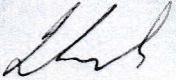


CPCCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to prepare and evaluation tender documentation, including calculation of labour and material requirements using costing software programs. 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: Any tender documents you have submitted to client and correspondence (redact any sensitive info) The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Nathan Weiss	
Name of observer:	LAURENCE COURT	
Role of observer (Confirm suitability to sign)	BUILDER	
Email address of observer	laurencemcourt@outlook.com	
Signature of observer:		
Date:	29/03/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Evaluate contract risk by: - Selecting contracts according to company policy - Evaluating tender documents, identifying risks for tender preparation	☒	☒
1.B. Prepare tender and supporting documentation by: - Identifying and obtaining necessary information (including vital information, drawings, specification) - Calculating material quantities and costs - Calculating labour hours and costs, considering types, scope and usage of labour through employee and subcontractor systems - Using appropriate costing software programs - Following company procedures and instructions	☒	☒
1.C. Consult with industry professionals, ensuring clear and direct verbal and non-verbal communication appropriate to cultural differences.	☒	☒
1.D. Conduct a preliminary evaluation of completed tender documentation, ensuring conformity with legislation, and company financial and administrative guidelines.	☒	☒
1.E. Provide tender documentation to appropriate staff member for approval or endorsement.	☒	☒
1.F. Prepare final documents (including amendments) for submission to the client.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Nathan has shown me the ability to successfully tender two separate projects. Nathan has obtained the necessary information required to successfully calculate material and labour costs. The program that he used to calculate his tender was builder-trend.