

CPCCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4017 Arrange resources and prepare for the building and construction project* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

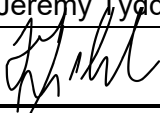
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Jeremy Tydd
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Workbook		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4017		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

☐ Theory Exam ☐ Practical Assessment
☐ Workbook

Assessor name	
Assessor signature	

CPCBC4017

ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

THEORY EXAM

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions
- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Discuss the different project documents you need to source and read to organise the site and workers for a building and construction project.

Answer You must have a fully signed contract with the client, all approvals for the project ☐
with the final plans and specs required to complete the job.

Q2. Discuss the purpose of organising a site handover date with the client.

Answer A final handover date is put in place so all contractors know when the project ☐
needs to be completed by to allow enough time for final expectations and payments before
payments.

Q3. Discuss the following types of insurance and the purpose that builders or building companies need to organise them.

Answer

Insurance	Purpose/requirement
Workers compensation	Insurance so if you get hurt at work you can still get payed your wage workcover queenslandd
Contract/Construction Works insurance	Covers material,tool and equipment theft, vandalisam and damage from storms
Public liability	To ensure your businss agenest any acidents that have accoured because of you business such as personal or property damage
Professional indemnity	This protects your business and the advice to you provide to a client
Commercial Motor Vehicle	Covers damage and theft of motor vehicle depending on level of cover.



Q4. Describe the approval or permits needed before construction can start on most types of residential building work in your state or territory.

Answer

A building permit is needed in most cases

☐

Q5. Discuss when and how you will submit the plans for approval with the local council.

Answer

Plans should be submitted before any contracts are signed

☐

Q6. Discuss why builders should keep and maintain records of subcontractors, site supervisors and worker competencies and licences.

Answer

To make sure the person that is completing the work is qualified
and has the correct licence to complete the works

☐

Q7. Discuss which fees must be confirmed paid with accounts personnel before handover to the client.

Answer The final paymet must be paid in full before handover can be finalised. ☐

Q8. Discuss security arrangements that may need to be organised for the site.

Answer Fencing around the job site,sencer lights and cameras ☐

Q9. What is the legal reason you must understand and adhere to site policies, procedures and work instructions.

Answer They are put in place so your work is completed to codeand so you understand what you are doing. ☐

Q10. Specify who should be advised of upcoming work, parking and other restrictions.

Answer All workers who wil be coming to the jobsite . ☐

Q11. Discuss the facilities that need to be organised for the site.

Answer toilets

☐

drinking water

sheltered areas

parking

Q12. Explain the importance of documenting site access and egress for construction site works.

Answer These help to provide safety in the event of a emergency.

☐

Q13. Discuss strategies you can apply that ensure all workers are inducted, informed and regularly updated of their on-site safety responsibilities.

Answer site inductions

☐

site meetings

prestarts

Q14. What services must be organised for the site? Discuss how this is achieved.

Answer By talking to the local electrical company you can get temporary power ☐
set up but this should be sorted a couple of months before the project starts
as it can take some time .the same can be done with water and the council

Q15. Discuss how waste avoidance actions can be encouraged and monitored on-site.

Answer Talk about them more in meetings and get people to understand the ☐
importance

Q16. Why would the builder change/adapt workplace procedures and workplace safety requirements at a new site?

Answer So it is specific the jobsite at task as the environment has likely ☐
changed.

spec

Q17. What industrial relations requirements need to be considered when organising on-site human resources?

Answer

Refure to fair work act



individual workers arrangements

minimum terms of employment

Q18. Specify competencies and licences needed by workers on a construction site.

Answer

CPCCWHS1001 as a minimum



working at heights

builders licences

contractors licences

Q19. Specify processes applied to protect existing services at the site.

Answer Locate services using DBYD or use a certified locator before works start. ☐

WHS requires you to have temporary services on site before works start
This includes water, power, site toilet, bins and correct signage

Q20. Describe the steps you take to organise a temporary power supply at a building site.

Answer contact an electrician and the local power provider and tell them where you need power and which phase and get a site inspection organised ☐

Q23. Discuss the relevant Workplace Health and Safety codes with regards to Council requirements for temporary site set-up.

Answer Managing the work environment and facilities ☐

Q24. Clarify waste facilities and waste removal that must be organised for the site.

Answer waste collection days ☐

recycling

Q25. Describe methods used to confirm materials needed for the build..

Answer read the plans and specifications ☐

Q26. Describe processes you follow when ordering materials to meet scheduled delivery dates.

Answer specifying delivery dates and times ☐

Q27. Discuss the steps involved when receiving ordered materials at the site.

Answer ☐ Check what has been orderd against what has arrived
unload materials and put in correct spot were they wont get damaged

Q28. How do you secure and protect materials and plant and equipment that is held on site?

Answer ☐ store behind fence and under surveillance and out of weather

Q29. Why would the builder engage a construction work supervisor?

Answer ☐ The supervisor communicates with the people one site keeping
the job running smothly and on schedule.

Q30. What is the name of the road traffic authority in your work area?

Answer ☐ Department of Transport and main roads

Q33. What is involved in organising building approval with the local council?

Answer

Assessment against the NCC

building regulations

☐

Q34. Discuss how the local councils protect heritage places.

Answer

Council can heritage list buildings to protect them from being demolished

☐

Q35. Discuss your local council requirements relating to tree conservation.

Answer

council will have local laws to protect wetlands and trees in different areas.

Land owners must have council permission to clear vegetation

☐

Type text here

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ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

WORKBOOK

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT	
Instructions	
- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).	
Resources required	
Pen	

FOR THE ASSESSOR	
Instructions	
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.	

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)

Brisbane city council

ACTIVITY 1

Locate the website of the local authority relevant to a building site you are currently involved in. Research and respond to the following:

- a) Specify the council requirements relating to work zones on sections of road.
- b) Protection for heritage places.
- c) Permits to remove or clear protected vegetation.
- d) Environmental nuisance complaints- building work noise.

a) Specify the council requirements relating to work zones on sections of road

For works that are completed on roads you need to fill out a online application form work zones will have to have correct sinage and will only be able to be used at certain times.

b) Protection for heritage places

Heritage places will be procted by council and state goverment. you canget more information on there website.

c) Permits to remove or clear protected vegetation

You must get a permit before you touch a protected site. There are different types of permits including pruning and long term management

d) Environmental nuisance complaints – building work noise

You are not allowed to make noise before 6.30 am Monday to Saturday or after 6.30 pm and no noise on Sundays if so you may get a fine.

**Satisfactory
Outcome**



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ARRANGE RESOURCES AND PREPARE FOR THE BUILDING AND CONSTRUCTION PROJECT

PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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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		☐ 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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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:	Ayden Cooper
Role of observer (Confirm suitability to sign)	Supervisor
Email address of observer	admin@cooperconstructionsandrenavitions.com
Signature of observer:	
Date:	22-4-25

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.	✓
1.4D. Receive, secure and protect materials and plant and equipment	✓
5. Organise on- site human resources	
1.5A. Schedule and arrange human resources.	✓
1.5B. Address industrial relations and on-site safety matters that could impact on the preparation and human resourcing for building work.	✓
1.5C. Identify and allocate on-site human resource requirements.	✓
1.5D. Engage or appoint construction work supervisor.	✓
1.5E. Engage appropriate employees or contractors as stated for project needs.	✓

