

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4007A Plan building or construction work* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Sophie Scott
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name

Sophie Scott

Participant signature



Date

18/03/2021

Assessor name

Assessor signature

Date

[Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
45		☐	☐

Q1. Name one (1) document you might read alongside the contract to identify the following aspects:

- Material requirements
- Plant requirements
- On-site labour requirements
- Any unusual aspects of construction

Answer Specifications



Q2. Name the Act and identify the section that outlines the maximum deposit amounts that may be accepted by a builder before services are provided. Identify the maximum deposit amounts and the penalties for breaching such requirements.

Answer

Section of Act	Requirements and penalties
<i>Building and Construction Commission Act 1991</i> (Qld) Division Two	1) The building contractor under a regulated contract must not, before starting to provide the contracted services at the building site, demand or receive a deposit under the contract of more than— (a) for a level 1 regulated contract (other than a contract mentioned in paragraph (c))—10% of the contract price; or (b) for a level 2 regulated contract (other than a contract mentioned in paragraph (c))—5% of the contract price; or (c) for a level 1 or 2 regulated contract under which the value of the off-site work is more than 50% of the contract price—20% of the contract price. Maximum penalty—100 penalty units.



Q3. Identify three (3) subcontractors you may engage for a job and the type of work they may undertake.

Answer

Subcontractor	Work
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Steel fixer	Installs reinforcing steel to improve the strength of concrete.
Electrician	Arranges electricity to be connected; places wiring for lighting and power cables; Fixes switches, installs power points, wires electrical systems.
Painter	Paints areas, such as walls and ceilings.

Q4. Which of the following methods may be used to find subcontractors for a project? Tick all that apply.

Answer

Choice	Possible Answers
☒	Advertising
☒	Networking
☒	Online searches
☐	Tenders
☒	Word of mouth

☐

Q5. Explain the importance of determining subcontractor or plant availability for a job.

Answer To ensure the project stays on schedule.

☐

Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer Phone around to find out who has good supplies
Liaise with known suppliers that are resourceful and reliable

☐

Q7. Name two (2) factors that may impact on the availability of materials.

Answer Availability
Transportation requirements

☐

Q8. Australian Standards must be considered when selecting materials. Identify the Australian Standard (referenced in the National Construction Code) which relates to the requirements for interior lighting.

Answer AS 1680

☐

Q9. Identify two (2) types of plant that may be used for a building project and identify the type of work they may be used for.

Answer	Plant	Work	☐
	Excavator	Prepares the site for building by removing all vegetation and excavating footings.	
	Piling Rig	Used to drive piles into soil to provide foundation support for a building.	

Q10. Identify two (2) types of equipment that may be used for a building project and identify the type of work they may be used for.

Answer	Equipment	Work	☐
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Jack Hammer	Used to remove concrete or payments
Ladder	Used for people to reach high places and points

Q11. Identify two (2) of the records you should keep when hiring plant and/or equipment.

Answer Invoices
Receipts ☐

Q12. Name five (5) temporary services that need to be organised for a building site.

Answer Electricity
Water
Fencing
Bins
Barricades ☐

Q13. True or False (Tick your response): Site accommodation should be provided where construction work occurs in a remote area.

Answer

☒	True
☐	False

☐

Q14. What is required of a builder before any person is allowed on a building site? Tick all that apply.

Answer

Choice	Possible Answers
☒	To check the person has a Construction Induction Card

☐

☐	To check the person has the approval of the local council
☐	To check the person is wearing appropriate signage
☒	To keep a record of all inductions and all personnel on the site

Q15. Who issues a construction induction card? Tick your response.

Answer

Choice	Possible Answers
☐	Australian Parliament upon fee payment
☐	Each site at the conclusion of a site induction
☒	Registered Training Organisations at the conclusion of training

☐

Q16. Identify one (1) action you might take to facilitate site access for machinery.

Answer Ensure there is enough room on site to enter/exit and use the machinery.

☐

Q17. Identify the Volume and Sections of the NCC that relate to access to buildings for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume Two Part 2.5	Volume One Part D3

☐

Q18. You should contact your local council to be approved for out of hours construction. Identify the required documentation for an application and the timeframe for approval.

Answer If it is necessary to conduct construction activities outside of the prescribed hours of 6.30am to 6.30pm Monday to Saturday, operators can apply to Council for an out of hours construction approval.

☐

A Council's Operational Works/Compliance Assessment Smart Form is to be submitted.

As part of a Smart Form lodgement, you will be required to submit:

- a site-specific Construction Noise Management Plan (Word - 89.71kb);
- a copy of the letter that will be provided to premises/residents who are likely to be affected, which must include:
 - after hours contact name and phone number for a company representative;
 - date and times the construction activities will take place; and
 - type of construction activity to take place.

Q19. In addition to the permit from Q18. identify two (2) other permits you may need to obtain to undertake a building project.

Briefly describe the documents required for approval and who these should be submitted to for approval.

Answer

Permit	Documentation and approval body
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☐

Depositing material on footpaths	Requires an application/notice to work on Council property. This is to be approved by Council
Work that impacts on stormwater infrastructure or sewer infrastructure	Request to build over infrastructure application. This is to be approved by Council or Queensland Urban Utilities.

Q20. True or False (Tick your response): Project commencement date is always at the date the contract is signed.

Answer

☒	True
☐	False

☐

Q21. What document should be developed when purchasing supplies or construction materials?

Answer Purchase Order

☐

Q22. True or False (Tick your response): Every delivery should be physically checked against the delivery sheet.

Answer

☒	True
☐	False

☐

Q23. Who should be contacted if items are missing from a delivery?

Answer The supplier

☐

Q24. Name the Act and identify the section that outlines the requirement to implement hazard and risk management on site. Briefly describe the requirements.

Answer

Section of Act	Requirements
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☐

The Work Health and Safety Act 2011 (Qld) Part 2 Division 1	A duty imposed on a person to ensure health and safety requires the person— (a) to eliminate risks to health and safety, so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
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Q25. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer Work Health and Safety Regulation 2011
Personal protective equipment

☐

Q26. What document should be followed when disposing of hazardous materials?

Answer Safety Data Sheets

☐

Q27. An asbestos removal control plan is required when more than ____m² of asbestos containing material is to be removed.

Answer 10m²

☐

Q28. True or False (Tick your response): A site assessment should be undertaken if contamination is known or likely to be present from the removal of existing services.

Answer

☒	True
☐	False

☐

Q29. True or False (Tick your response): Multiple projects can be planned using a single Gantt Chart.

Answer

☒	True
☐	False

☐

Q30. What are the advantages of hiring subcontractors to work across multiple nearby projects? Explain with an example.

Answer This can be an advantage by saving time, as the subcontractor can work on the next job while waiting for another to complete.



Q31. Provide one (1) example to explain why construction operations must be sequenced.

Answer It allows for a breakup of activities where trades are required on more than one occasion

☐

Q32. Which of the following should be considered as part of task sequencing? Tick all that apply.

Answer

Choice	Possible Answers
☐	Holidays
☒	Labour availability
☒	Plant availability

☐

Q33. Order the following construction operations from 1 to 6 to form the most efficient sequence.

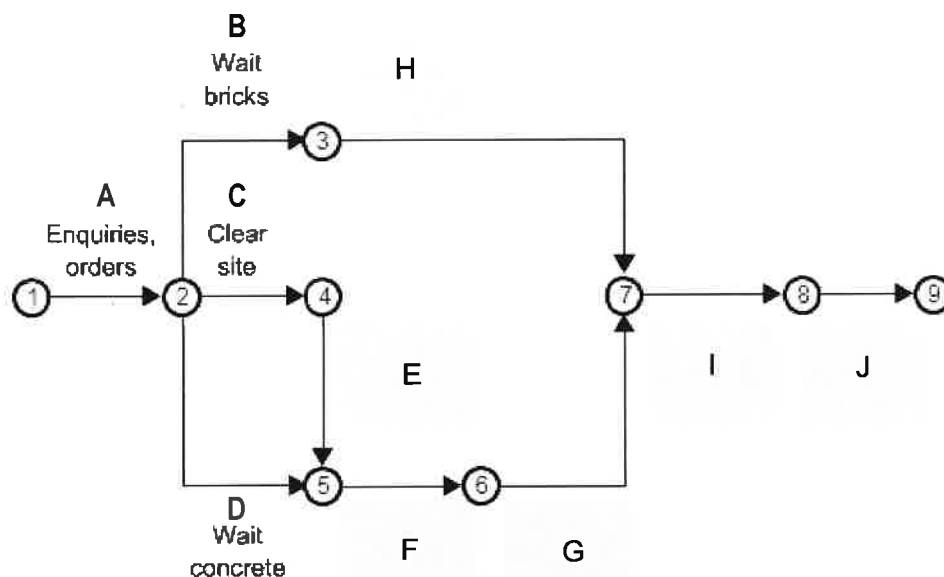
Answer

Step Number	Steps
2	Excavation of footings
4	Floor frame
3	Installing brick base
6	Roof trusses
1	Set out
5	Wall frames

☐

Q34. Refer to the table below to complete the chart shown. Label the blank boxes with the appropriate Task ID letters.

Task ID	Task	Preceding event	Nodes
A	Make enquiries and order all materials required	Start	1
B	Wait for bricks, sand and cement to arrive	A	2
C	Clear vegetation from the site	A	2
D	Order concrete to be delivered	A	2
E	Dig the trench	C	4
F	Pour the footings	E	5
G	Footings curing time	F	6
H	Load the bricks on the site	B	3
I	Mix the mortar and lay the bricks	H	7
J	Clean rubbish from the area	I	8
	Finish	J	9



Answer

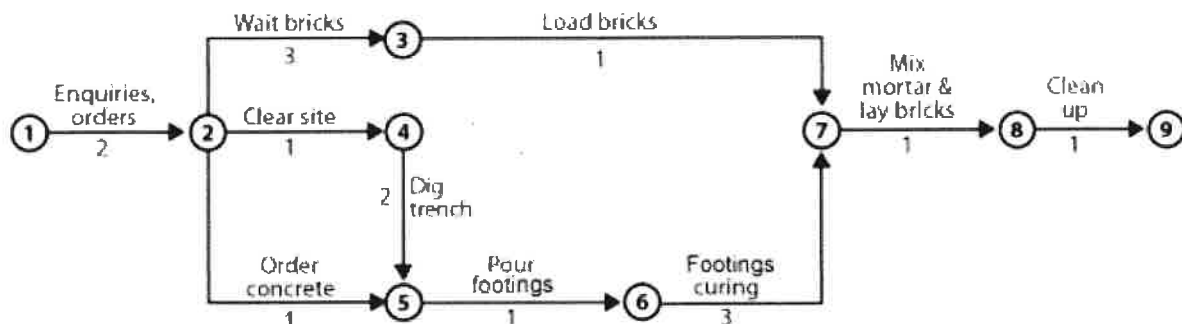


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Microsoft Project



Refer to the chart below to respond to Q36. to Q40. This chart shows the task sequence for building a brick fence.



Q36. What is the total time for the process if the top path is taken? Tick your response.

Choice	Possible Answers	☐
☒	8 days	
☐	9 days	
☐	11 days	

Q37. What is the total time for the process if the path through nodes 2, 4 and 5 is taken? Tick your response.

Choice	Possible Answers	☐
☐	8 days	
☐	9 days	
☒	11 days	

Q38. What is the total time for the process if the path through nodes 2, 5 and 6 is taken? Tick your response.

Choice	Possible Answers	☐
☐	8 days	
☒	9 days	
☐	11 days	

Q39. Describe the critical path.

Answer The critical path determines the shortest possible completion time if all events are to be completed.

☐

Q40. True or False (Tick your response): Even if the brick delivery in the top path was late by two (2) days, it is possible that the job will still run on schedule.

Answer

☒	True
☐	False

☐

Q41. Identify three (3) factors that may impact on the critical path of a project and cause it to need revision.

Answer Wet weather
Late arrival of supplies
Unknown problems for example asbestos

☐

Q42. Which major point(s) should you note when carrying out an inspection of neighbouring properties? Tick all that apply.

Answer

Choice	Possible Answers
☐	If the neighbours drive the right kind of car for that neighbourhood
☒	Structure and condition of any boundary fences
☒	Type and condition of all structures on the boundary
☐	Whether the houses are of Victorian heritage

☐

Q43. Why should you take photographs of site boundaries with neighbouring properties?

Answer In case there is a dispute with a neighbour, photos are taken to support you if necessary.

☐

Q44. When should a condition report be given to owners of adjacent buildings? Tick your response.

Answer

Choice	Possible Answers
☒	Before construction commences
☐	During construction
☐	After construction completes

☐

Q45. When might a neighbouring property owner be required to refer to a condition report?

Answer

If any damage has occurred to the neighbouring property, this is when they could refer to the condition report.

☐

CPCCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name

Sophie Scott

Participant signature



Date

18/03/2021

Assessor name

Assessor signature

Date

[Click here to enter a date.](#)

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

ASSESSOR COMMENTS

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

Practical Task 1 (2X)

Description of task:

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

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

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

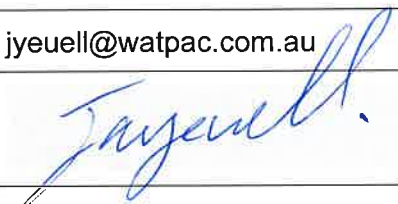
- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- WHS policy

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

Resources required:

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

Assessment of task

Name of participant:	Sophie Scott		
Name of observer:	Jasper Yeuell		
Role of observer (Confirm suitability to sign)	Contracts Administrator		
Email address of observer	jyeuell@watpac.com.au		
Signature of observer:			
Date:	18/03/2021		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Appraise contract documentation			
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒	
1.1B. Determine availability of selected subcontractors to suit the job requirements.	☒	☒	
1.1C. Assess availability of materials and confirm with suppliers.	☒	☒	
1.1D. Identify site access requirements and limitations; taking action to facilitate entry.	☒	☒	
1.1E. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒	

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

OBSERVER COMMENTS

HEALTH, SAFETY, ENVIRONMENT AND QUALITY (HSEQ) POLICY

BESIX Watpac considers excellence in health, safety and environmental performance, quality of service and client satisfaction essential components to the long term sustainability of our business.

Our goal is to achieve a high level of HSEQ performance for the benefit of all stakeholders, including employees, clients, subcontractors, suppliers and the local communities in which we work.

Our Values

BESIX Watpac promotes an organisational culture in which the principles of HSEQ are highly valued and upheld through the BESIX Watpac core values:

- Excellence
- Co-creation
- Passion
- Unity
- Respect

Our Commitments

BESIX Watpac is committed to:

- Providing a high standard of service;
- Conducting our activities in a safe and sustainable manner which includes protection of the environment;
- Mitigating foreseeable hazards through proactive risk management practices;
- Continual improvement of our health, safety, environmental and quality management systems;
- Consistently meeting stakeholder expectations;
- Compliance to applicable legal and other requirements including voluntary commitments; and
- Providing effective HSEQ information, instruction and training to our employees and sub-contractors.

Our Actions

BESIX Watpac will achieve this by:

- Providing visible support and leadership, with clear accountabilities and expectations that encourages employee, subcontractor and supplier participation in achieving our HSEQ goal;
- Establishing and maintaining documented and communicated HSEQ management systems certified to AS/NZS 4801, ISO 14001 and ISO 9001;
- Providing and maintaining a proactive HSEQ risk management framework across all aspects of our business;
- Ensuring effective consultation, communication strategies and processes are in place which allows all stakeholders to have input and provide feedback on HSEQ matters;
- Setting clear, achievable and measurable objectives plus targets that promote continual improvement of our HSEQ management systems and performance.

BESIX Watpac empowers, promotes and supports all personnel in making the necessary decisions to ensure the intent of this policy is upheld.


JEAN-POL BOUHARMONT
Chief Executive Officer

01/09/ 2020

Date