

CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

PRACTICAL ASSESSMENT

Participant name	Lucy Muston
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FOR THE PARTICIPANT
Instructions - The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. - The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. - You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions - The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). - All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1	Select Date.	☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL	
As necessary, outline: - Details on reattempts, alternative arrangements or reasonable adjustments made. - Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.	

ASSESSOR COMMENTS: PRACTICAL TASK 1	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1A.	Specify project documents located, read and understood:
1.1B.	Specify site hand over date set with client.
1.1B.	Specify who appropriate fee payment was confirmed with:
1.1C.	Specify insurance organised:
1.1C.	Specify security requirements organised:
1.1D.	Specify authorities notified of the commencement of scheduled works:
1.1E.	Specify where information was recorded and maintained:

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.1F.	Specify who was advised of work, parking and other restrictions:
1.2C.	Specify temporary services arranged and scheduled:
1.2D.	Specify protection or utilisation of existing services:
1.2E.	Specify council requirements met for temporary site set-up:
1.3D.	Specify waste facilities and removal organised:
1.4A.	Specify how materials needed were determined:
1.4B.	Specify ordering process for material delivery:
1.4D.	Specify process adhered to during order delivery:
1.5A. 1.5B. 1.5C. 1.5D.	Specify how human resources were organised:

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ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

Practical Task 1

Description of task:

The participant must demonstrate the ability and skill to arrange resources and prepare for a building and construction project by identifying, planning and establishing the essential pre-construction infrastructure for a commercial or residential project including:

- Complete preliminary construction requirements.
 - Locate, read and interpret relevant project documentation.
 - Set a site handover date with client once appropriate fees are confirmed paid with relevant persons.
 - Organise and provide insurance and security requirements.
 - Notify authorities of the commencement of scheduled works.
 - Record and maintain information from local council, external authorities, employees and contractors.
 - Determine and advise relevant persons of work, parking and other restrictions.
- Organise on-site services and facilities
 - Determine and document requirements for on-site facilities and services.
 - Arrange, receive and position site office, storage sheds and on-site toilets and facilities.
 - Schedule and arrange temporary services.
 - Identify and develop processes to protect or utilise existing services at the site.
 - Identify and meet council requirements for temporary site set-up.
- Arrange public protection.
 - Adhere to WHS and local authority authorisations for site setup.
 - Erect compliant hoardings, fencing and signage.
 - Arrange temporary site access and egress to meet local authority requirements.
 - Organise waste facilities and waste removal.
- Organise on-site delivery.
 - Determine and confirm materials required.
 - Order materials to meet scheduled delivery dates.
 - Check availability of physical resources and schedule delivery as needed.
 - Receive, secure and protect materials and plant and equipment.
- Organise on-site human resources.
 - Schedule and arrange human resources.
 - Address industrial relations and on-site safety matters that could impact on the preparation and human resourcing for building work.
 - Identify and allocate on-site human resource requirements.
 - Engage or appoint construction work supervisor.
 - Engage appropriate employees or contractors as stated for project needs.

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Work site; Access to relevant government building and industrial relations legislation; Current relevant Building and Construction codes and standards; Project plans, specifications and manufacturer's product information; Workplace policies, procedures and other quality documentation; Business equipment and technology to facilitate arranging resources and preparing for a construction project.

Observer details	
Name of observer:	BERNARD TRAVERS
Role of observer (Confirm suitability to sign)	PROJECT MANAGER
Email address of observer	BERNARD@GARZIELL CONSTRUCTION. com
Signature of observer:	
Date:	Select Date. 7.04.2025

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Complete preliminary construction requirements.	
1.1A. Locate, read and interpret relevant project documentation.	☒
1.1B. Set a site handover date with client once appropriate fees are confirmed paid with relevant persons.	☒
1.1C. Organise and provide insurance and security requirements.	☒
1.1D. Notify authorities of the commencement of scheduled works.	☒
1.1E. Record and maintain information from local council, external authorities, employees and contractors.	☒
1.1F. Determine and advise relevant persons of work, parking and other restrictions.	☒
2 Organise on-site services and facilities.	
1.2A. Determine and document requirements for on-site facilities and services.	☒
1.2B. Arrange, receive and position site office, storage sheds and on-site toilets and facilities.	☒
1.2C. Schedule and arrange temporary services.	☒
1.2D. Identify and develop processes to protect or utilise existing services at the site.	☒
1.2E. Identify and meet council requirements for temporary site set-up.	☒
3 Arrange public protection.	
1.3A. Adhere to WHS and local authority authorisations for site setup.	☒
1.3B. Erect compliant hoardings, fencing and signage.	☒
1.3C. Arrange temporary site access and egress to meet local authority requirements.	☒
1.3D. Organise waste facilities and waste removal.	☒
4 Organise on-site delivery.	
1.4A. Determine and confirm materials required.	☒
1.4B. Order materials to meet scheduled delivery dates.	☒
1.4C. Check availability of physical resources and schedule delivery as needed.	☒

Date	Time	Location	Weather	Wind	Temp	Humidity	Pressure	Visibility	Remarks