

CPCCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4005A Produce labour and material schedules for ordering* 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	
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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.

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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

Participant signature

Date

Assessor name

Assessor signature

Date

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

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Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred.

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

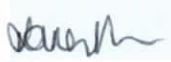
- A copy of a material/labour schedule or supplier list for a project
- A copy of a purchase order for purchasing materials or other resources
- A cost report
- Site condition reports or dilapidation reports
- Contract documents
- Call forward sheets
- Variations

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:

Contract documentation (including plans and specifications), computer.

Assessment of task

Name of participant:	Aaron Birt	
Name of observer:	Karen McNamara	
Role of observer (Confirm suitability to sign)	Contract administration	
Email address of observer	vabrisbane@outlook.com	
Signature of observer:		
Date:	Click here to enter a date. 24/2/20	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Consider all contract conditions in the schedules, including: • All contractual requirements • Local government and regulatory bodies' conditions of approval • Colour selections • Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: • Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Aaron has a clear and concise knowledge of costing, ordering, and scheduling works to be inline with contract requirements

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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

AARON BIRT

Participant signature



Date

Click here to enter a date. 24/2/20

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
30		☐	☐

ASSESSOR COMMENTS

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer

Choice	Possible Answers
☒	Commencement date
☒	Completion date
☒	Contract price



Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer

Suppliers	Contractors
Reece Plumbing	Plumbers
Bunnings	Truck Drivers
Alex Fraser Sands	Electrician



Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer

An employee can be closely directed to the work to be undertaken when suits the builder
A contractor can decide what work they do and how it is to be completed around the hours they want to work.



Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer

Council – building approval –
QBCC to ensure building is inline with appropriate codes



Q5. Why should colour selections be included on the schedules?

Answer

If the project is a heritage listed protected area, the colour specifications will come from council stating what should be used.



- Q6. **True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.**

Answer

☒	True
☐	False



- Q7. **Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.**

Answer

Moreton Bay Regional Council enforces working hours to be Monday to Saturday before 6.30am or after 6.30pm. this affects work schedules as we have to ensure we work within these hours and contractors are not always available when we need them



- Q8. **Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.**

Answer

Drawing/Specification	Information provided for labour and material schedules
Plans	Plans for the building from a bird's eye view
Material Specification	Include details of the type, strength and size of material to be used
Product Specification	Include items such as whitegoods, electrical goods, lights and switch types



Q9. What three (3) things should a builder do when variations are made to a contract for a project?

Answer Put it in writing
Client/subbies agree before commencement of work
All documentation supplied within 5 business days of when the variation is signed.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Change of mind	Client may change their original plans once they see how the build is coming together, this effects times due to making amends as requested before proceeding
Colour	Client may change the colour of a room once they see and this can effect time and money as the newer paint may be of a more expensive type



Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Rock Found onsite	Schedules are delayed as this was not priced in the contract, so this needs to be priced, machinery found and costs negotiated with customer before work can continue
Weather	Wet and Inclement weather has an unexpected delays to contracts, as you can never know for sure when rain will happen.



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
2	Builder to note supplier/contractor details and ordering times on schedule
4	Builder to accept a tender
3	Suppliers/Contractors tender prices back to the builder
5	Parties to sign agreement



Q13. What is an 'overlay drawing'?

Answer

An Overlay drawing is a drawing showing further detail on top of an existing plan



**Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers



Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

Work
Time period
Agreed rates



Q16. Identify nine (9) details that should be included on a purchase order.

Answer

Order date
Delivery date
Purchase Order Number
Supplier details
Delivery details
Supplier contact information
Project manager details
Product description
Terms and condition
Total order cost



Q17. What is a 'call forward sheet'?

Answer

A sheet used to track when materials are needed and when they should be ordered



Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☐	True
☒	False



Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

Architectural plans
Stamped Permit Plans



Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer

Document		Answers	Definition	
1	Permits	1 - b	A	May include engineering data
2	Quotes	2 - e	B	Council inspectors may issue a stop work notice until these documents are produced
3	Reports	3 - a	C	Changes requested using a standard form in writing. Need to be signed by both builder and client.
4	Specifications	4 - d	D	List the materials to be used, fittings and fixtures to be installed, and types of finishing required.
5	Variations	5 - c	E	Used to ensure purchase orders are developed using the correct price.



Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer

Trade	Estimate	Actual cost	Cost difference
Carpentry	10,000	8,500	-1,500
Electrical	3,000	4,250	1,250
Painting	4,000	3,900	-100
Plumbing	8,000	8,000	0
Tiler	4,500	4,750	250



Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer

Item	PC sum	Actual cost	Cost difference
Basin taps	100	130	30
Oven	2,500	1,500	-1000
Rangehood	500	900	400
Shower bases	250	265	15
Shower screen	400	350	50
Shower taps	150	120	-30
Stove	900	1,200	300



- Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☐	Builder
☒	Client
☐	Supplier

- Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers
☒	Builder
☐	Client
☐	Supplier

- Q25. You are given the following table containing the costs for each month of the project.

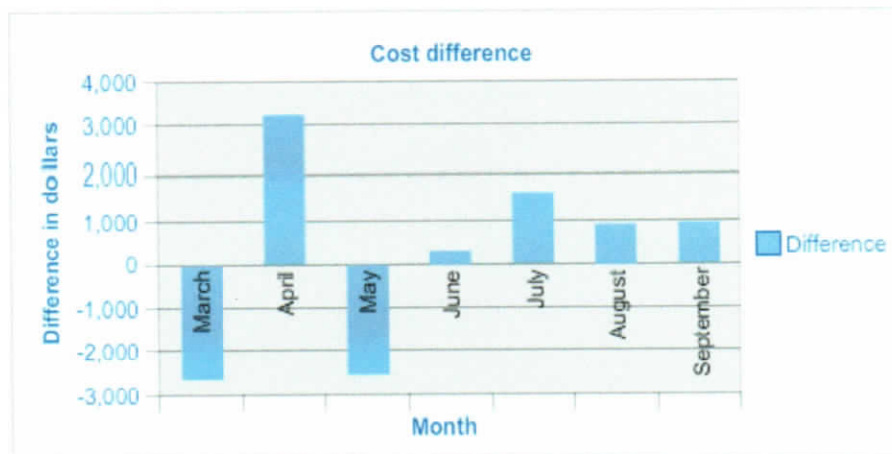
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer

Choice	Possible Answers
☐	Plot both the estimated and actual costs on a graph
☒	Plot the actual cost on a graph
☐	Work out the difference between the estimated and actual costs

Q26. The following graph is a visual representation of the difference in each month.



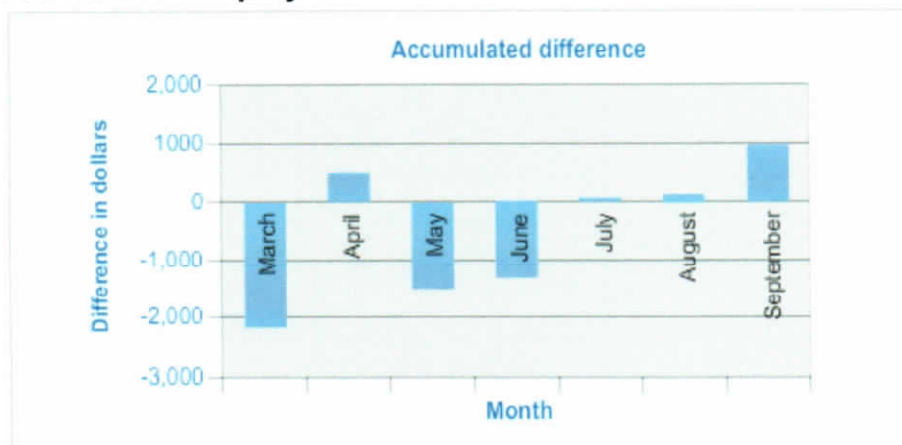
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☒	No, you cannot see this directly from the graph
☐	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated?
Tick your response.

Answer

Choice	Possible Answers
☐	Overestimated
☒	Underestimated

☐

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

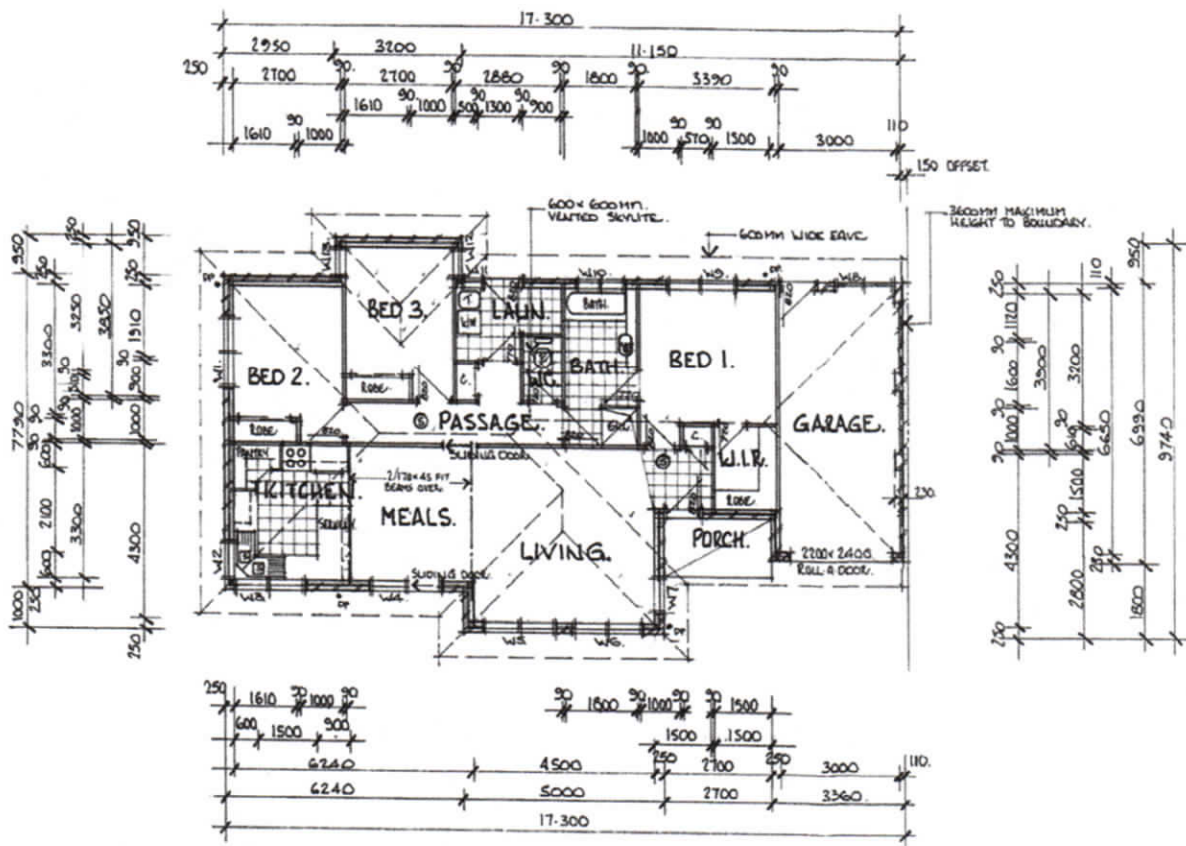
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA:

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT.
PROPOSED GARAGE	21.74 SQ.M	234 SQ. FT.



Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Bricks	2-4 Weeks	15.03.20	24.02.20	Forlift to be onsite for delivery
Roof trusses	4 weeks	24.03.20	24.02.20	Crane truck
Cement tile roof	1 week	02.03.20	24.02.20	forlift
Windows	3 weeks	18.03.20	24.02.20	Forlift, crane truck



Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	Bricks check plans for colours, brand	Ensure have ordered 10% extra for spill/breakage
Wall frame	Send plans to manufacturer with specifications of size cuts	Ensure size cuts are correct so that they can be taken off the truck safely
Windows	Ensure dimensions are correct for each and every window	Windows are to be powdercoated, so will need to send directly to powdercoater from manufacturer



Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer

Variation 001



While excavating in the southern corner of the property it was found that the soil is unsuitable for supporting the foundation. To remedy this we have sourced 10m3 of clean compactible fill at a cost \$450.00 for the load.

The oncharge will be \$545.00 _ cost plus 10%.

This will also result in a period delay of 5 working days. a invoice along with a variation form for signing will be sent separately.

This variation will not begin until a signed copy of the variation notice has been received by us.