

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	Kristina Saedder
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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

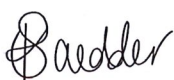
PLAN BUILDING OR CONSTRUCTION WORK

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 Kristina Saedder

Participant signature



Date 7/09/2020

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
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



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
Queensland Building and Construction Commission Act 1991 (Qld) Schedule 1B Part 4 Division 2 Clause 33	Value under \$3300 - no maximum, QBCC recommended no more than 20% Level 1 Contract (\$3300-\$19,999) - maximum deposit of 10% of total contract price Level 2 Contract (over \$20,000) - maximum deposit of 5% of total contract price Level 1 or 2 Contract where value of the off-site work is more than 50% of the contract price - 20% of the contract price Maximum Penalty - 100 penalty units [Current value of penalty unit is \$130.55]



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

Answer

Subcontractor	Work
Concreter	Installs formwork and boxing, places and finishes concrete
Carpenter	Installs frames, trusses, windows, flooring, doors and frames, decking and steps, joinery and mouldings



Waterproofing	Prepares wet area surfaces
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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	It is critical that the resources you are intending to engage are available to meet your program needs. If they are not you could end up with delays to the project and/or having to find an alternative potentially more expensive solution to meet your requirements.	☐
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Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer	Liaise with known suppliers Online search for required products	☐
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Q7. Name two (2) factors that may impact on the availability of materials.

Answer One being experienced by many currently - border closures due to a pandemic! ☐

Ensure you are aware of the suppliers required lead times before the project commences, and then provide them with order/s and required delivery dates well ahead of time.

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/NZS 1680 - Interior & Workplace Lighting ☐

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	Preparing the site for building, including clearing, cutting block and excavating footings.
Concrete Pump	The quickest and most efficient way to place concrete for the slab (or other concrete works)

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
Platform Ladder	Used to safely access higher areas for short duration tasks
Wheelbarrow	Used to small amounts of material at a time for one location to another on site.

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

Answer Safety & Condition Checklist
Site Diary detailing time on site, work completed and copy of the day docket (if applicable) ☐

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

Answer Temporary Electricity
Temporary Water
Temporary Fencing
Tiger Tails for overhead power lines
Skip Bins ☐

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 May need to provide a temporary all-weather road to allow access for machinery to site, along with a temporary hardstand for heavy vehicles/machinery to park (e.g. cranes).



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
NCC Volume 2 Section 2 Performance Requirement: Part 2.5 Safe Movement & Access Part 3.9 Safe Movement & Access Also, NCC Volume 1 contains access requirements for people with a disability in Class 1b and 10a buildings	NCC Volume 1 Section D Access and Egress



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 **Brisbane City Council**

To be eligible, there must be a legitimate reason (e.g. safety/traffic) that the works cannot be completed during prescribed hours; and there must be a condition on the Council development approval which requires the applicant to obtain approval from Council for out of hours construction work.

Complete the online Operational Works/Compliance Assessment SmartForm and attach the following:

- Site specific Construction Noise Management Plan
- Copy of the letter which will be provided to the premises/residents who are likely to be affected

Any applicable fees and charges will need to be paid.

Council require a minimum of 10 working days to assess the application



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
Application/Notice to Work on Council Property [online or hard copy]	Brisbane City Council Required for works to construct a residential driveway or footway; To crossover existing kerb and channel; Connect to Council Stormwater Drainage etc
Disposal Permit to remove, treat and dispose of contaminated soil	Waste Operations Environmental Services & Regulation Department of Environment & Science Queensland Government Required to remove, and treat or dispose of, contaminated soil from land that is recorded in the environmental management register (EMR) or contaminated land register (CLR). If land is not recorded, there is a legal duty to notify the department about the contamination. A soil testing report should be attached to the application which should include details of testing undertaken, locations of testing, copies of lab results. Details regarding the management and remediation options already applied to the site should be included, along with the reasons why removal is the only remaining option for the soil.

☐

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
Work Health & Safety Act 2011 (Qld) Part 2 – Health & Safety Duties Section 17 - Management of Risks Section 18 - What is reasonably practicable in ensuring health and safety	s17 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. s18 In this Act, reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including— (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) what the person concerned knows, or ought reasonably to know, about— (i) the hazard or the risk; and (ii) ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising

☐

	the risk, including whether the cost is grossly disproportionate to the risk.
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Q25. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer ☐

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

Answer ☐

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

Answer ☐

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

Keeping subcontractors working on your nearby projects is a good way to save time as it reduces the need for the subcontractor to move to other areas and/or clients which may impact their ability to be available for your next stage of works.

For example, you may be able to sequence your work so that the electrical subcontractor can move from one residence/project to the next for rough in and later at fit off stage.



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

Answer

Construction operations must be sequenced so that you can have the right materials and skills available at the right time. It ensures that the project will be ready when each trade arrives allowing for the most efficient use of resources - e.g. electrical wiring completed before the linings are installed.

☐

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.

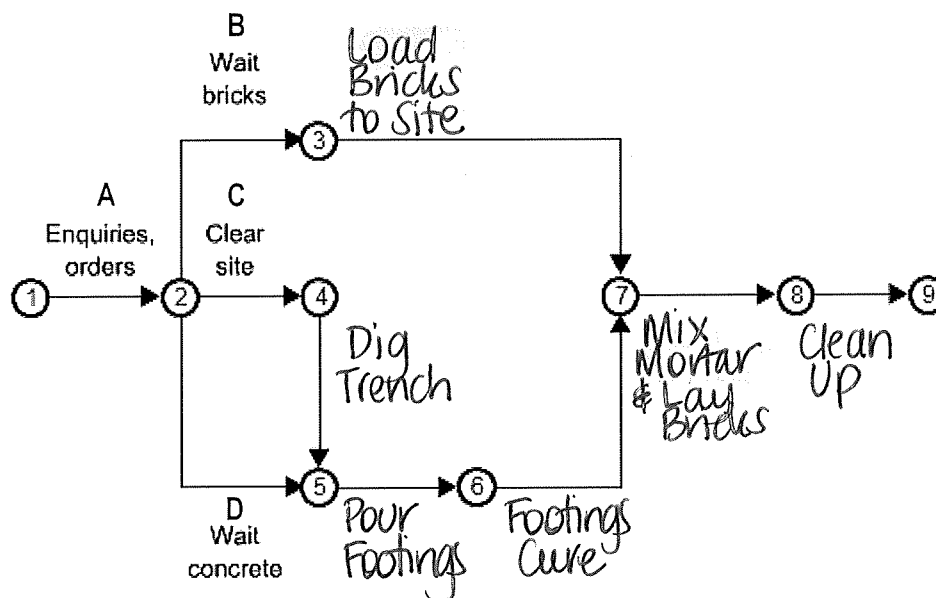
Answer

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

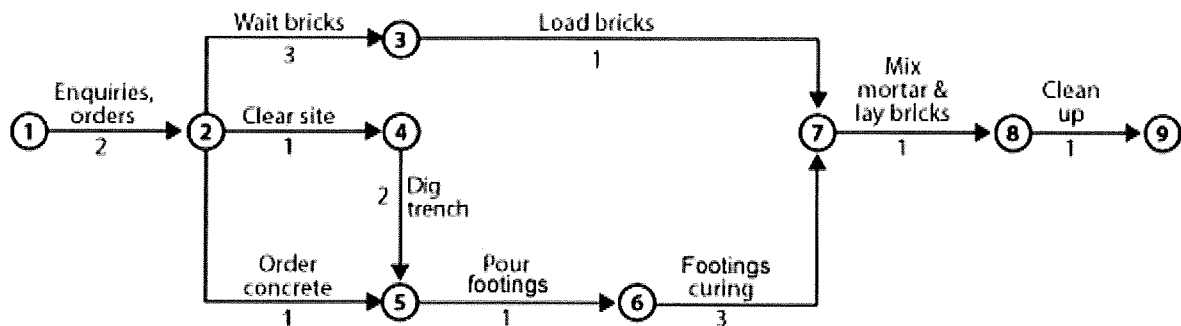


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

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 is the longest path in the project's schedule and the shortest possible duration for the project.

For the above diagram
1-2-4-5-6-7-8-9 = 11 days

☐**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 Ground/Soil Conditions
Supply Delays
Inclement Weather

☐**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 Photos will help in the event of a dispute with a neighbour during or after construction.

☐

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 they believe their property and/or structures have sustained damage due to the construction works.

☐

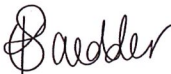
CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

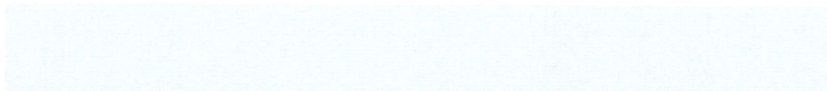
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name,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

Participant signature 

Date 7/09/2020

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)	☐	☐

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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:

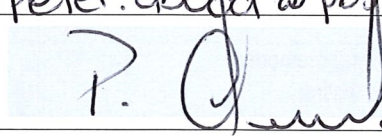
- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- WHS policy

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:	Kristina Saedder		
Name of observer:	PETER ABOOD.		
Role of observer (Confirm suitability to sign)	CONSTRUCTION PROJECT MANAGER.		
Email address of observer	peter.abood@pbjbuilding.com.au		
Signature of observer:			
Date:	Click here to enter a date. 9/9/2020		
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		

