against project or standard construction contracts.	☑	☑
1.E. Establish prices from suppliers for: • Materials and consumables • Plant or requirement requirements	☑	☑
1.F. Determine and apply estimates of unit costs, as appropriate.	☑	☑
1.G. Identify and apply costs of statutory/additional costs, including: • WorkCover requirements • Environmental Protection Agency requirements • Seeking approvals • Waste management site fees	☑	☑
1.H. Apply company overhead recovery and margins.	☑	☑
1.I. Using a costing software program, calculate completed estimated project costs for inclusion in a tender or bill.	☑	☑
1.J. Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication	☑	☑

The Participant's performance was: ☑ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS

Lorna has downloaded and imported plans into our takeoff software on numerous occasions. Lorna has produced bills of quantities and calculated materials and labor costs including contingencies and time for site clearance etc. Lorna has calculated labor costs and interpreted whether these tasks are at a skilled / menial labor rate. Lorna has used supplier catalogues to estimate material costs and lead times using spreadsheets and computer programs. Overheads and profit margins were also taken into consideration. All of this information was then translated into a detailed quote with relevant exclusions applied.