

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005A Produce labour and material schedules for ordering* 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	Rik Chetcuti
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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.

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Rik Chetcuti

Participant signature

Rik Chetcuti

Date 4/04/2022

Assessor name

Assessor signature

Date 4/04/2022

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
30		☐	☐

ASSESSOR COMMENTS

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Commencement date	
	☒	Completion date	
	☒	Contract price	

Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer	Suppliers	Contractors	☐
	Brick Supplier (For E.g., ABC Bricks)	Electrician	
	Slab Steel and Waffle Pods (For E.g., ARC)	Plumber	
	External Windows and Doors (For E.g., Bradnams)	Concreter	

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer	A builder can closely direct the work to be undertaken by an employee and a contractor can decide what work they do, how it is to be carried out and the hours when the work is to be completed.	☐
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Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	A local government authority who should be considered is the local council which is the Moreton Bay Regional Council for me and a regulatory body that should be considered is the Queensland Building and Construction Commission.	☐
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Q5. Why should colour selections be included on the schedules?

Answer	Colour selection should be included on schedules to assist trades and suppliers to ensure what is provided either supply or install is correct and suits the client's request.	☐
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Q6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.

Answer

☒	True
☐	False

☐

Q7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.

Answer

The Moreton Bay Reginal Council requires work to be undertaken on a business day or Saturday before 6:30am or after 6:30pm. On any other day, at any time. These requirements may affect your schedules as the trades and suppliers can only work between those periods so appropriate allowances need to be made to ensure they can complete the assigned task.

☐

Q8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.

Answer

Drawing/Specification	Information provided for labour and material schedules
Floor Plans	These are horizontal sections through the building viewed from above. They can be drawn at various scales, but usually 1:100.
Elevations/Perspectives	View of the proposed structure from its sides (i.e. north, south, east and west). Each side is what is called an elevation view. Elevations indicated: Finish to External walls and Size of windows, doors and balconies (Amongst other things)
Sections	A section is a vertical view (Slice) through the building. The direction of sections lines or arrows is usually shown on the plan to help interpret the section view. Keys features include: Height of Building Positions of piers, Beams, openings Floor to ceiling heights (Amongst other things)

☐

Q9. What three (3) things should a builder do when variations are made to a contract for a project?

Answer A builder should, make changes to their schedule accordingly, notify your major suppliers and make changes to your call forward sheet when a variation is made.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
White goods such as stoves, baths, showers, vanities, wardrobes fit outs are requested to be changed.	If the project is onsite a variation to change any of the items listed would add additional build time to the project as the already provided provisions (Depending on the stage of the build) would need to be change and many trades and suppliers would need to be notified for example, plumbers and electricians possibly frame carpenters will all need to be notified to make changes. If the job is not onsite so long as all the plans and supporting documents are updated to suit the variation there should be no effect on the schedules unless the new items are more complex and slightly more time needs to be allowed to install them.
Style of Doors and Windows are requested to be changed.	If the project is onsite a variation to change any of the items listed would add additional build time to the project as the already provided provisions (Depending on the stage of the build) would need to be change and many trades and suppliers would need to be notified for example, frame carpenters will all need to be notified to make changes. If the job is not onsite so long as all the plans and supporting documents are updated to suit the variation there should be no effect on the schedules unless the new items are more complex and slightly more time needs to be allowed to install them



Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Rock is Hit Onsite when digging footings.	All work onsite will need to be put on hold. The client will need to be notified and explained in detail the issue and the client will then need to confirm they can afford to cover any additional cost. Typically, a builder will provide the client cost pricing so that the job remains on schedule.
Extension of Time – For example weather has delayed work	The client will need to be notified and explained in detail the issue. An extension of time variation will typically be requested by the site supervisor as they are unable to complete the required work within the contract dates provided, the schedule will be updated to suit.



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5	Builder to note supplier/contractor details and ordering times on schedule
3	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement



Q13. What is an 'overlay drawing'?

Answer

Overlay drawings are drawings that show further detail on top of any existing plans and specifications. Overlay drawings are generally designed to:

- Provide more visual clarity about a building process
- Provide advice if there have been changes that require subsequent engineering redesign/specialist changes (e.g., from architects, soil experts)



**Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers

☐

Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

3 details that should be included on a work order and reflected on the labour schedules are Task/Activity to be completed, Order Date and supplier to supply said goods.

☐

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

9 details that should be included on a purchase order are,
Order Date and Delivery Date,
Purchase Order Number,
Supplier Details,
Delivery Details,
Supplier Contract Information,
Project Manager Details,
Product Description,
Terms and Conditions
And
Total Order Cost.

☐

Q17. What is a 'call forward sheet'?

Answer

A call forward sheet is a sheet used to track when materials are needed and when they should be ordered. This tool allows site personnel to schedule and coordinate activities that are to be undertaken on-site.

☐

Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☒	True
☐	False

☐

Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

2 approved plans that should be included with the site documents are,
Reports (e.g., engineering, geotechnical) and stamped permit plans.

☐

Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer

Document		Answers	Definition	
1	Permits	1 - B	A	May include engineering data
2	Quotes	2 - E	B	Council inspectors may issue a stop work notice until these documents are produced
3	Reports	3 - A	C	Changes requested using a standard form in writing. Need to be signed by both builder and client.
4	Specifications	4 - D	D	List the materials to be used, fittings and fixtures to be installed, and types of finishing required.
5	Variations	5 - C	E	Used to ensure purchase orders are developed using the correct price.

Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer	Trade	Estimate	Actual cost	Cost difference	
	Carpentry	10,000	8,500	-1,500	
	Electrical	3,000	4,250	1,250	
	Painting	4,000	3,900	-100	
	Plumbing	8,000	8,000	0	
	Tiler	4,500	4,750	250	

Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer	Item	PC sum	Actual cost	Cost difference	
	Basin taps	100	130	30	
	Oven	2,500	1,500	-1000	
	Rangehood	500	900	-400	
	Shower bases	250	265	-15	
	Shower screen	400	350	50	
	Shower taps	150	120	30	
	Stove	900	1,200	-300	

- Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer	Choice	Possible Answers	☐
	☐	Builder	
	☒	Client	
	☐	Supplier	

- Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer	Choice	Possible Answers	☐
	☒	Builder	
	☐	Client	
	☐	Supplier	

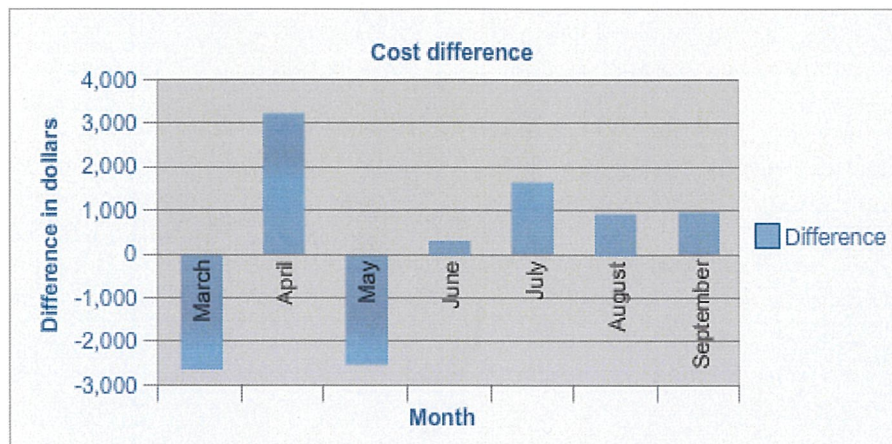
- Q25. You are given the following table containing the costs for each month of the project.

Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer	Choice	Possible Answers	☐
	☐	Plot both the estimated and actual costs on a graph	
	☒	Plot the actual cost on a graph	
	☐	Work out the difference between the estimated and actual costs	

Q26. The following graph is a visual representation of the difference in each month.



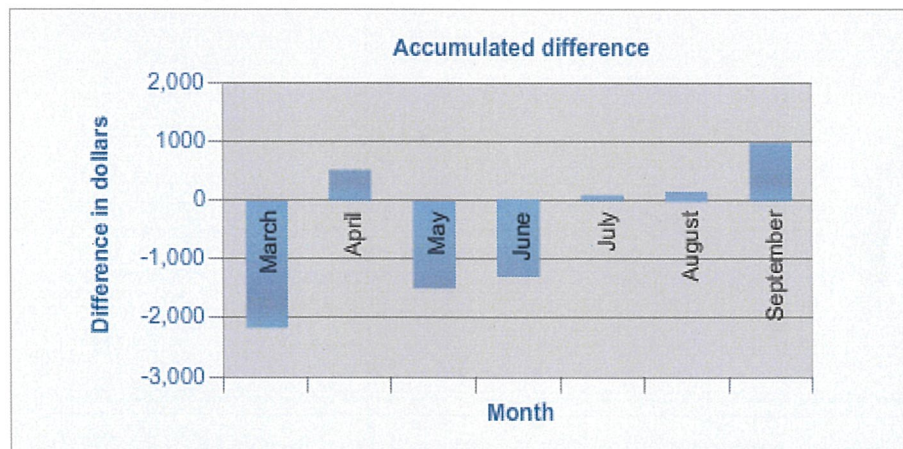
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☒	No, you cannot see this directly from the graph
☐	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☐	Overestimated
☒	Underestimated

☐

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

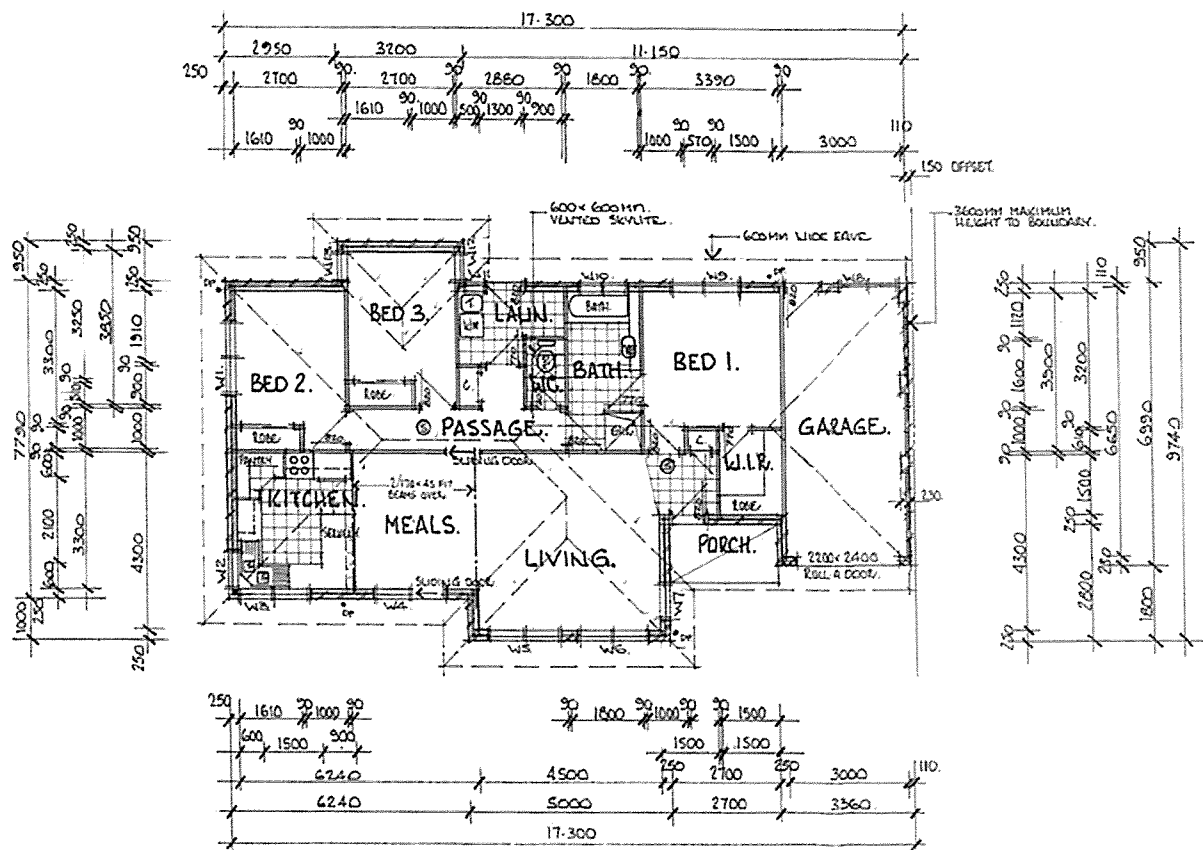
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA :

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT.
PROPOSED GARAGE	21.74 SQ.M.	234 SQ. FT.



Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Concrete (Slab) -Supply And Install	5 Business Days	28/12/20	21/12/20	As Advised By Concreter Onsite
Wall Frame & Prefabricated Trusses -Supply and Install	8 Business Days	30/12/20	21/12/20	If there is a vacant block you would typically get this delivered on it.
Roof -Supply And Install	13 Business Days	06/01/21	21/12/20	Special Requirements N/A
Brick -Supply And Install	17 Business Days	12/01/21	21/12/20	Bricks to be Spread across block to avoid handling fees if possible.



Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	-Ensure PO has been Sent -Provide Call Up Date / Delivery Date on Schedule -Follow Up Request a week out from delivery date	Ensure correct Materials have been ordered – correct profile/style and correct size ETC. Ensure appropriate lead time is provided.
Wall frame	-Ensure PO has been Sent -Provide Call Up Date / Delivery Date on Schedule -Follow Up Request a week out from delivery date	Ensure correct items have been ordered – correct size/timber (Treated ETC) Ensure appropriate lead time is provided.



Windows	-Ensure PO has been Sent -Provide Call Up Date / Delivery Date on Schedule -Follow Up Request a week out from delivery date	Ensure correct items have been ordered. Ensure appropriate lead time is provided.
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Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer

The following procedure is to be followed by all sub-contractors and applicable staff.

This procedure has been implemented so that in the event of encountering site specific issues (For example Rock or Poor Soil) onsite, The builder are given the opportunity to pass on additional costs involved to the Client by way of a Variation.

Procedure:

SUB-CONTRACTOR: If a site-specific issue has been encountered onsite that will incur an additional charge to remove ETC, work onsite is to stop. The Supervisor is to be contacted immediately and notified. If the Supervisor is unavailable, then the next point of contact can be the Construction Manager. When the Client has been notified the Supervisor will contact the applicable trade and advise that work can continue onsite. All additional costs related to site specific issues is to be invoiced separately so that the correct amount can be passed on to the Client and as in some instances, the Client would like to see invoices from the sub-contractors.

SUPERVISOR: After being notified by a sub-contractor that a site-specific issue has been encountered onsite, the Supervisor is to contact the Client immediately and advises any additional cost for machine hire, etc will be borne by the Client by way of a Variation. All work relating to site-specific issues work is to be charged to the Client at cost price, and the Client should also be advised of this.

The Client can give a verbal approval to the Supervisor for work to continue onsite and acceptance of a Variation, but the Client must be requested to send an email as written confirmation. The applicable trade who has stopped work can be notified to continue onsite.

The Supervisor is to email the office with Client's consent email to advise that the site-specific issue has been encountered onsite and that the Client has been notified and given verbal approval to continue work with acceptance of a Variation to cover costs.

The Email to the office should include, Accounts, the job's Estimator, and the Construction Manager.

ACCOUNTS: When notified by the Supervisor by email that site-specific issue has been encountered onsite, the job is to be 'Flagged' and copies of all associated invoices collected to be passed onto Estimating to price up a Variation to the Client at the end of the job.

ESTIMATING: When all invoices associated with rock removal have been received from Accounts, a Variation is to be priced up at cost price to the Client and sent for a Variation to be raised. A copy of the Client's consent email should be included with the Variation pricing email, along with the applicable invoices from the trades.

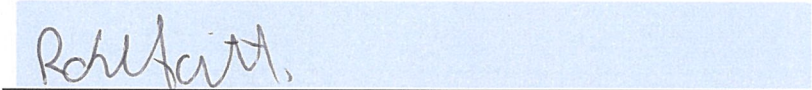


CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

PRACTICAL ASSESSMENT INSTRUCTIONS

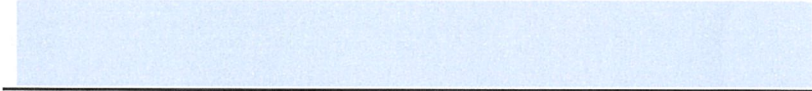
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, 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 Rik Chetcuti

Participant signature 

Date 4/04/2022

Assessor name _____

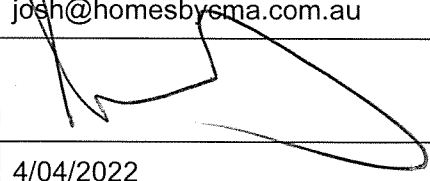
Assessor signature 

Date ~~4/04/2022~~

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

ASSESSOR COMMENTS

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred. Occasion 1: Residential project Occasion 2: Commercial 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: - A copy of a material/labour schedule or supplier list for a project - A copy of a purchase order for purchasing materials or other resources - A cost report - Site condition reports or dilapidation reports - Contract documents - Call forward sheets - Variations 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: Contract documentation (including plans and specifications), computer.		
Assessment of task		
Name of participant:	Rik Chetcuti	
Name of observer:	Josh Casey	
Role of observer (Confirm suitability to sign)	Estimating Manager	
Email address of observer	josh@homesbysma.com.au	
Signature of observer:		
Date:	4/04/2022	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Consider all contract conditions in the schedules, including: - All contractual requirements - Local government and regulatory bodies' conditions of approval - Colour selections - Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: - Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
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

To whom it may concern,
I can confirm that Rik is able to complete the above tasks at a satisfactory standard.
Rik has been estimating for Homes by CMA for over 2 years now and on a few occasions, he has helped site supervisors supervise and encountered many of the above situations.
Thanks,