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ASSESSMENT WORKBOOK



CPCCBBC4005

Produce labour and material schedules for ordering

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Version Control & Document History

Date	Summary of Modifications	Version
31 May 2022	Version 1.0 released for publishing	1.0
22 November 2022	Version 1.1 – Minor amendments	1.1

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Introduction

The assessments in this workbook are divided into three categories: Knowledge Assessment and Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

You must answer all Knowledge Assessment Questions using your own words. However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Practical Assignment** and **Workplace Assessment**. This assessment tests your practical skills with respect to the requirements of the unit of competency relevant in this workbook.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.

When completing the assessments included in this workbook:

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
2. Follow the steps provided in each task.
 - If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
 - Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

Competency-Based Assessments

Definition of Competency

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry, rather than compared with the skills and knowledge of other candidates.

The features of a competency-based assessment system are:

- It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
- Assessment should mirror the environment the candidate will encounter in the workplace.
- Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
- Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
- In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
- The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
- The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

Assessing Nationally-Recognised Training

Developing and conducting assessment, in an Australian Vocational Education and Training (VET) context, is founded on the Principles of Assessment and the Rules of Evidence:

Principles of Assessment

1. Assessment must be valid

- Assessment must include the full range of skills and knowledge needed to demonstrate competency.
- Assessment must include the combination of knowledge and skills with their practical application.
- Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.

2. Assessment must be reliable

- Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
- Assessors must be trained in national competency standards for assessors to ensure reliability.

3. Assessment must be flexible

- Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
- Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
- Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
- Assessment must be mutually developed and agreed upon between assessor and the assessed.
- Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.

4. Assessment must be fair

- Assessment process must consider the individual needs of the candidate.
- Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate's needs.

(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)

Rules of Evidence

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. Valid

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

2. Sufficient

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

3. Authentic

When evidence is gathered, the assessor must be satisfied that evidence is the candidate's own work.

4. Current

This relates to the recency of the evidence and whether the evidence relates to current abilities.

(Source: Training in Australia by M Tovey, D Lawlor)

Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that candidates with a disability have:

- The same learning opportunities as candidates without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure candidate needs continue to be met

Assistive/Adaptive Technologies

Assistive/Adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)

IMPORTANT:

Reasonable adjustment made for collecting candidate assessment evidence must not impact on the standard expected by the workplace, as expressed by the relevant unit(s) of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.

The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

CPCCBC4005 - Produce labour and material schedules for ordering (Release 1)

1. Assess physical and human resource requirements
2. Produce schedules
3. Monitor project costs and maintain project files

A complete copy of the above unit of competency can be downloaded from the TGA website:

<https://training.gov.au/Training/Details/CPCCBC4005>

The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge Assessment may be completed wholly at the candidate's home or chosen place of study. The Practical Assessment must be completed in a workplace or a simulated environment.

Assessment Methods

This workbook uses the following assessment method/s:

1. Knowledge Assessment

A set of general and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

2. Practical Assignment

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

3. Workplace Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Resources Required for Assessment

The student should have access to the following in their workplace:

- Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
 - Building and construction project
 - Access to the following:
 - Approved suppliers and contractors for the project that the candidate is undertaking
 - Colleagues who are also working on the building and construction project
 - Organisational policies and procedures, including:
 - Policies and procedures relevant to preparing for the start of a building and construction project
 - Policies and procedures relevant to material purchasing
 - Policies and procedures relevant to communicating with suppliers and contractors
 - Policies and procedures relevant to contractor engagement
 - Policies and procedures relevant to project documentation
 - Policies and procedures relevant to project scheduling
 - Policies and procedures relevant to monitoring project progress and costs
 - Policies and procedures relevant to resolving issues encountered
 - Policies and procedures relevant to conducting cost analyses
 - Documentation templates, including:
 - Electronic call forward sheet
 - Inspection checklist for materials delivered
 - Procurement specifications
 - Project schedules

- Documents relevant to approval conditions of:
 - Local government bodies
 - Regulatory bodies
- Workplace resources
 - The criteria used to come up with the final approved list of suppliers and contractors
 - Lists of suppliers and contractors the organisation worked with in previous projects
 - Template for documenting nominated and approved suppliers, and contractors
- Project documents
 - Quality documentation
 - Construction plans, drawings, and specifications
 - Various construction industry contracts
 - Project schedules and timelines
 - Scope of work
 - Work breakdown structure
 - Call forward sheets
 - Contingency plans
 - Approved budgets
 - Payroll documents
 - Receipts and invoices
 - Estimated project costs
 - Budget records
 - Finance reports

- Digital devices, applications and software to set up electronic call forward sheets, compile site files, and create channels of communication with internal and external stakeholders
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Computing programs
 - Intranet systems

The candidate will need access to:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader

Assessment Workbook Cover Sheet

To the candidate: Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **CPCCBC4005 Cover Sheet**

Workbook	CPCCBC4005
Title	Produce labour and material schedules for ordering (Release 1)
First and Last Name	Noreen Abu-Obeid
Phone	0415818248
Email	Nabuobeid@gmail.com

Please read the Candidate Declaration below and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.

By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name: Noreen Abu-Obeid

Signature: 

Date signed: 6/6/2023

Knowledge Assessment

Preliminary Task

Questions 1, 2, 3, 9, and 19 of this Knowledge Assessment requires you to refer to the industry requirements, government bodies or authorities, processes, and laws of your state/territory.

For your assessor's reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.

When answering Questions 1, 2, 3, 9, and 19, you must refer to the industry requirements, government bodies or authorities, processes, and laws of the state/territory you ticked below.

The state/territory where you are currently based or located in:			
☐	Australian Capital Territory	☐	South Australia
☐	New South Wales	☐	Tasmania
☐	Northern Territory	☐	Victoria
☒	Queensland	☐	Western Australia

1. Answer the following questions about legislation applicable to building and construction.

i. What are the commonwealth legislations that apply to the building and construction industry?

QLD is regulated by several commonwealth legislations:

1. Building and Construction Industry (Improving Productivity) Act 2016 - This allows the Australian Building and Construction Commission to oversee and regulate the conduct of building and construction industry participants in order to improve productivity and promote workplace harmony.
2. Fair Work Act 2009 - This allows the minimum employment conditions for workers in the building and construction industry, such as minimum wage rates, working hours, and leave entitlements.
3. Work Health and Safety Act 2011 - This allows the legal framework for ensuring the health and safety of workers in the building and construction industry, and requires employers to provide a safe working environment and to take measures to prevent workplace injuries and illnesses.
4. Independent Contractors Act 2006 – protects the freedom of independent contractors and prevents interference
5. The Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) – for environment and heritage protection and conservation
6. Competition and Consumer Act 2010 (CCA) - This prohibits anti-competitive conduct, including price fixing and other forms of collusion, in the building and construction industry.

ii. According to the *Independent Contractors Act 2006*, what are five grounds that can be used to decide if a services contract is unfair?

- a. Unilateral contract terms
- b. Lack of choice in accepting contract terms
- c. Payment disputes where there could be unreasonable payment terms, late payment fees.
- d. Contract termination terms that allow one party to terminate without notice or where it's not mutual
- e. Dispute resolutions mechanisms or processes are unfair or biased towards one party

iii. What is the exact title of the WHS act applicable in your state/territory?

Work Health and Safety Act 2011

- iv. Provide one example of how WHS legislation affects building and construction projects in general.

One example is that the legislation requires that employers and contractors in the industry must identify and manage risks related to work health and safety, including hazards related to construction work such as falls from heights, electrical hazards, and the risks associated with working in confined spaces. Employers and contractors must also ensure that appropriate safety measures are implemented to control these risks and that workers are properly trained and equipped to carry out their work safely. Failure to comply with these requirements can result in fines, legal action, and other penalties.

2. Answer the following questions about regulations applicable to building and construction.

- i. What is the exact title of the WHS regulations applicable in your state/territory?
Work Health and Safety Act 2011

- ii. According to the WHS regulations applicable in your state/territory, when should a safe work method statement (SWMS) for high-risk construction work be prepared?
This should be prepared before the work commences as per part 4.3 of WHS regulation 2011 (QLD). This sets out the specific requirements for preparing and using SWMS for high-risk works and to identify the hazards associated with these works, assess the risks and put control measures in place.

- iii. Outline all the information that should be included in the SWMS, according to the WHS regulations applicable in your state/territory.

These depend on the high risk nature of the works, but usually it should include the following information:

1. The name of the person or business conducting the high-risk work.
2. The date the SWMS was prepared or updated.
3. A description of the high-risk work being carried out.
4. The location of the high-risk work.
5. A list of the potential hazards associated with the high-risk work.
6. An assessment of the risks associated with the identified hazards.
7. The control measures that will be implemented to manage the identified risks, including the steps that will be taken to eliminate or minimize the risk, and how the control measures will be implemented and monitored.
8. Information about the training and qualifications required for workers carrying out the high-risk work.
9. Emergency procedures and rescue plans in case of an incident or emergency.
10. Information about any specific work permits or licenses required for the high-risk work.
11. The name and signature of the person or persons responsible for ensuring that the SWMS is followed.
12. The date when the SWMS will be reviewed and updated.

3. Answer the following questions about government codes applicable to building and construction projects.

- i. How does the National Construction Code (NCC) apply to managing building and construction work?

To ensure that buildings perform to a minimum standard, the Australian Building Codes Board (ABCB) publishes and maintains the National Construction Code (NCC). The NCC is a uniform set of technical design, construction, and performance requirements of all new and existing buildings and plumbing and drainage systems throughout Australia. The NCC guidelines serve as pre-requisites for health and safety, amenity, accessibility, and sustainability that a building must meet.

- ii. What is the name of the government body that oversees developing the NCC?
Australian Building Codes Board (ABCB)

- iii. Differentiate NCC Volume 1, NCC Volume 2, and NCC Volume 3 from each other by identifying the application of each volume.

NCC Volume 1 covers:

- Multi-residential,
- commercial,
- industrial, and
- public buildings and structures (Class 2 to 9)

NCC Volume 2 covers:

- Residential (single-dwelling) and
- non-habitable buildings and structures (Class 1 & 10)

NCC Volume 3 covers:

- Plumbing and drainage for all building classes

- iv. What is the exact title of your state/territory's construction code of practice?

If your state/territory does not have a specific code of practice for general construction work, refer to one code of practice that is relevant to building and construction work, e.g. your state/territory's code of practice for demolition, excavation, or working from heights, etc.

"Managing risks in construction work" code of practice. This code of practice provides practical guidance and recommendations on how to manage health and safety risks associated with construction work in Queensland, and it is designed to help duty holders comply with their obligations under the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011.

v. How can you apply this code of practice in managing building and construction work?

You can apply this code in several ways in QLD:

1. Identifying hazards: The code of practice provides guidance on identifying potential hazards associated with construction work, including falls from heights, electrical hazards, and the risks associated with working in confined spaces. By identifying these hazards, you can take steps to eliminate or control them.
2. Assessing risks: Once hazards have been identified, the code of practice provides guidance on assessing the risks associated with those hazards. This involves evaluating the likelihood and potential consequences of an incident occurring, which can help to prioritize the control measures that are needed.
3. Implementing control measures: The code of practice provides guidance on selecting and implementing control measures to manage the identified risks. This may involve implementing administrative controls, such as safe work procedures and training programs, or engineering controls, such as using protective barriers or equipment.
4. Reviewing and monitoring: The code of practice also provides guidance on reviewing and monitoring the effectiveness of the control measures that have been implemented. This may involve conducting regular inspections, audits, and risk assessments to ensure that the control measures remain effective over time.

4. Answer the following questions about standards applicable to building and construction projects.

i. What is a building and construction industry standard?

In building and construction, standards are referenced by the NCC and some codes of practice to ensure the consistency or safety of the building being constructed and the construction workers.

ii. What are the three categories of standards?

- a. International standards
- b. Regional standards
- c. National standards

iii. Why is it important to comply with standards during a building and construction project?

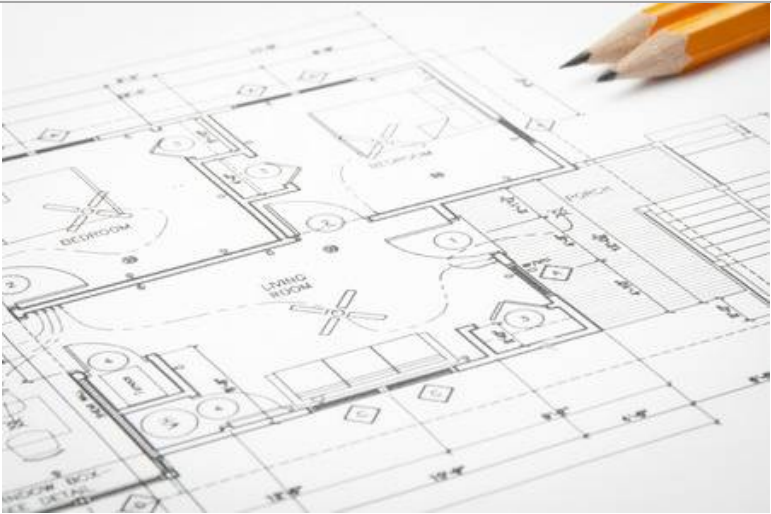
to achieve compliance with government minimum requirements set out in the NCC. Also, standards serve as concrete examples of best practice that can then be used to model what needs to be done in a building and construction project. They serve as thresholds that the project must meet to achieve safety, sustainability, and proper functionality. These standards are also used to assess the completed building and that it meets the standards.

iv.	What are the four organisations that make up the standards infrastructure in the country?
a.	National Measurement Institute
b.	National Association of testing Authorities
c.	Standards Australia
d.	Joint Accreditation System of Australia and NZ
v.	List two current standards relevant to a building's sound insulation.
a.	AS/NZS ISO 717.1-2004 Acoustics – Airborne sound insulation
b.	AS ISO 717.2-2004 Acoustics – Impact sound insulation

5. List seven things that must be included in a project's construction drawings and specifications.

i.	Contract requirements
ii.	Building codes
iii.	Plans, sketches and drawings
iv.	Colour selections
v.	Material specifications
vi.	Material and labour schedules
vii.	Statements of requirements

6. Identify the type of construction drawing shown in each image below.

Type of construction drawing	
i. Electrical plan	
ii. Elevation	

Type of construction drawing	
iii. Sectional drawing	

7. Listed below are different types of specifications involved in construction. What information is included in each that distinguishes it from the other types of specifications?

Types of specifications	Information included
i. Prescriptive specifications	This type provides detailed instructions on how the construction work is to be carried out and specific instruction on materials, methods and techniques that must be used
ii. Performance specifications	This type describes the required performance of the project and they do not specify specific materials or methods that must be used to achieve the required performance. They usually have criteria that must be met for the project to be acceptable, including testing and evaluation to ensure it meets the criteria, standards and codes as well.
iii. Proprietary specifications	These are distinguished from other types by their requirement for a specific product, material or system from a particular manufacturer or supplier. These are usually used when the use of a specific product is necessary to achieve a specific performance standard.

8. Answer the following questions about contractor and supplier contracts.

i. What is the difference between a contract and a workplace agreement?

A contract is a legally binding agreement between two or more parties that sets out the terms and conditions of their relationship. It outlines the obligations and rights of each party, including the scope of work, payment terms, delivery timelines, warranties, and liabilities. A contract can be oral or in writing, but it is always advisable to have a written contract to avoid misunderstandings or disputes.

A workplace agreement, on the other hand, is a legal instrument that regulates the terms and conditions of employment between an employer and its employees. It is a written document that outlines the rights and obligations of the employer and the employees, including wages, hours of work, leave entitlements, and other conditions of employment. Workplace agreements can take various forms, including enterprise agreements, awards, and individual contracts.

The key differences between a contract and a workplace agreement are:

1. Scope: A contract typically deals with a specific project or transaction between two or more parties, while a workplace agreement governs the ongoing employment relationship between an employer and its employees.
2. Parties involved: A contract involves two or more parties, such as a contractor and a supplier, while a workplace agreement involves an employer and its employees.
3. Legal framework: A contract is governed by the general principles of contract law, while a workplace agreement is subject to specific laws and regulations, such as the Fair Work Act in Australia.
4. Negotiation and approval process: A contract is negotiated and agreed upon by the parties involved, while a workplace agreement may be negotiated between the employer and the employees, or between the employer and a trade union, and must be approved by the Fair Work Commission.

ii. What are three things courts may take into consideration when they are asked to review a contract with a building and construction contractor on unfairness grounds?

- a. Courts may consider whether the terms of the contract were clear and easy to understand or not, as one party may take advantage of the other.
- b. The relative bargaining strengths of the contract parties and, if applicable, anyone acting on their behalf
- c. If there was any undue influence or pressure, or any unfair tactics used against, a party to the contract.

iii. What information is included in a supplier contract?

Supplier names, what materials they provide and their contact information

iv. Why is it important for building and construction projects to have supplier contracts?

To ensure the suppliers have the capacity to satisfy project specifications, program and budget and that they would guarantee satisfactory performance. This supplier contract puts into place the legal writing and their responsibility to provide the service throughout the construction process.

9. Answer the following questions about building applications.

i. Outline the building application process in your state/territory.

The building application process for a construction project in Queensland, Australia generally involves the following steps:

1. Preliminary design and planning: This stage involves the preparation of preliminary designs and plans for the proposed construction project. This may involve engaging with an architect, building designer, or engineer to prepare detailed plans that comply with relevant building codes and regulations.
2. Lodging the development application: Once the preliminary plans have been prepared, the next step is to lodge a development application (DA) with the local council. The DA will need to include a range of information, including detailed plans, specifications, and a description of the proposed works.
3. Council assessment: The local council will then assess the DA and may request further information or modifications to the plans. The assessment process may take several weeks or months, depending on the complexity of the project.
4. Building approval: Once the DA has been approved, the next step is to obtain building approval from the local council or a private building certifier. This will involve the submission of detailed building plans, specifications, and engineering reports, as well as payment of relevant fees.
5. Construction: Once building approval has been granted, construction can commence. This may involve engaging a builder, project manager, or other construction professionals to carry out the works in accordance with the approved plans and specifications.
6. Final inspection and approval: Once construction is complete, a final inspection will be carried out to ensure that the works comply with relevant building codes and regulations. Once the final inspection is passed, the local council or building certifier will issue a final approval certificate, which is required before the building can be occupied.

ii. Briefly explain what ‘conditions’ are in the context of building applications.

Conditions, in the context of building applications in QLD, are requirements or restrictions that are imposed by the local council or building certifier as part of the building approval process. These conditions are typically included in the approval documentation and must be adhered to by the builder and/or property owner in order to ensure compliance with relevant building codes and regulations.

Conditions can cover a wide range of issues, such as building materials and design, structural engineering requirements, energy efficiency standards, and waste management plans. They may also include requirements for ongoing maintenance and monitoring of the building, as well as conditions related to the use of the building, such as noise restrictions or parking requirements.

It's important for builders and property owners to carefully review and understand the conditions attached to their building approval, as failure to comply with these conditions can result in fines, legal action, or even the revocation of the building approval. If there are any questions or concerns about the conditions, it's recommended to seek advice from a qualified professional, such as a building certifier or architect.

10. Briefly describe each type of employee found in the building and construction industry.

Type of employee	Description
i. Daily hire employee	They are considered full-time employees, and their employment may be terminated after providing one day's notice and their employment period is one day.
ii. Full-time weekly hire employee	They have guaranteed minimum weekly ordinary hours. They are entitled to longer notice of termination, with the specific amount of notice period
iii. Part-time weekly hire employee	Their conditions and pay are the same as their full-time counterparts, but the entitlements they receive are computed based on the number of hours they worked or as a pro-rata basis
iv. Casual employee	They have no guaranteed employment period and do not have any leave entitlements. They do not have a set period of working hours.

11. Answer the following questions about labour in the building and construction industry.

i. What is labour productivity?

This is the units per hour of labour

ii. Identify five factors that affect labour productivity.

- a. Age
- b. Experience
- c. Skills
- d. Their use and knowledge of equipments used
- e. Scope of works on the project

iii. Identify all the minimum employment standards included in the National Employment Standards (NES).

- Maximum weekly hours of work: The NES provide for a standard working week of 38 hours, with reasonable additional hours permitted.
- Requests for flexible working arrangements: Employees who are parents or carers, or have a disability, may request flexible working arrangements, which employers must consider and respond to in writing.
- Parental leave and related entitlements: Employees who have worked for at least 12 months with their employer may be entitled to up to 12 months of unpaid parental leave, as well as other related entitlements.
- Annual leave: Most employees are entitled to four weeks of paid annual leave per year, with the entitlement accruing progressively over the year.
- Personal/carer's leave and compassionate leave: Most employees are entitled to 10 days of paid personal/carer's leave per year, as well as two days of unpaid compassionate leave per occasion.
- Community service leave: Employees may take unpaid leave to participate in certain community service activities, such as jury service or voluntary emergency management activities.
- Long service leave: Employees may be entitled to long service leave after a certain period of continuous service with their employer.
- Public holidays: Most employees are entitled to be paid for the public holidays that fall on days they would normally work.
- Notice of termination and redundancy pay: Employers must provide written notice of termination to employees who are being dismissed, as well as redundancy pay in certain circumstances.

- iv. What is one reason subcontractors are usually used in the building and construction industry? Briefly explain your answer.

In order to assist the main contractor in aspects of the construction assigned to them as they are assigned to a specific role and function.

12. Answer the following questions about organisational overheads.

- i. What is an overhead expense?

These are expenses that are utilized for running the business operations. Examples are rent, utilities, admin salaries

- ii. Identify three examples of overhead expenses common in the building and construction industry.

- a. Rent
- b. Utilities
- c. Admin salaries

- iii. What is the difference between an indirect and direct overhead expense?

Indirect overhead costs/expenses are those expenses that are utilized for running the business operations. Examples are rent, utilities, admin salaries; while direct overhead expenses are those that can be billed to a client eg project manager salary, site supervisor time and salary as spent on the project.

13. Answer the following questions about insurance commonly used in the building and construction industry.

- i. What is public liability insurance in the context of building and construction?

This insurance ensures the safety of the public and those involved in the project. It covers damage claims by members of the public or anyone involved in the project who are not employees

ii.	Provide one example of an instance that would be covered by the building and construction project's public liability insurance. Example - a passerby was hit by falling debris from the construction site, the injured person may make a claim against the builder for their medical expenses, lost income, and other damages resulting from the injury. In this case, the builder's public liability insurance would typically cover the costs associated with the claim, subject to the terms and conditions of the policy.
iii.	What is professional indemnity insurance in the context of building and construction? This insurance covers against damage claims such as poor advice, copyright infringement or financial loss due to a faulty design
iv.	Identify five examples of building and construction services that might require professional indemnity insurance. a. Architectural design and planning services b. Engineering services c. Quantity surveying services d. Project management services e. Building inspection services

14. Answer the following questions about worker's compensation.

i.	What is workers' compensation? WC is insurance that an employer provides to its employees in cases of work-related injuries or illnesses
ii.	Who is required to provide workers' compensation? The employer

iii.	List three items covered by workers' compensation. a. Income replacement b. Medical and rehabilitation expenses c. Return to work services and support
iv.	Why is workers' compensation essential for those undertaking building and construction projects? Because WC provides benefits to employees who would suffer work-related injuries or illnesses. They also provide financial or other forms of support to the employees who suffer such and help them to recover and return back to work as soon as possible and it protects them in the event of such work-related injury or illnesses.
15.	Answer the following questions about temporary services and facilities on a building and construction site.
i.	Identify three factors that you must consider when coming up with a layout for the building and construction project site. a. Site topography eg) if site is sloped or uneven, countours b. Site access for ease of movement within the construction site c. Layout should be able to accommodate facilities such as offices, toilets, storage etc
ii.	Why is it important to consult site workers about temporary services and facilities before setting them up? As the site workers are the ones that will mostly be using these services and facilities, it is important to hear from them on the safe and practical use of these. This will help to reduce the risk of accidents and injuries on the site. We can ensure that they are set up in a way that supports the efficient completion of the project too and it also builds a positive impact on their morale as they have been taken into consideration and been consulted with.
iii.	Provide one example of why building and construction sites require temporary electrical services. These are required to operate the electrical tools and equipment, provide light, provided power to eg) site offices and other facilities eg) toilets

iv.	What are three factors that should be considered when deciding what facilities are required on a building and construction site? a. Size and scope of the project b. Duration of the project c. The number of workers on the project
v.	For a building and construction site with 30 male workers and 15 female workers, how many closet pans and urinals are required? Closet pans: 3 closet pans for male workers and 1 closet pan for female workers Urinals: 2 urinals for male workers
vi.	Why is it important to have proper drainage services installed on a building and construction site? For the proper function of some of the required site facilities eg) toilets or water storage, drinking water, handwashing areas, eating areas etc
vii.	Identify three factors that influence on-site storage facility requirements. a. Size and scope of the projects in terms of materials and equipment eg) larger storage facilities will be required to accommodate larger materials/equipment and smaller ones for workers. b. Type of materials and storage would have to be specific for such eg) any temperature-controlled environments or any hazardous materials. c. Access and space available for the different storage requirements. Sometimes mobile or portable storage facilities could be used, if it makes it any easier to access.
viii.	Why should building and construction sites have fences surrounding them? Fences are for protection and safety measures to limit access of unauthorized people to the site.

- ix. What are the guidelines for determining the suitability of the type of fence used on a building and construction site?

The type of fence used should be specific and appropriate for the needs of the site eg) visual screening.

Safety requirements – to prevent unauthorized access to the site and protect the workers and people from hazards

The fence should be durable and low maintenance to stand extended period of time and the project timeframe

The cost should be reasonable to accommodate costings and function as required.

16. Answer the following questions about on-site communications.

- i. Identify three different methods of communication on a building and construction site.

- a. Mobile phones
- b. Face-to-face verbal
- c. Site diaries

- ii. Provide one example of a situation on a building and construction site that could have been prevented by effective communication.

Eg) a safety incident that occurs due to a lack of clear communication about the location of potential hazards. If workers are not informed about the presence of live electrical wires or other dangerous materials on a site, it may cause damage or injury. Effective communication that include clear signage, regular safety briefings, and open channels of communication between workers and management can help to prevent such incidents and ensure a safer work environment.

17. Answer the following questions about project administration in building and construction.

- i. What are five responsibilities of a project administrator?

- a. Assist the project manager
- b. Planning and co-ordination eg) in developing work plans/schedules
- c. Budget and resource management – to ensure its discussed with the project manager and the project is running effectively
- d. Communication – to ensure all stakeholders in the project are up to date with the progress, risks and project as a whole
- e. Documentation – keeping up to date documentation on the project progress

ii. What are the stages of project management in the context of building and construction?

- a. Design
- b. Pre-construction stage
- c. Procurement stage
- d. Construction stage
- e. Commissioning
- f. Owner-occupancy
- g. Project closure

iii. How often must construction project managers renew their ABLIS licence?

ABLIS licenses are not specific to construction project managers in QLD. Therefore, there is no need for construction project managers in QLD to renew any ABLIS license specifically. However in other states eg) NSW they renew in 3 yrs, in WA every 2 yrs, Victoria, annually etc

18. Answer the following questions about environmental management.

i. Who is the authority or regulatory body overseeing environmental management in your state/territory?

QLD – Department of Environment and Science

ii. List all the state/territory-specific environmental acts administered by the authority or regulatory body you identified in the previous item.

- Biodiscovery Act 2004
- Cape York Peninsula Heritage Act 2007
- Coastal Protection and Management Act 1995
- Environmental Offsets Act 2014
- Environmental Protection Act 1994
- Fisheries Act 1994
- Forestry Act 1959
- Lake Eyre Basin Agreement Act 2001
- Marine Parks Act 2004

- National Environment Protection Council (Queensland) Act 1994
- Nature Conservation Act 1992
- North Stradbroke Island Protection and Sustainability Act 2011
- Queensland Heritage Act 1992
- Recreation Areas Management Act 2006
- Tweed River Entrance Sand Bypassing Project Agreement Act 1998
- Waste Reduction and Recycling Act 2011
- Water Act 2000
- Wet Tropics World Heritage Protection and Management Act 1993

iii. What is an environmental management plan (EMP) in the context of building and construction?

This comes into play whereby a construction project may impact the environment, then an EMP will need to be drawn out and this document details out the environmental impact of the construction project with information on how to avoid the impacts or minimize the impacts and how to manage them.

iv. What are the types of EMP?

Include in your response when each EMP type is used.

Construction EMP – this is used during the projects construction period to ensure protection and preservation of the environment is undertaken.

Operational EMP – this is used after the project construction is complete and during the operation of the project and once the project is being decommissioned.

Practical Assessment

Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to producing labour and material schedules for ordering.

The Practical Assessment includes the following:

1. Practical Assignment

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

2. Workplace Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Preliminary Assessment Information

The tasks in this practical assessment must be completed in a workplace (or a similar environment) and in the context of a building and construction project which you are currently a part of.

E.g. You are a builder, a site manager in training, foreperson, or an apprentice in this project, etc.

Before starting the practical assessment, record the following information for your assessor's reference.

When completing the tasks in this practical assessment ensure that your responses and performance must align with the information you have provided below.

For example (but not limited to):

- If the task asks you to refer to building and construction legislation and regulatory requirements, refer to the requirements that apply to the state/territory where your nominated building and construction project is undertaken.
- If the task requires you to follow organisational policies and procedures, refer to the policies and procedures in your nominated organisation/workplace.

Work role/title	Building Project support/Project Manager
Organisation/workplace	Knights CBI
Building and construction project	Sandgate Road, Nundah
Project overview	Residential Project – New build
Building classification	1a
Project site address	Sandgate Road, Nundah
State/territory where this project is being undertaken	QLD

Practical Assignment

Overview

The goal of this assessment is to assess your practical knowledge of:

- Building application relevant to a project
- Organisational policies and procedures for:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors
- Workplace safety requirements relevant to a project

This assessment has three tasks:

- Task 1 – Identify Building Application Information
- Task 2 – Identify Organisational Policies and Procedures
- Task 3 – Identify Workplace Safety Requirements

This task must be completed in the context of the workplace you have nominated in the “Preliminary Assessment Information” section.

You are required to:

- Identify information about the building application process relevant to the project you are working on
- Access and review workplace policies and procedures relevant to:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors
- Identify workplace safety requirements relevant to the project you are working on
- Review the task instructions included in this Practical Assignment
- Record your response as required in the instructions

Resources required for assessment

- Project documents relevant to the application process that the building and construction project you are working on went through
- Documentation regarding workplace safety requirements relevant to the project you are working on
- Workplace policies and procedures:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors

1. Answer the following questions about the building application process in the locality where the building and construction project you are working on will take place.

Locality of the building and construction project	Nundah, Brisbane, QLD
i. Based on your locality, which government entity must you submit building applications to? Brisbane Council	
ii. Outline the building application process relevant to the building and construction project that you are working on. • Preliminary design and planning: This stage involves the preparation of preliminary designs and plans for the proposed construction project. This may involve engaging with an architect, building designer, or engineer to prepare detailed plans that comply with relevant building codes and regulations. • Lodging the development application: Once the preliminary plans have been prepared, the next step is to lodge a development application (DA) with the local council. The DA will need to include a range of information, including detailed plans, specifications, and a description of the proposed works. • Council assessment: The local council will then assess the DA and may request further information or modifications to the plans. The assessment process may take several weeks or months, depending on the complexity of the project. • Building approval: Once the DA has been approved, the next step is to obtain building approval from the local council or a private building certifier. This will involve the submission of detailed building plans, specifications, and engineering reports, as well as payment of relevant fees. • Construction: Once building approval has been granted, construction can commence. This may involve engaging a builder, to carry out the works in accordance with the approved plans and specifications. • Final inspection and approval: Once construction is complete, a final inspection will be carried out to ensure that the works comply with relevant building codes and regulations. Once the final inspection is passed, the local council or building certifier will issue a final approval certificate, which is required before the building can be occupied.	

iii. Did your project require approval before it could begin?

☒ YES

☐ NO

Briefly explain why or why not the project required approval.

Construction projects in QLD require approval to ensure that they comply with relevant laws and regulations and to minimize any negative impact on the environment, public health and safety, and neighbouring properties. The approval process involves assessing the proposed development against a range of criteria, including land use planning, building codes and standards, environmental impact, and community consultation. By requiring approval, the QLD government aims to balance the need for development with the protection of natural and cultural resources and ensure that construction activities are conducted in a safe, sustainable, and responsible manner.

2. Access and review the following documents from your organisation:

- **Policies and procedures** relevant to material resources
- **Policies and procedures** relevant to human resources

Based on the documents you reviewed, answer the following questions.

After completing the task, submit the policies and procedures that you accessed and reviewed to your assessor.

i. What is your organisation's policy on costing materials for a building and construction project?

Our company is committed to ensuring that all materials used in construction projects are sourced and priced in a transparent and ethical manner. To achieve this, we have implemented the following policy:

1. All materials will be sourced from reputable suppliers who meet our strict quality and sustainability standards.
2. We will obtain at least three quotes from different suppliers for each material to ensure competitive pricing and value for money.
3. Our costing process will be transparent, and we will provide clients with detailed breakdowns of material costs and associated charges.
4. We will keep accurate records of all material purchases and ensure that invoices and receipts are obtained and checked for accuracy.
5. Our procurement team will regularly review and update our supplier list to ensure that we are working with the most cost-effective and sustainable options available.

By implementing this policy, we aim to deliver high-quality construction projects that meet our clients' needs while also upholding our commitment to responsible and sustainable practices.

ii. Outline your organisation's procedure for costing building and construction materials.

Procedure for costing will have the following steps:

1. Determine the quantities and specifications of materials required for the project, based on the architectural and engineering drawings and specifications.
2. Obtain quotes from at least three suppliers for each material. The quotes should specify the type, quality, quantity, and price of the materials, as well as any associated delivery or handling fees.
3. Review the quotes to ensure that they are comparable in terms of the quality and quantity of materials provided. If there are any significant discrepancies, seek clarification from the suppliers.
4. Calculate the total cost of each material, taking into account any applicable taxes or other fees.
5. Combine the costs of all materials to obtain a total cost estimate for the project.
6. Add any additional costs associated with labor, equipment, permits, and overheads to obtain a final cost estimate.
7. Present the cost estimate to the client or project manager, along with a breakdown of the costs by material and a detailed explanation of any assumptions or contingencies.
8. Update the cost estimate as needed throughout the project, based on any changes or variations to the scope of work, materials, or other factors.

By following this procedure, we can ensure that we can accurately and transparently cost the building and construction materials, and deliver high-quality projects that meet their clients' needs while remaining within budget.

iii. What is your organisation's policy on ordering building and construction materials?

Our Policy on ordering the building and construction materials is formulated to ensuring that all materials used in construction projects are ordered and managed efficiently, to minimize waste, reduce costs, and ensure timely delivery. To achieve this, we have implemented the following policy:

1. All materials will be ordered in accordance with the project schedule, to ensure that they are delivered and available when needed.
2. Orders will be placed with our preferred suppliers, who have been selected based on their quality, reliability, and price competitiveness.
3. Material orders will be reviewed and approved by the project manager or supervisor, to ensure that they are consistent with the project budget and specifications.
4. Materials will be ordered in the quantities required for the project, based on the approved construction drawings and specifications, to avoid over-ordering or wastage.
5. Delivery schedules will be closely monitored to ensure that materials arrive on site in a timely manner, and any delays or issues will be communicated to the project team as soon as possible.
6. Material deliveries will be inspected upon arrival to ensure that they are of the required quality and quantity, and any issues will be addressed with the supplier.
7. Unused or excess materials will be returned to the supplier or recycled, wherever possible, to minimize waste and reduce costs.

By implementing this policy, we aim to ensure that building and construction materials are ordered and managed in an efficient and cost-effective manner, while also ensuring that project timelines and specifications are met

iv. Outline your organisation's procedure for ordering building and construction materials.

Our procedure in ordering the building and construction materials is as follows:

1. Identify the materials required for the project, based on the architectural and engineering drawings and specifications.
2. Determine the quantities of materials needed for each stage of the project, taking into account any contingencies or waste allowances.
3. Obtain quotes from at least three suppliers for each material, ensuring that they meet the required quality and sustainability standards.
4. Review the quotes to ensure that they are comparable in terms of the type, quality, quantity, and price of the materials, as well as any associated delivery or handling fees.
5. Select the preferred supplier(s) based on a combination of price, quality, delivery schedule, and overall value for money.
6. Place the material orders with the preferred supplier(s), specifying the type, quality, quantity, delivery schedule, and any other relevant details.
7. Monitor the material deliveries to ensure that they arrive on site in a timely manner and are inspected upon arrival to ensure they meet the specifications and quality standards.
8. Record the material deliveries and inventory levels, and report any discrepancies or issues to the project manager or procurement team.
9. Manage any excess or unused materials, either by returning them to the supplier, recycling them, or storing them for future use.

By following this procedure, we can ensure that we order and manage building and construction materials efficiently, cost-effectively, and in a timely manner, while also ensuring that the materials meet the required specifications and quality standards.

v. What is your organisation's policy on selecting suppliers?

Our Policy on selecting suppliers is based on sourcing building and construction materials from suppliers who meet our quality, sustainability, and price competitiveness standards. To achieve this, we have implemented the following policy:

1. All suppliers must be evaluated based on their ability to provide high-quality materials that meet our project specifications and requirements.
2. We will only engage suppliers who have been assessed and approved by our procurement team, based on their track record, certifications, and references.
3. Suppliers must demonstrate their commitment to sustainable and ethical business practices, including responsible sourcing and manufacturing processes, fair labor practices, and environmental protection.
4. We will seek to establish long-term relationships with our suppliers, based on mutual trust, transparency, and accountability.
5. We will encourage competition among our suppliers to ensure that we obtain the best possible value for money, without compromising on quality or sustainability.
6. We will maintain a database of approved suppliers, along with their relevant information, including quality certifications, delivery schedules, and pricing agreements.

By implementing this policy, we aim to ensure that we source building and construction materials from reputable and reliable suppliers who share our commitment to quality, sustainability, and ethical business practices. This helps to ensure the success of our construction projects and contributes to a more sustainable and responsible industry as well.

vi. Outline your organisation's procedure for selecting suppliers.

The procedure for selecting suppliers for building and construction materials is as follows:

1. Identify the materials required for the project, based on the architectural and engineering drawings and specifications.
2. Conduct market research to identify potential suppliers who can provide the required materials, taking into account factors such as quality, sustainability, and price competitiveness.
3. Issue a Request for Quotation (RFQ) to the selected suppliers, outlining the specifications and requirements for the materials, and requesting a quote.
4. Evaluate the supplier responses based on factors such as price, quality, delivery schedule, and sustainability credentials.
5. Shortlist the suppliers who meet the required criteria and invite them to participate in a competitive bidding process.
6. Conduct a thorough evaluation of the shortlisted suppliers, taking into account factors such as their experience, financial stability, quality certifications, and references.
7. Negotiate a pricing agreement with the preferred supplier(s), taking into account factors such as volume discounts, payment terms, and any other relevant details.
8. Establish a contract or purchase order with the preferred supplier(s), outlining the terms and conditions of the agreement, as well as any warranties, guarantees, or service level agreements.
9. Monitor the supplier performance throughout the project, including delivery schedules, quality standards, and any issues or disputes that arise.

By following this procedure, we can ensure that we select reliable and reputable suppliers who can provide the required building and construction materials, at a competitive price, while also meeting the required quality and sustainability standards.

vii. What is your organisation's policy on engaging suppliers?

Our Policy in engaging suppliers for building and construction materials is reflected on those who meet our quality, sustainability, and price competitiveness standards. To achieve this, we have implemented the following policy:

1. We will only engage suppliers who have been assessed and approved by our procurement team, based on their track record, certifications, and references.
2. We will establish clear and transparent communication channels with our suppliers, to ensure that we can effectively manage the materials ordering, delivery, and quality control processes.
3. We will seek to establish long-term relationships with our suppliers, based on mutual trust, transparency, and accountability.
4. We will require our suppliers to comply with all relevant laws, regulations, and industry standards, including those related to quality, safety, sustainability, and ethics.
5. We will encourage our suppliers to adopt sustainable and ethical business practices, including responsible sourcing and manufacturing processes, fair labor practices, and environmental protection.
6. We will monitor the performance of our suppliers regularly, and provide feedback and support to help them improve their performance and comply with our standards.
7. We will maintain a database of approved suppliers, along with their relevant information, including quality certifications, delivery schedules, and pricing agreements.

By implementing this policy, we aim to ensure that we engage suppliers for building and construction materials who share our commitment to quality, sustainability, and ethical business practices.

viii. Outline your organisation's procedure for engaging suppliers.

The procedure for engaging suppliers for building and construction materials is as follows:

1. Identify the materials required for the project, based on the architectural and engineering drawings and specifications.
2. Conduct market research to identify potential suppliers who can provide the required materials, taking into account factors such as quality, sustainability, and price competitiveness.
3. Issue a Request for Quotation (RFQ) or Request for Proposal (RFP) to the selected suppliers, outlining the specifications and requirements for the materials, and requesting a quote or proposal.
4. Evaluate the supplier responses based on factors such as price, quality, delivery schedule, and sustainability credentials.
5. Shortlist the suppliers who meet the required criteria and invite them to participate in a competitive bidding process.
6. Conduct a thorough evaluation of the shortlisted suppliers, taking into account factors such as their experience, financial stability, quality certifications, and references.
7. Negotiate a pricing agreement with the preferred supplier(s), taking into account factors such as volume discounts, payment terms, and any other relevant details.
8. Establish a contract or purchase order with the preferred supplier(s), outlining the terms and conditions of the agreement, as well as any warranties, guarantees, or service level agreements.
9. Monitor the supplier performance throughout the project, including delivery schedules, quality standards, and any issues or disputes that arise.
10. Maintain regular communication with the suppliers, to ensure that they are aware of any changes or updates to the project requirements, and to address any concerns or issues that arise.

By following this procedure, we can ensure that we engage reliable and reputable suppliers who can provide the required building and construction materials, at a competitive price, while also meeting the required quality and sustainability standards.

ix. What is your organisation's policy on approving contractors?

Our Policy relies on engaging contractors who meet our quality, safety, and compliance standards. To achieve this, we have implemented the following policy:

1. We will only engage contractors who have been assessed and approved by our procurement and safety teams, based on their track record, certifications, and references.
2. We will establish clear and transparent communication channels with our contractors, to ensure that we can effectively manage the project delivery, safety, and quality control processes.
3. We will seek to establish long-term relationships with our contractors, based on mutual trust, transparency, and accountability.
4. We will require our contractors to comply with all relevant laws, regulations, and industry standards, including those related to safety, quality, sustainability, and ethics.
5. We will encourage our contractors to adopt sustainable and ethical business practices, including responsible waste management, fair labor practices, and environmental protection.
6. We will monitor the performance of our contractors regularly, and provide feedback and support to help them improve their performance and comply with our standards.
7. We will maintain a database of approved contractors, along with their relevant information, including qualifications, experience, and references.

x. Outline your organisation's procedure for approving contractors.

The procedure for approving contractors is as follows:

1. Identify the requirements for the project, based on the scope of work, schedule, and budget.
2. Develop a list of potential contractors who may be suitable for the project, based on their experience, qualifications, and references.
3. Conduct an initial assessment of the contractors, to determine whether they meet the required criteria, including qualifications, experience, financial stability, and references.
4. Invite the selected contractors to submit a detailed proposal, outlining their approach to the project, including the methodology, schedule, cost estimates, and risk management plan.
5. Evaluate the proposals based on a set of predetermined criteria, including technical competence, cost competitiveness, compliance with standards and regulations, and overall suitability for the project.
6. Shortlist the contractors who meet the required criteria and invite them to participate in a competitive bidding process.
7. Conduct a thorough evaluation of the shortlisted contractors, taking into account factors such as their experience, financial stability, quality certifications, and references.
8. Negotiate a contract with the preferred contractor(s), outlining the terms and conditions of the agreement, as well as any warranties, guarantees, or service level agreements.
9. Monitor the contractor performance throughout the project, including progress, quality standards, and any issues or disputes that arise.
10. Maintain regular communication with the contractors, to ensure that they are aware of any changes or updates to the project requirements, and to address any concerns or issues that arise.

xi. What is your organisation's policy on contacting contractors?

Our Policy for contacting contractors recognizes that effective communication with contractors is essential for the successful delivery of construction projects. To achieve this, we have implemented the following policy:

1. We will establish clear and transparent communication channels with our contractors, to ensure that we can effectively manage the project delivery, safety, and quality control processes.
2. We will provide our contractors with regular updates on the project progress, including any changes to the schedule, scope of work, or budget.
3. We will maintain open lines of communication with our contractors, to ensure that they can raise any concerns or issues that arise during the project.
4. We will require our contractors to maintain regular communication with us, to ensure that they are aware of any changes or updates to the project requirements, and to address any concerns or issues that arise.
5. We will establish clear protocols for communication, including who to contact in case of emergencies or urgent issues.
6. We will encourage our contractors to adopt a collaborative and proactive approach to communication, to ensure that we can work together effectively as a team.

xii. Outline your organisation's procedure for contacting contractors.

Our procedure for contacting contractors is as follows:

1. Establish clear communication channels: The first step is to establish clear communication channels with the contractors, which may include email, phone, or in-person meetings.
2. Identify key contacts: It is important to identify key contacts on both sides, who will be responsible for communication throughout the project. This may include a project manager, site supervisor, or designated communication officer.
3. Determine communication protocols: Clear communication protocols should be established, outlining the frequency, format, and content of communication. This may include regular progress updates, reports, or meetings.
4. Maintain documentation: All communication with contractors should be documented, including meeting minutes, emails, and reports. This helps to ensure that there is a clear record of all communication, which can be referred to in case of any disputes or issues.
5. Respond promptly: It is important to respond promptly to any communication from contractors, to ensure that they are aware of any changes or updates to the project requirements, and to address any concerns or issues that arise.
6. Use collaboration tools: Collaboration tools such as shared online platforms, project management software, or digital whiteboards can be useful in facilitating communication and collaboration with contractors.

3. Access and review the following documents from your organisation:

- **Safety policies and procedures** relevant to material resources
- **Safety policies and procedures** relevant to human resources
- **Documentation** relevant to the material resources required for the project you are undertaking
- **Documentation** relevant to the human resources required for the project you are undertaking

Based on the documents you reviewed, answer the following questions.

After completing the task, submit the safety policies procedures and project documentation that you accessed and reviewed to your assessor.

- i. Outline the safety requirements relevant to material resources that are applicable to the project you are undertaking.

There are several safety requirements that are relevant to material resources in the building and construction Project. Some of these requirements include:

1. Hazardous material handling: All hazardous materials used in the construction project must be handled and stored according to the relevant safety standards and regulations, such as the Work Health and Safety (WHS) Act 2011 and the Globally Harmonized System of Classification and Labelling of Chemicals (GHS). This includes providing adequate personal protective equipment (PPE) to workers, labeling hazardous materials correctly, and implementing appropriate risk control measures.
2. Equipment safety: All equipment used in the construction project must meet relevant safety standards, and must be regularly inspected and maintained to ensure they are in safe working condition. Workers must also be trained in the correct use of equipment and machinery, and provided with the appropriate PPE to reduce the risk of injury.
3. Manual handling: Manual handling of heavy or awkward materials can pose a risk of injury to workers, so proper manual handling procedures must be implemented. This includes using mechanical aids such as cranes or forklifts, and ensuring that workers are trained in safe manual handling techniques.
4. Fall prevention: Falls are a common cause of injury in the construction industry, so proper fall prevention measures must be implemented. This includes providing workers with fall protection equipment such as harnesses, guardrails, or safety nets, and ensuring that all work at height is planned and supervised.
5. Site security: Building sites can pose a risk to the public, so proper site security measures must be implemented to prevent unauthorized access. This includes fencing the site, displaying warning signs, and ensuring that workers are trained in site safety procedures.

- ii. Outline the safety requirements relevant to human resources that are applicable to the project you are undertaking.

There are several safety requirements that are relevant to human resources in the residential building Project and some of these requirements include:

1. Site Inductions: Before commencing work on site, all workers must undergo a site induction to familiarize themselves with the specific hazards and risks associated with the project. This includes information on emergency procedures, site access and egress, and the safe use of equipment and machinery.
2. Personal Protective Equipment (PPE): All workers must be provided with the appropriate PPE, such as hard hats, safety glasses, high-visibility clothing, and safety boots. PPE must be used as required to protect workers from potential hazards and risks.
3. Safe Work Method Statements (SWMS): For high-risk activities, such as working at height, a SWMS must be prepared to outline the specific hazards and risks associated with the task, and the control measures that will be implemented to mitigate these risks.
4. Emergency Procedures: Adequate emergency procedures must be in place, including evacuation plans and the location of first aid equipment. All workers must be familiar with these procedures.
5. Drug and Alcohol Testing: In order to ensure a safe working environment, drug and alcohol testing may be required on construction sites. Any worker found to be under the influence of drugs or alcohol must be removed from the site.
6. Worker Training: All workers must be adequately trained in the safe use of equipment and machinery, manual handling techniques, and other relevant safety procedures. Workers must also be aware of the risks associated with their specific tasks, and how to minimize these risks.

Workplace Assessment

Overview

The goal of this assessment is to assess your practical knowledge and skills in:

- Assessing physical and human resource requirements
- Producing schedules
- Monitoring project costs and maintaining project files

This workplace assessment is made up of ten workplace tasks:

Task 1 – Prepare for Project Start

Task 2.1 – Compile Suppliers List

Task 2.2 – Confirm Material Availability

Task 3.1 – Compile Contractors List

Task 3.2 – Confirm Labour Availability

Task 4 – Prepare Project Documents

Task 5 – Prepare Project Schedule

Task 6 – Monitor Project Progress and Costs

Task 7 – Resolve Issues

Task 8 – Complete Cost Analysis Report

Each task comes with a set of instructions. You are to follow and perform these instructions and submit any required documentation.

You are required to:

- Complete the tasks within the time allowed
- Review the instructions in each task
- Assess physical and human resource requirements
- Produce schedules
- Monitor project costs and maintain project files
- Perform the workplace task according to the instructions provided
- Complete and submit any required documentation

Resources required for assessment:

To complete this assessment, you will need access to the following:

- A workplace or a similar environment that will allow you access to:
 - Building and construction project:
 - Current construction drawings and specifications for the project
 - Various construction industry contracts for project personnel
 - Quality documentation relevant to resources required for the project
 - Access to the following:
 - Approved suppliers and contractors for the project that the candidate is undertaking
 - Colleagues who are also working on the building and construction project
-
- Organisational policies and procedures,
 - Documents relevant to approval conditions of:
 - Local government bodies
 - Regulatory bodies
 - Workplace resources
 - The criteria used to come up with the final approved list of suppliers and contractors
 - Lists of suppliers and contractors the organisation worked with in previous projects
 - Template for documenting nominated and approved suppliers, and contractors

- Project documents
 - Quality documentation
 - Construction plans, drawings, and specifications
 - Various construction industry contracts
 - Project schedules and timelines
 - Scope of work
 - Work breakdown structure
 - Call forward sheets
 - Contingency plans
 - Approved budgets
 - Payroll documents
 - Receipts and invoices
 - Estimated project costs
 - Budget records
 - Finance reports
- Digital devices, applications and software to set up electronic call forward sheets, compile site files, and create channels of communication with internal and external stakeholders
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Computing programs
 - Intranet systems

Task 1 Prepare for Project Start

Prepare for the start of the building and construction project by reviewing project documents approved by the clients and approval conditions from local government and regulatory bodies.

Use the **Project Start Preparation** template provided along with this workbook to record the information you need so you can prepare for the start of the building and construction project.

You will be assessed on:

- Practical knowledge relevant to preparing for the start of the building and construction process
- Practical skills relevant to preparing for the start of the building and construction process

Before starting this task, review the **Workplace Assessment Task 1 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed Project Start Preparation template
- Copies of project documents that you accessed and reviewed, e.g., project schedules and timelines, original and updated project contracts, original and updated scope of work, original and updated construction plans and drawings, original and updated specifications, etc.

Task 2 Assess Physical Resource Requirements

Task 2.1 Compile Suppliers List

Compile a list of suppliers for the building and construction project you are undertaking.

Use your organisation's template for documenting nominated and approved suppliers for building and construction projects, or you may use the **Generic Suppliers List** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to suppliers needed for the project
- Practical skills relevant to coming up with a list of suppliers needed for the project

Before starting this task, review the **Workplace Assessment Task 2.1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed list of suppliers
- Copies of workplace resources that you accessed and reviewed, e.g., the criteria used to come up with the final approved list of suppliers, list of suppliers the organisation worked with in previous projects, etc.
- Evidence that suppliers included in the list were the ones nominated and approved in the organisation, e.g., copies of communication with relevant personnel who nominated suppliers, copies of approvals from relevant higher-ups, etc.

Task 2.2 Confirm Material Availability

Confirm via email the availability of materials needed for the building and construction project with all approved suppliers.

You will be assessed on:

- Practical knowledge relevant to communicating with suppliers
- Practical skills relevant to communicating with suppliers

Before starting this task, review the **Workplace Assessment Task 2.2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers, e.g., copies of communication with relevant personnel for confirming material availability, copies of approvals from relevant higher-ups, etc.

Note: This task can be simulated with the candidate’s supervisor.

Task 3 Assess Human Resource Requirements

Task 3.1 Compile Contractors List

Compile a list of contractors for the building and construction project you are undertaking.

Use your organisation's template for documenting nominated and approved contractors for building and construction projects, or you may use the **Generic Contractors List** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to contractors needed for the project
- Practical skills relevant to coming up with a list of contractors needed for the project

Before starting this task, review the **Workplace Assessment Task 3.1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed list of contractors
- Copies of workplace resources that you accessed and reviewed, e.g., the criteria used to come up with the final approved list of contractors, list of contractors the organisation worked with in previous projects, etc.
- Evidence that contractors included in the list were the ones nominated and approved in the organisation, e.g., copies of communication with relevant personnel who nominated contractors, copies of approvals from relevant higher-ups, etc.

Task 3.2 Confirm Labour Availability

Confirm the availability of labour needed for the building and construction project with all approved contractors.

You will be assessed on:

- Practical knowledge relevant to communicating with contractors
- Practical skills relevant to communicating with contractors

Before starting this task, review the **Workplace Assessment Task 3.2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers, e.g., copies of communication with relevant personnel for confirming labour availability, copies of approvals from relevant higher-ups, etc.

Note: This task can be simulated with the candidate’s supervisor.

Task 4 Prepare Project Documents

Prepare the following documents for the building and construction project.

Use your organisation's templates for these building and construction project documents:

- Electronic call forward sheet

Complete two call forward sheets; one near the beginning of the project and one at a later date once work has progressed.

- Inspection checklist for materials delivered
- Procurement specifications

Or you may use the following generic templates provided along with this workbook:

- **Generic Electronic Call Forward Sheet**
- **Generic Material Inspection Checklist**
- **Generic Procurement Specifications**

You will be assessed on:

- Practical knowledge relevant to necessary documents for the project
- Practical skills relevant to preparing the necessary documents for the project

Before starting this task, review the **Workplace Assessment Task 4 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submissions must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Two electronic call forward sheets
- Inspection checklist for materials delivered
- Procurement specifications
- Copies of project documents that you accessed and reviewed, e.g., work breakdown structure (WBS), project schedules and timelines, scope of work, construction plans and drawings, etc.

Task 5 Prepare Project Schedule

Prepare a schedule for the building and construction project you are undertaking.

Use your organisation's template for project schedules, or you may use the **Generic Project Schedule** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to project scheduling
- Practical skills relevant to project scheduling

Before starting this task, review the **Workplace Assessment Task 5 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your project schedule submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed project schedule
- Copies of project documents that you accessed and reviewed, e.g., scope of work, list of approved suppliers and contractors, call forward sheets, WBS, contingency plans, etc.

Task 6 Monitor Project Progress and Costs

Monitor the progress and costs of the building and construction project you are undertaking (preferable that this task is completed towards the middle stages of the building project). The candidate is required to communicate with relevant project staff to discuss the following:

- Project monitoring, and
- Reviewing output and providing feedback.

Note: These tasks can be simulated with the candidate's supervisor/observer.

You will be assessed on:

- Practical knowledge relevant to monitoring project progress and costs
- Practical skills relevant to monitoring project progress and costs

Before starting this task, review the **Workplace Assessment Task 6 – Assessor's Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of supervising the project monitoring, e.g., copies of supervisor notes, adjusted schedules, etc.
- Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved, e.g., copies of completed performance reviews, copies of communication with personnel involved, etc.

Task 7 Resolve Issues

Resolve one (1) material- and one (1) labour-related issue within the scope of your responsibilities that arise during the building and construction project you are undertaking.

You will be assessed on:

- Practical knowledge relevant to resolving issues encountered in the project
- Practical skills relevant to resolving issues encountered in the project

Before starting this task, review the **Workplace Assessment Task 7 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of the candidate resolving material and labour related issues that arise during the building and construction project, e.g., copies of communication with relevant personnel, emails, meeting minutes, screenshots from messaging apps, etc.
- Documented evidence of the following:
 - The material or labour issues encountered,
 - What were the identified solutions to these issues,
 - How were the solutions implemented, and
 - What were the outcomes of implemented solutions.

Note: This task can be simulated with the candidate’s supervisor.

Task 8 Complete Cost Analysis Report

Conduct two cost analyses at different stages of the building and construction project you are undertaking, comparing the cost at each stage to the final estimated project cost.

Use your organisation's template for creating cost analysis reports, or you may use the **Generic Cost Analysis Report** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to conducting cost analyses
- Practical skills relevant to writing cost analysis reports

Before starting this task, review the **Workplace Assessment Task 8 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed cost analysis reports

Note: There must be one report per cost analysis conducted. The reports must be from different stages of the project.

- Copies of project documents that you accessed and reviewed, e.g., estimated project costs, payroll records, purchase receipts, call forward sheets, budget records, finance reports, etc.

Assessment Workbook Checklist

TO THE CANDIDATE

When you have completed this assessment workbook, review your work, and ensure that:

X You have completed all the Knowledge Assessments Questions.

X You have completed the Practical Assessments in this workbook

X Practical Assignment

X Task 1

X Task 2

X Task 3

X Workplace Assessment

X Task 1

X Task 2.1

X Task 2.2

X Task 3.1

X Task 3.2

X Task 4

X Task 5

X Task 6

X Task 7

X Task 8

X You have saved and submitted the following evidence:

X This completed workbook

X Assessment Workbook Cover Sheet signed and scanned

X You have saved and submitted the following evidence:

X Workplace Assessment Task 1

X Project Start Preparation template completed

X Copies of project documents that were accessed and reviewed to complete the Project Start Preparation template

X Workplace Assessment Task 2.1

X List of suppliers completed

X Copies of workplace resources that were accessed and reviewed to complete the list of suppliers

X Evidence that suppliers included in the list were the ones nominated and approved in the organisation

X Workplace Assessment Task 2.2

X Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers

X Workplace Assessment Task 3.1

X List of contractors completed

X Copies of workplace resources that were accessed and reviewed to complete the list of contractors

X Evidence that contractors included in the list were the ones nominated and approved in the organisation

X Workplace Assessment Task 3.2

X Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers

X Workplace Assessment Task 4

X Two electronic call forward sheets completed

X Inspection checklist completed for materials delivered

X Procurement specifications completed

X Copies of project documents that were accessed and reviewed to complete the documents required (THESE WILL BE PRESENT IN PREVIOUS WPA FILES AND NOT REPEATED HERE DUE TO LACK OF SUBMISSION SPACE. THANK YOU)

X Workplace Assessment Task 5

X Project schedule completed

X Copies of project documents that were accessed and reviewed to complete the project schedule

X Workplace Assessment Task 6

X Evidence of supervising the project monitoring

X Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved

X Workplace Assessment Task 7

X Evidence of the candidate resolving material and labour related issues that arise during the building and construction project

X Workplace Assessment Task 8

X Cost analysis reports completed, one per cost analysis conducted

X Copies of project documents that were accessed and reviewed to complete the cost analysis reports

IMPORTANT:

You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor.

TO THE ASSESSOR

When you have completed assessing the assessment workbook, review the candidate's submission against the checklist below:

- ☐ **The candidate has completed all the Knowledge Assessments Questions.**
- ☐ **The candidate has completed the Practical Assessments in this workbook**
 - ☐ Practical Assignment
 - ☐ Task 1
 - ☐ Task 2
 - ☐ Task 3
 - ☐ Workplace Assessment
 - ☐ Task 1
 - ☐ Task 2.1
 - ☐ Task 2.2
 - ☐ Task 3.1
 - ☐ Task 3.2
 - ☐ Task 4
 - ☐ Task 5
 - ☐ Task 6
 - ☐ Task 7
 - ☐ Task 8
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ Workplace Assessment Task 1
 - ☐ Project Start Preparation template completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the Project Start Preparation template

- ☐ Workplace Assessment Task 2.1
 - ☐ List of suppliers completed
 - ☐ Copies of workplace resources that were accessed and reviewed to complete the list of suppliers
 - ☐ Evidence that suppliers included in the list were the ones nominated and approved in the organisation
- ☐ Workplace Assessment Task 2.2
 - ☐ Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers
- ☐ Workplace Assessment Task 3.1
 - ☐ List of contractors completed
 - ☐ Copies of workplace resources that were accessed and reviewed to complete the list of contractors
 - ☐ Evidence that contractors included in the list were the ones nominated and approved in the organisation
- ☐ Workplace Assessment Task 3.2
 - ☐ Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers
- ☐ Workplace Assessment Task 4
 - ☐ Two electronic call forward sheets completed
 - ☐ Inspection checklist completed for materials delivered
 - ☐ Procurement specifications completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the documents required
- ☐ Workplace Assessment Task 5
 - ☐ Project schedule completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the project schedule
- ☐ Workplace Assessment Task 6
 - ☐ Evidence of supervising the project monitoring
 - ☐ Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved

- ☐ Workplace Assessment Task 7
 - ☐ Evidence of the candidate resolving material and labour related issues that arise during the building and construction project
- ☐ Workplace Assessment Task 8
 - ☐ Cost analysis reports completed, one per cost analysis conducted
 - ☐ Copies of project documents that were accessed and reviewed to complete the cost analysis reports

IMPORTANT:

The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

Record of Assessment (Assessor's Use Only)

RECORD OF ASSESSMENT	
Candidate's Name	
RTO Name	
RTO Contact Number	
RTO Email Address	
Assessor's Name	
Unit of Competency	CPCCBC4005 - Produce labour and material schedules for ordering (Release 1)

Knowledge Assessment	S	NYS
Question 1	☐	☐
Question 2	☐	☐
Question 3	☐	☐
Question 4	☐	☐
Question 5	☐	☐
Question 6	☐	☐
Question 7	☐	☐
Question 8	☐	☐
Question 9	☐	☐
Question 10	☐	☐
Question 11	☐	☐
Question 12	☐	☐
Question 13	☐	☐
Question 14	☐	☐
Question 15	☐	☐
Question 16	☐	☐
Question 17	☐	☐
Question 18	☐	☐

Practical Assessment		
Practical Assignment	S	NYS
Task 1	☐	☐

Task 2	☐	☐
Task 3	☐	☐
Workplace Assessment	S	NYS
Task 1	☐	☐
Task 2.1	☐	☐
Task 2.2	☐	☐
Task 3.1	☐	☐
Task 3.2	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Task 6	☐	☐
Task 7	☐	☐
Task 8	☐	☐

Rules of Evidence	S	NYS
All knowledge and skills evidence submissions are valid	☐	☐
All knowledge and skills evidence submissions are authentic	☐	☐
All knowledge and skills evidence submissions are sufficient	☐	☐
All knowledge and skills evidence submissions are current	☐	☐

Signature Authentication Checklist	
This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions. Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.	
Checklist	Completed
I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider.	☐
I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider.	☐
I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider.	☐