

CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A PROCESS CLIENT REQUIREMENTS

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. 17-12-2020.

Assessor name _____

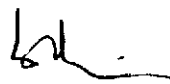
Assessor signature _____

Date Click here to enter a date.

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

Task 2 (Occasion 2)	☐	☐
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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 process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. Occasion 1: Residential construction project Occasion 2: Commercial construction project 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: - RFI sent to client and proof of correspondence - Variation sent to client and proof of correspondence and acceptance 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: Telephone, facsimile machine, computer.		
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@mrpty.com	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	☒	☒
1.B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	☒	☒

1.C. Arrange and oversee the preparation of sketch plans.	☒	☒
1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☒	☒
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☒	☒
1.F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☒	☒
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	☒	☒

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

OBSERVER COMMENTS Lorna has used Sketches and software (Buildxact) for planning and design purposes for client needs. She has looked at QBCC requirements for planning approval and researched any covenants on the projects. Lorna has liaised with the director regarding any design risks or non compliance. Lorna has attended site visits with the site supervisor, builder and client to discuss the scope of works and costs to the client. Using the QBCC portal, Lorna has determined the type of contract required for the works (major/minor) and has ensured all clauses are entered including excluded works. All documents were checked against QBCC codes/standards and determined whether planning approval was required. Lorna used email, phone calls and sent written documents for client approval.
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Practical Task 2 (2X)			
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. Occasion 1: Development approval Occasion 2: Building approval 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: - Council approvals. - Traffic control plan submissions and approval by city councils. - Crane base drawings and approval by engineer (if you have them). - QFES approvals. 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.			
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.		
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.	
		1 st Occasion	2 nd Occasion
1 Plan the process for lodging approval applications			
2.1A. Identify the approvals required for each project stage and required information and documentation.	☒	☒	
2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☒	☒	
2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	☒	☒	
2 Prepare and lodge applications for approval			
2.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements	☒	☒	

(including plans, specification, drawings and reports).		
2.2B. Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☒	☒
2.2C. Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☒	☒
2.2D. Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☒	☒
3 Evaluate and review outcome of application		
2.3A. Assess the outcome of the building approval to determine the impact on the project.	☒	☒
2.3B. Where required, negotiate minor amendments with the client, organisation and approval authority.	☒	☒
2.3C. Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☒	☒
2.3D. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - In writing (including preparing planning submissions) - Sound document control processes	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS Lorna checked with QBCC requirements and client authority for project approvals and scheduling of stages providing schedule documents as required by the client for project completion. Lorna has consulted with Seismic Specialist to construct walls/ceilings to Seismic Standards obtaining a design and form 1b approval as per QBCC requirements. Lorna has checked with Stakeholders regarding scheduling and has submitted all warranties, MDRS Safety data Sheets and operation manuals upon completion of the work with contact with the client for approval. Lorna has negotiated variations to the scope of works and amendments of design and has re-visited quotes/contracts for re-submission. Lorna has communicated via email, phone calls, face-to-face and sent documents. Lorna has created Spreadsheets for quotes from Suppliers and document control.

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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

Loma Mernice

Participant signature

Loma Mernice

Date

Click here to enter a date.

17-12-2020

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
56		☐	☐

ASSESSOR COMMENTS

Q1. Identify four (4) details you would try to establish about the client's design requirements.

Answer

- ① Client's objectives & priorities of the project ☐
- ② Space, time and budget Parameters are aligned with the client's vision and needs.
- ③ Expectations are reasonable and attainable
- ④ Client's role and the project structure.

Q2. In what format should the client's design requirements be recorded?

Answer

In a Project brief - outlining - Description of the Client
- site information
- technical requirements ☐

Q3. Describe how explaining a product's strengths and limitations can ensure the client's design needs are met.

Answer

Saves time and money.
Support local Industry and environment
Assurance in receiving quality and value for money
Matched to their needs. ☐

Q4. Identify two (2) types of technical/product knowledge you should provide to a client who wishes to maximise sustainability.

Answer

its purpose = it will meet their need & save
time and/or money. ☐
How it is checked for quality
- it may support local industry &
help the environment

Q5. Which of the following may be considered a restrictive covenant?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Limit on building heights
☒	Limit on fence heights
☒	Limit on retaining wall heights

☐

Q6. Why should your client be notified about restrictive covenants?

Answer

As legal action can be taken
against the party for breaching it

☐

Q7. What document sets out what a client can build within the Council area?

Answer

The City Plan.

☐

Q8. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer

to ensure that the design does not
pose risks to people using the building
for its intended purpose.

☐

Q9. True or False (Tick your response): The client requesting a design from an architect automatically holds copyright of the design.

Answer

☐	True
☒	False

☐

Q10. Identify five (5) site features that would be identified when preparing a site plan.

Answer

- * Location
- * Access
- * existing buildings
- * old foundations
- * services



Q11. Explain the role of a drilling rig in establishing site costs.

Answer

A drilling rig will gather samples for identifying the strength of the foundations (and any potential problems).



Q12. Identify three (3) site works activities that may be conducted by the builder.

Answer

- * Determining & setting out building or construction features.
- * Earthmoving, using tracked or wheeled earthmoving eqn.
- * Establishing personal & vehicle access to egress to and from the site.

Q13. Identify two (2) documents that a client would receive in relation to site investigations and costs.

Answer

- * Site investigation
- * Site recommendations



Q14. Identify two (2) disclaimers you may need to give a client with regards to site costs.

Answer

* Site Plan.
* A drilling rig.

☐

Q15. Outline why it is important that the requirements (including variation requests) for sketch plans and drawings should be accurately communicated to drafting personnel.

Answer

So not extra costs | mistake are made.

☐

Q16. What might be prepared by the architect to quickly and simply explore initial ideas for designs?

Answer

Concept drawings.

☐

Q17. Name three (3) types of detailed plans that may be forwarded to the client for approval.

Answer

Illustrated via Plans, Sections,
Elevations & 3D Imagery.

☐

Q18. Name three (3) costing details that should be able to be established from sketch plans.

Answer

Use types
Likely form of construction
Building performance criteria

☐

Q19. True or False (Tick your response): All documents should be sighted by the client, with details initialled.

Answer

☒	True
☐	False

☐

Q20. What of the following are preliminary contracts that a builder could ask a client to sign prior to signing the main contract? Tick all that apply.

Answer

Choice	Possible Answers
☒	Estimate
☐	Handover certificate
☒	Quote

☐

Q21. True or False (Tick your response): Pre-contract agreements may influence the final contract development.

Answer

☒	True
☐	False

☐

Q22. Identify one (1) standardised commercial building contract and explain the maximum value of the work it may be used for.

Answer

Natural disasters repairs contract. * this is for domestic building projects not exceeding 3.3k.

☐

Q23. Identify an appropriate standardised contract that would be appropriate for a house renovation exceeding \$20,000.

Answer

Level 2. Renovations, Extension & repair contracts.
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☐

Q24. Which of the following parties could preliminary contracts be submitted to for checking and recording? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contract association (e.g. Master Builders)
☐	Parliament
☐	Solicitor

☐

Q25. List two (2) permits that may need to be organised when preparing contract documents.

Answer

electricity supply permit
Rubbish / waste disposal permit

☐

Q26. Outline the importance of preparing construction documents according to contract details.

Answer

This will ensure that other services meet the clients requirements
examples:
* materials orders are correct.
* subcontractors are organised accordingly.

☐

Q27. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer

* Carrying out building work
* Carrying out Plumbing or drainage work.
* carrying out operational work.
* reconfiguring a lot (i.e a subdivision)
* making a material change of use of Permses (ie starting a new use, reestablishing a use mate has been abandoned or changing the intensity or scale to use).

☐

Q28. At which of the following stages would a development approval be sought? Tick your response.

Answer

Choice	Possible Answers
☒	Town planning stage
☐	Building approval stage
☐	Construction stage
☐	Final certification stage

☐

Q29. True or False (Tick your response): Building approval is separate to planning approval.

Answer

☒	True
☐	False

☐

Q30. True or False (Tick your response): Full approval is one type of approval that may be sought for the building approval stage.

Answer

☐	True
☒	False

☐

Q31. For each of the external specialists categories listed below, identify the information and documentation they may provide for an approval application.

Answer

External specialist	Information and documentation provided
Building surveyors, quantity surveyors and site surveyors	
Geotechnical and environmental specialists	
Structural, mechanical and electrical engineers	

☐

Q32. Name two (2) documents that are required under legislation to support a development application.

Answer

The building Act 1975 Qld.
The national construction code.

☐

Q33. What documents are required by Council to support a development application (in addition to those under Q32.)?

Answer

* code assessment
* Impact assessment.

☐

Q34. When arranging for building approval through a building certifier, you must give them scaled and detailed plans. Who should these plans be prepared by?

Answer

Drafts person or architect

☐

Q35. Name three (3) approvals that must be lodged through the Council, as opposed to through a building certifier.

Answer

* Any town planning matters that are not accepted development, subject to requirements under Brisbane City Plan 2014.
* Houses more than 9.5 meters in height from the natural ground level in the majority of residential zones.
* Redevelopment or removal of heritage & character buildings

☐

Q36. What should be considered when developing a plan for the process of lodging approval applications?

Answer

You should consider the scheduling.
required to obtain all of the required
information
e.g - clients needs (ie their expected
completion Date)



Q37. True or False (Tick your response): The plan in Q36. should be submitted for approval.

Answer

☒	True
☐	False



Q38. The council assesses development under the application types listed below. Describe each assessment type and whether the public must be notified.

Answer

Assessment type	Description
Code assessment	this assessment is assessed against the codes identified for the use within the city Plan. this assessment does not require public notification.
Impact assessment	this assessment for development must be assessed against all identified codes & city Plan as a whole to the extent relevant. this is to ensure that identified development impacts are addressed. this must be publicly notified.



Q39. Identify two (2) stakeholders that may be impacted by a planning application. Describe the impact on each stakeholder and strategies that could be adopted to maximise their support of the planning application.

Answer

	Stakeholder 1	Stakeholder 2
Stakeholder type		
Impact of planning application on stakeholder		
Strategies adopted to maximise stakeholder support		

☐

Q40. Identify the Council documentation that outlines whether your proposal will require an impact assessment.

Answer

Part 5 of City Plan.

☐

Q41. Name three (3) projects that are always deemed 'accepted development'.

Answer

- * Building work to restore a building that has been accidentally damaged to its original condition.
- * Single Satellite dish not bigger than 1.2m in residential area or Township zone or 1.8 in other zones
- * Development that under Schedule 4 of the Planning Regulation 2017 is identified as not being assessable development.

☐

Q42. True or False (Tick your response): Projects that are 'accepted development, subject to requirements' do not need anything in writing from the Council to commence the activity, provided that a self-assessment has been carried out to ensure compliance with the relevant code.

Answer

☒	True
☐	False

☐

Q43. Other than legislation relating to planning, name two (2) types of building legislation/requirements considered during the building approval process.

Answer

The building Act 1975 Qld.
The National Construction code.

☐

Q44. During the building approval process, which of the following issues are considered under various codes and regulations? Tick all that apply.

Answer

Choice	Possible Answers
☒	Building is soundly/safely designed and constructed
☒	Degree of fire safety
☒	Energy and water efficiency standards
☒	Protection from pests
☒	Sewerage and drainage

☐

Q45. Identify and describe two (2) industry standards that you may refer to when preparing a building application (e.g. to address Q44.).

Answer

Standard number	Description

☐

Q46. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer

Regulation name	Description

☐

Q47. Describe the importance of using document control processes when submitting an application.

Answer

Delays can occur when public submissions are recieved raising concerns about your development.

☐

Q48. How the currency of a plan determined?

Answer

☐

Q49. True or False (Tick your response): To ensure continuing progress of your application, you should confirm the application status at appropriate intervals.

Answer

☒	True
☐	False

☐

Q50. Identify (and name, if applicable) whether there is an electronic portal used to check applications submitted to Council?

Answer

PD OLine

☐