

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process.

- **Occasion 1:** Residential construction project
- **Occasion 2:** Commercial construction 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:

- RFI sent to client and proof of correspondence
- Variation sent to client and proof of correspondence and acceptance

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:

Telephone, facsimile machine, computer.

Assessment of task

Name of participant:	Danielle Henderson	
Name of observer:	Ian Morse	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	ian.morse@perigon.com.au	
Signature of observer:		
Date:	12/12/2019	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Work with the client to identify and document planning and design requirements: • Identifying client's design needs • Providing correct technical/product knowledge • Identifying restrictive covenants • Addressing documentation and design risks (including copyright)	☒	☒
1.B. Determine site costs with client, including: • Arranging site investigation to determine site features and costs • Confirming client's understanding of extent and cost of required site works	☒	☒
1.C. Arrange and oversee the preparation of sketch plans.	☒	☒

1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☒	☒
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☒	☒
1.F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☒	☒
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Occasion 1 – 55 Newdegate Street, Greenslopes – Residential (Minor)
Occasion 2 – Lucid Apartments, 38 Hope Street, South Brisbane – Commercial (Major)

In the last 2.5 years working with Danielle, I have been able to rely on her to deliver documentation in a clear and concise format to clients and subcontractors on both residential & commercial projects.

Danielle has compiled Operation & Maintenance manuals for delivery to the client to advise on all electrical equipment and installations on the commercial project. Technical data has been sourced for approval on the residential works.

During the Lucid Apartments project, Danielle assisted with variation drafting and submitting, with client queries being dealt with as needed. These costs were delivered monthly and required supporting documentation for the client to redirect for an insurance claim and payment summaries followed up as required.

Other variations required design changes to our electrical drawings, which were communicated through red pen mark ups to the drafting team and uploaded to an electronic portal by Danielle for final client approval.

During both projects, Industry Standards and Supply Authorities were used to meet all project contract requirements and get appropriate approvals, including Foxtel rectification works and SOW agreements & Energex authorities for permanent power connections.

Danielle has great organisation and communication skills when dealing with internal and external parties.