

Labour Cost Estimation Form

Instructions to the Assessor

The candidate will review the construction drawings and specifications from *Task 1*. They will then use this *Labour Cost Estimation Form* to document the estimated labour cost involved in completing the building.

Instructions to the Candidate

Use this *Labour Cost Estimation Form* to document the estimated labour cost involved in completing the building.

Ensure you have completed all fields in this form before submitting it to your assessor.

LABOUR COST ESTIMATION FORM

Candidate name	Anya English
Workplace/organisation	Cogent Scaffolding
Date of inspection	8/12/2022

Details of the Building and Construction Project

Workplace/organisation	Cogent Scaffolding
Name of building and construction project	Quay Waterfront Newstead
Type of project	☒ Residential building ☐ Commercial building
State/territory	Queensland

Section 1 – Contractor, Sub-Contractor, and Employee Selection Policy

Selection Policy for Contractors	Contractor Management
Selection Scope for Contractors	- Must be in the area for the project - Have previous experience with contractor
Selection Process for Contractors	- Must have a good rate because we bulk use scaffold supplies - IMS Manual
Hiring Requirements for Contractors	- Previous experience - Good customer service - Good productivity - Easy to get into contact with
Selection Policy for Sub-contractors	IMS Manual
Selection Scope for Sub-contractors	IMS Manual
Selection Process for Sub-contractors	IMS Manual Section 8
Hiring Requirements for Sub-contractors	Must be qualified.
Selection Policy for Employees	Statement of Intent Local and Indigenous Workers
Selection Scope for Employees	- Must have a HRWL and Cogent must have a range of different Scaffold Licence holders i.e. Basic, Intermediate and Advanced - Must have at least 1 forklift driver on site, other wise must submit one in for training.
Selection Process for Employees	- HSR Appointment flow chart - Previous Performance reviews - Leading Hand Appointment flow chart - Must have a HRWL - Feedback from other leading hands whether worker is capable - Feed back from Projects Leading Hand to see if they would like the scaffolder back at that site/for what reason - IMS Manual - Recruitment Procedure HR_PRO_006
Hiring Requirements for Employees	- Must have a range of scaffolders with difference basic, intermediate and advanced HRWL. - Must be located near the Project - Recruitment Procedure HR_PRO_006

	- Must have a good relationship with people on site i.e. can ask for support and willing to help give support to other scaffolders - Must have a good work ethic and the ability to continue to improve
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Section 2 – Number of Contractors, Sub-contractors, Employees, and Labour Hours

Estimated Number of Contractors Needed to Complete the Buidling	2 third party engineers (AMC)
Estimated Number of Sub-contractors Needed to Complete the Buidling	N/A
Estimated Number of Employees Needed to Complete the Buidling	12 Employees (including one leading hand and one HSR)
Estimated Number of Labour Hours Needed to Complete the Buidling	3500 Hours

Section 3 – Work Rates of Contractors, Sub-Contractors, and Employees

Work Rates of Contractors	\$150 per hour
Work Rates of Sub-contractors	N/A
Work Rates of Employees	\$60 per hour

Section 4 – Estimated Labour Cost to Complete Buidling

	Number	Estimated Labour Hours	Work Rates	On-cost per Unit	Worker Insurance per Unit	Labour Cost
Contractors	2	300 per person	\$150 per hour	N/A	N/A	\$90 000
Sub-contractors	N/A	N/A	N/A	N/A	N/A	N/A
Employees	12	260 per person	\$60 per horu	\$2 per hour	\$2 per hour	\$199 680
Total Labour Cost						

END OF LABOUR COST ESTIMATION FORM

Workplace Assessment Task 6 – Assessor’s Checklist

(This form is for the assessor’s use only)

Purpose

This *Assessor’s Checklist* outlines the specific criteria that the candidate’s submission for **Workplace Assessment Task 6** must satisfactorily meet.

This form is to be completed by the candidate’s assessor to document their assessment of the candidate’s submission in *Workplace Assessment Task 6*.

Task Overview

For this task, the candidate is required to submit a completed *Labour Cost Estimation Form*. The form documents the estimated labour cost of completing the building.

When assessing the candidate’s submission

- Review the candidate’s submission against the construction drawings and specifications.
- For each criterion listed in this checklist:
 - Tick YES if you confirm the candidate’s submission satisfactorily meets the criterion.
 - Tick NO if you confirm the candidate’s submission does not satisfactorily meets the criterion.
- Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will be helpful in addressing any area(s) for improvement.

After assessing the candidate’s submission

- Complete all parts of the *Assessor’s Checklist*, including the Assessor Declaration on the last page of this form. Your signature must be handwritten.

Candidate Details

Candidate name	
Title/designation	

Assessor/Observer Details

Candidate is assessed by	
Training Organisation	
Relevant qualifications held	

Assessment Context

Workplace/organisation	
Name of building and construction project	
Type of project	☐ Residential building ☐ Commercial building
State/territory	
Resources required for assessment	☐ Completed <i>Labour Cost Estimation Form</i> ☐ Construction drawings and specifications

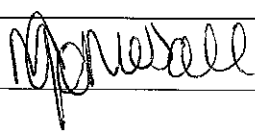
ASSESSOR'S CHECKLIST

Section 1 of Labour Cost Estimation Form	YES/NO	Assessor's comments
1. Candidate correctly identified the organisation's selection policy for contractors.	☒ YES ☐ NO	
2. Candidate correctly identified the organisation's selection scope for contractors.	☒ YES ☐ NO	
3. Candidate correctly identified the organisation's selection process for contractors.	☒ YES ☐ NO	
4. Candidate correctly identified the organisation's hiring requirements for contractors.	☒ YES ☐ NO	
5. Candidate correctly identified the organisation's selection policy for sub-contractors.	☒ YES ☐ NO	
6. Candidate correctly identified the organisation's selection scope for sub-contractors.	☒ YES ☐ NO	
7. Candidate correctly identified the organisation's selection process for sub-contractors.	☒ YES ☐ NO	
8. Candidate correctly identified the organisation's hiring requirements for sub-contractors.	☒ YES ☐ NO	
9. Candidate correctly identified the organisation's selection policy for employees.	☒ YES ☐ NO	
10. Candidate correctly identified the organisation's selection scope for employees.	☒ YES ☐ NO	
11. Candidate correctly identified the organisation's selection process for employees.	☒ YES ☐ NO	
12. Candidate correctly identified the organisation's hiring requirements for employees.	☒ YES ☐ NO	

Section 2 of Labour Cost Estimation Form	YES/NO	Assessor's comments
1. Candidate estimated number of contractors needed to complete the building.	☒ YES ☐ NO	
2. Candidate estimated number of sub-contractors needed to complete the building.	☒ YES ☐ NO	
3. Candidate estimated number of employees needed to complete the building.	☒ YES ☐ NO	
4. Candidate estimated number of labour hours needed to complete the building.	☒ YES ☐ NO	

Section 3 of Labour Cost Estimation Form	YES/NO	Assessor's comments
1. Candidate correctly identified work rates of contractors needed to complete the building.	☒ YES ☐ NO	
2. Candidate correctly identified work rates of sub-contractors needed to complete the building.	☒ YES ☐ NO	
3. Candidate correctly identified work rates of employees needed to complete the building.	☒ YES ☐ NO	

Section 4 of Labour Cost Estimation Form	YES/NO	Assessor's comments
1. Candidate correctly identified the on-cost per unit of contractors.	☒ YES ☐ NO	
2. Candidate correctly identified worker insurance per unit of contractors.	☒ YES ☐ NO	
3. Candidate correctly identified total labour cost of contractors.	☒ YES ☐ NO	
4. Candidate correctly identified the on-cost per unit of sub-contractors.	☒ YES ☐ NO	
5. Candidate correctly identified worker insurance per unit of sub-contractors.	☒ YES ☐ NO	
6. Candidate correctly identified total labour cost of sub-contractors.	☒ YES ☐ NO	
7. Candidate correctly identified the on-cost per unit of employees.	☒ YES ☐ NO	
8. Candidate correctly identified worker insurance per unit of employees.	☒ YES ☐ NO	
9. Candidate correctly identified total labour cost of employees.	☒ YES ☐ NO	
10. Candidate correctly identified total labour cost of contractors, sub-contractors, and employees in completing the building.	☒ YES ☐ NO	

Assessor Declaration	
By signing here, I confirm that I have thoroughly reviewed the candidate's <i>Labour Cost Estimation Form</i> for this workplace assessment task.	
I confirm that the information recorded on this <i>Assessor's Checklist</i> is true and accurately reflects the candidate's submission for this workplace task.	
Assessor's signature	

Assessor's name	Michelle Cromer
Date signed	6/1/23

END OF ASSESSOR'S CHECKLIST