

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name

ARON BIRCH

Participant signature



Date

Click here to enter a date.

Assessor name

Assessor signature

Date

Click here to enter a date.5/3/20

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
46		☐	☐

Q1. Name the Act and identify the section that addresses the amount of progress payments. Briefly describe the requirements.

Answer

Section of Act	Requirements
Building Industry Fairness (Security of Payment) Act 2017 Part 2 (71)	The amount of a progress payment to which a person is entitled under a construction contract is— (a) if the contract provides for the matter—the amount calculated in accordance with the contract; or (b) if the contract does not provide for the matter—the amount calculated on the basis of the value of construction work carried out, or related goods and services supplied, by the person in accordance with the contract.



Q2. Name the Regulation and identify the section that identifies the types of dispute resolution processes for progress payments. Briefly describe the requirements.

Answer

Section of Regulation	Requirements
Building Industry Fairness (Security of Payment) Act 2017 Division 6 section 35	(A payment dispute occurs if— (a) a subcontractor beneficiary gives the head contractor a payment claim for a progress payment under section 75; and (b) the head contractor gives a payment schedule to the subcontractor beneficiary for the progress payment; and (c) the head contractor does not prepare a payment instruction to pay the full amount proposed to be paid under the payment schedule. [s 36] Building Industry Fairness (Security of Payment) Act 2017 Chapter 2 Project bank accounts (2) A payment dispute also occurs if— (a) a subcontractor beneficiary gives the head contractor a payment claim for a progress payment under section 75; and (b) the head contractor fails to give a payment schedule to the subcontractor beneficiary for the progress payment as required to do so under section 76; and (c) under section 77, the head contractor becomes liable to pay the subcontractor beneficiary the amount claimed in the payment claim; and (d) the head contractor does not prepare a payment instruction to pay the full amount claimed in the payment claim.



Q3. List three (3) different documents you might refer to when making contract payments.

Answer

Progress payment claim
 Invoice
 Payment schedule



Q4. Identify two (2) types of construction allowances, using examples.

Answer

Material allowance, - money allocated to cover the cost of materials and any taxes
 Installed allowance, amount of money allocated to cover the cost of both material and labour to install the specified materials and taxes,



Q5. To avoid misunderstanding between the builder and client regarding construction allowances, describe one (1) organisational policy/procedure that might be implemented.

Answer

Provide a work order for the allowance immediately upon completion or work or purchase of materials ensure you see work orders for every project when allowance is included



Q6. True or False (Tick your response): Any changes to the original contract (time and/or work) must be in writing.

Answer

☒	True
☐	False



**Q7. Who must sign a contract variation (time and/or work)?
 Tick all that apply.**

Answer

Choice	Possible Answers
☐	All subcontractors
☐	All suppliers
☒	Builder
☒	Client



Q8. Fill in the blanks: Once a variation is signed, the builder must provide a copy to the client within Five business days.

Answer



Q9. True or False (Tick your response): Subcontractors should be given time to rectify issues before a back-charge is incurred.

Answer

☒	True
☐	False



Q10. Identify one (1) document you might supply to a subcontractor to justify a back-charge.

Answer Timesheet regarding the back-charge separately



Q11. True or False (Tick your response): Invoices should correspond with delivery notes.

Answer

☒	True
☐	False



Q12. Identify two (2) controls for ensuring that invoice payments are appropriately authorised.

Answer Invoices must correspond with the delivery note that states the project title and address
Ensure that goods have been received prior to invoicing



Q13. What type of insurance should you take out for site loss or damage?

Answer Contract Works Insurance



Q14. Identify three (3) written records you might supply to support an insurance claim.

Answer Receipts for purchases
Police reports
Product make, model serial numbers photos



Q15. Name the document that outlines the timeframes for processing insurance claims.

Answer General Insurance Code of Practice



Q16. You should record communications with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
☒	Clients
☒	Contractors
☒	Inspectors
☒	Suppliers
☒	Unions



Q17. You have participated in on-site communication for the following matters. Which of the listed communications should you record in your site diary? Tick all that apply.

Answer

Choice	Possible Answers
☒	Allocating and managing human resources
☐	Communicating with regulatory authorities to ensure compliance
☐	Facilitating dispute prevention and resolution
☐	Maintaining environmental controls and obligations
☐	Managing expenditure
☒	Participation in on-site meetings
☐	Placing orders for supplies or equipment
☒	Scheduling of plant and equipment



Q18. True or False (Tick your response): A file note should be used to document important interactions between the builder and client.

Answer

☒	True
☐	False



Q19. True or False (Tick your response): File notes are regularly referred to.

Answer

☐	True
☒	False



Q20. Which of the following details should be on a site report?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Conditions (e.g. weather)
☒	Observation date and time
☒	Project details
☒	Safety observations
☒	Sign-off by observer
☒	Site activities



Q21. Briefly describe the purpose of a site report.

Answer

To inform those who were not on site what the progress of the job is at, also to help look back at what days different work was done also to keep any eye on what day deliveries happened.



Q22. When can a notice for unsatisfactory work be issued by the client?
Tick all that apply.

Answer

Choice	Possible Answers
☐	Before work commences



☒	Before work completes
☒	Upon completion of work

Q23. True or False (Tick your response): A notice of unsatisfactory work should be communicated in writing.

Answer

☒	True
☐	False



Q24. Identify three (3) quality control procedures that may be implemented.

Answer Checking materials supplied to site
Quality/site checklists
Regular onsite progress and quality checks.



Q25. True or False (Tick your response): Site checklists should be maintained for all stages of the building project.

Answer

☒	True
☐	False



Q26. True or False (Tick your response): Site checklists may be used as a reminder for workers and during inspections.

Answer

☒	True
☐	False



Q27. What is the purpose of an organisational quality manual and who might refer to this document?

Answer To ensure that the work complied with the National Construction Code and associated Australian Standards, ensuring that the business maintains its systems and improves those systems



Q28. Identify the Volume and Parts of the NCC that relate to the quality requirements for garage doors for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
3.10	B1.4



Q29. Which Australian Standard is referenced in the NCC with regards to the quality requirements for garage doors?

Answer AsS/NZS 4505



Q30. True or False (Tick your response): Building approvals/inspections must be carried out by Council building certifiers.

Answer

☐	True
☒	False



Q31. Name the Regulation and identify the section that identifies the mandatory stages requiring inspection for a single detached Class 1a building. Briefly describe the requirements.

Answer

Section of Act	Requirements
Building Regulation 2006 Division 2,21	the stage of the work that is after excavation of foundation material and before any footings for the building or structure are laid; the final stage of the work



Q32. True or False (Tick your response): A supervisor must watch over the work as it is happening.

Answer

☐	True
☒	False



Q33. Identify three (3) checks that may occur to verify painting work meets the required standard.

Answer

Type of paint used
Number of coats
Materials used



Q34. **True or False (Tick your response): Specific requirements for quality and finish should be included in the contract, so the builder knows the standard required to be met.**

Answer

☒	True
☐	False



Q35. **List three (3) implied standards for building work, as per the Australian Consumer Law.**

Answer

The work will be carried out with reasonable care and skill and will be completed by the date specified by the contract

The materials to be supplied by the builder will be good and suitable for the purpose for which they are used and, unless otherwise stated, those materials will be new

The work will be carried out in accordance with, and will comply with, all laws and legal requirements



Q36. **For each of the following topics, identify an organisational policy that may be in place.**

Answer

Topic	Policy
Pre-handover inspection	Arrange an on-site inspection with the client perhaps a week before the date nominated for handover
Final payment	Organise final payment of the project at practical completion and not at handover



Q37. True or False (Tick your response): Final payment is to be made prior to practical completion.

Answer

☐	True
☒	False



Q38. True or False (Tick your response): The contract may specify that certificates of inspection are required prior to receiving final payment.

Answer

☒	True
☐	False



Q39. List five (5) aspects that may be checked as part of the final inspection.

Answer

The height of the floor above ground
Room ventilation
Toilet door swing
Termite protection
Swimming pool fencing



Q40. True or False (Tick your response): The building certifier's certificate indicates that all inspections and approvals required by the legislation have been satisfactorily completed.

Answer

☒	True
☐	False



Q41. What documents should be provided to the client on handover day?

Answer

Certificate of inspection
Product warranties for appliances installed
Reports, notices or other documentation issued by service providers, electricity, gas, water, telephone



Q42. Identify two (2) items that might be found on a defects item document.

Answer

List of minor defects that both the builder and the homeowner agree to
A date of when the defects will be attended to



Q43. True or False (Tick your response): The builder and client must agree to all items listed on a defects document.

Answer

☐	True
☒	False



Q44. Fill in the blanks: Defects noted at handover should be rectified within
 six **months after completion of the work.**

Answer



Q45. True or False (Tick your response): The client must sign-off once defects have been rectified.

Answer

☒	True
☐	False



Q46. Identify two (2) reasons why you should implement a site safety policy.

Answer

To ensure the health and safety of all workers including subcontractors
That the company provides protection to cover physical as well as mental health



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Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to supervise implementation of administration processes relating to construction projects:

- Occasion 1: Residential construction projects
- Occasion 2: Commercial construction projects

The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include:

- Site diaries and safety plans
- Extension of time notices
- Requests for information
- Site instructions issued
- Quality control checklists
- Material delivery registers
- Other emails, letters or correspondence
- Invoice authorisation forms or registers
- Project handover procedures
- Project handover checklists
- Defect inspection checklists

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Contract, Computer, Site diary, Site checklist, Organisational quality manual.

Assessment of task

Name of participant:	Aaron Birt		
Name of observer:	Karen McNamara		
Role of observer (Confirm suitability to sign)	Contract Administrator		
Email address of observer	Vabrisbane@outlook.com		
Signature of observer:			
Date:	5/03/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Administration of claims and payment processes			
1.1A. Make contract payments in accordance with contract allowance or orders.	☒	☒	
1.1B. Carry out drawings against allowances in accordance with organisation policy and procedures.	☒	☒	

1.1C. Authorise variations to contracts, taking corrective action as necessary.	☒	☒
1.1D. Apply back-charges in accordance with policy guidelines.	☐	☒
1.1E. Authorise payment of invoices for material supply.	☒	☒
1.1F. Complete and process insurance claims for site loss or damage.	☒	☒
1.1G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☒
2 On-site communications		
1.2A. Maintain a diary of on-site communication and events, including communications with clients, contractors, inspections, union matters and suppliers.	☒	☒
1.2B. Prepare and issue file notes detailing specific instructions.	☒	☒
1.2C. Prepare and keep site reports detailing specific supervisory inspections.	☒	☒
1.2D. Communicate variation requests or requirements to the appropriate person.	☒	☒
1.2E. Communicate requests for extensions of time to the appropriate person.	☒	☒
1.2F. Communicate notice of unsatisfactory work in writing to the appropriate individual.	☒	☒
1.2G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☒
1.2H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
3 Quality control procedures		
1.3A. Identify relevant quality control procedures.	☒	☒
1.3B. Use and complete site checklists detailing specific items to be inspected and appropriate stages.	☒	☒
1.3C. Use industry and organisational quality manuals and procedures in managing the quality process.	☐	☒
1.3D. Implement a site safety policy.	☒	☒
1.3E. Arrange local authority inspections.	☒	☒
1.3F. Communicate quality requirements to on-site personnel and assess building work against construction standards.	☒	☒
1.3G. Put processes in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.	☒	☒
4 Project administration		
1.4A. Carry out project administration processes and preparation for practical completion in accordance with contract obligations and company policy.	☒	☒
1.4B. Identify and apply practical completion inspection procedure, and communicate this to the client.	☒	☒
1.4C. Identify and carry out handover procedures in accordance with organisational policy, including providing certificates and appropriate client information (including termite protection and appliance warranties).	☒	☒
1.4D. Obtain defects liability items from clients, rectify defects and obtain client sign-off.	☒	☒

1.4E. Conduct and supervise administrative processes with reference to regulatory and organisational requirements.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Aaron has a complete understanding of contracts, requirements and building works, he is clear and concise in his contract management