

CSTC



ASSESSMENT WORKBOOK



CPCCBBC4003

Select, prepare and administer a construction contract

Copyright

This document was developed by TotalVET Training Resources.

© 2021 TotalVET Training Resources.

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of TotalVET Training Resources.

Version Control & Document History

Date	Summary of Modifications	Version
12 February 2021	Version 1.0 released for publishing	1.0
17 November 2022	Version 1.1 – Minor amendments	1.1

Table of Contents

Table of Contents	3
Introduction	5
Competency-Based Assessments	6
Assessing Nationally-Recognised Training	7
Dimensions of Competency	8
Reasonable Adjustment.....	9
The Unit of Competency	10
The Context of Assessment.....	10
Assessment Methods	11
Resources Required for Assessment	12
Assessment Workbook Cover Sheet.....	13
Knowledge Assessment	14
Practical Assessment	30
Candidate Instructions	30
Preliminary Assessment Information	31
Practical Assignment	32
Overview	32
Practical Assignment	33
Task 1 – Identify Building and Construction Contract	33
Task 2 – Identify Intention of Legal Relation	38
Task 3 – Identify Parts of a Contract	39
Workplace Assessment.....	45
Overview	45
Task 1 – Liaise with Contracting Parties	48
Task 2 – Select the Type of Contract	49
Task 3 – Prepare and Compile the Range of Documents to be Used in the Contract	50
Task 4 – Draft the Contract.....	51
Task 5 – Review Draft Contract with Relevant Persons	53
Task 6 – Prepare Final Contract.....	54

Task 7 – Process Progress Payments	55
Task 8 – Process Application for Extension of Time	56
Task 9 – Negotiate Contract Variations	57
Task 10 – Workplace Measures Against Breach of Contract	58
Task 11 – Confirm Performance of Work	59
Task 12 – Review Conditions for Issuing a Final Certificate	61
Task 13 – Verify Practical Completion of the Project	63
Task 14 – Finalise Defects Liability	64
Task 15 – Issue Certificate Upon Completion of Work.....	65
Task 16 – Finalise the Contract and Secure Documentation for Records Purposes	66
Assessment Workbook Checklist.....	67
Record of Assessment (Assessor’s Use Only)	70

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:

CPCCBC4003 - Select, prepare and administer a construction contract

1. Identify and analyse business contracts.
2. Select appropriate contract.
3. Prepare the contract.
4. Administer the contract.
5. Finalise a contract.

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

<https://training.gov.au/Training/Details/CPCCBC4003>

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 Training Organisation to provide/organise candidate with access to:

- Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
 - Building and construction project
E.g., for a Residential Building (Class 1 and 10 buildings, max two storeys) or Commercial (Class 2 to 9, Type C only constructions).
 - Opportunities to complete the workplace assessment tasks within this project.
 - Workplace resources to select, prepare and administer legal requirements in the project, such as but not limited to:
 - Organisational templates for drafting project contracts and agreements.
 - Relevant project documents such as project plans, specifications, timelines, and schedules, etc.
 - Resources to conduct a site inspection, e.g., materials, equipment, plant, concrete work, etc. the candidate can inspect.
 - Resources to monitor the progress of the project, e.g., organisational site diary templates, any software (e.g. Gantt chart) used by the organisation to monitor the progress of the project.
 - Certification documents for building, subcontractor, workers' compensation, materials, etc., including certificates of insurances/certificate of currency.
 - Invoices from project suppliers and subcontractors.
 - Relevant government building and construction and contract legislation
 - Current building and construction codes and standards
 - Relevant construction industry contracts
 - Construction drawings and specifications
 - Organisational policies and procedures and other quality documentation required to undertake the performance criteria and assessment requirements.
 - Digital devices, applications, and software to transmit and receive information electronically.

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: **CPCCBC4003 Cover Sheet**

Workbook	CPCCBC4003
Title	Select, prepare and administer a construction contract
First and Last Name	Michael Trott
Phone	0481713977
Email	Trott83@me.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:

Signature:

Date signed:

Knowledge Assessment

1. Answer the following questions about the Australian legal system.

i. What is a legal system?

A legal system describes the existing laws of the land, how these laws are made, and how these laws are enforced in society.

ii. What form of legal system does Australia have?

A common law system

iii. What are the two major sources of Australian law?

- a. Cases
- b. Legislation

iv. Provide the legal elements required for a contract to be formed.

- a. Offer
- b. Acceptance
- c. Intention
- d. Consideration

v. How does the Australian legal system affect construction contracts?

It regulates construction contracts to ensure that all parties involved perform their obligations and that their rights are protected.

2. Listed below are pieces of legislation that affect construction constructs in Australia. Explain how these are applied in drafting construction contracts.

Legislation	Application
i. Fair Work Act	The Fair Work Act is used to ensure contract stipulations comply with: - Employee/employer relationship requirements - Regulations against workplace discrimination - Minimum entitlements - Working arrangements - Fairness at work
ii. WHS Laws	The WHS Laws are used to ensure contract stipulations comply with: - Risk management requirements - Health and safety requirements in the workplace - Workers' compensation insurance
iii. Building and construction	The Building and construction legislations are used to ensure contract stipulations comply with: - Building specification requirements - Construction specifications requirements
iv. Consumer Laws	Consumer Laws are used to ensure contract stipulations comply with: - Fair contract terms - Lay-by agreements rules - Product safety laws - Consumer rights requirements

3. Listed below are different types of construction contracts in Australia. When is each contract used or necessary?

Types of contracts	When is it used or necessary?
i. Residential contracts	1. When you are a party to a contract carrying out residential building work 2. When a residential building or a part of it is being sold, if the contract requires residential building work 3. When there is an arrangement for someone to carry out residential building work
ii. Commercial contracts	The buildings involved must be used for non residential purposes (unlike residential contracts) such as retail stores, hotels, offices, and other spaces that may be needed for private businesses.
iii. Subcontractor agreements	When a subcontractor's services are called for specialist and specific work in the construction project on behalf of the main contractor
iv. Lump-sum contracts	The lump sum contract is used often for simple projects with already well-defined responsibilities for all parties. There is little room for change, and the arrangement is predictable, so all the plans must be complete, and the costs have been finalised. These can be used for both commercial and residential

v. Cost-plus contracts	When the client requires complete transparency of the contractor's expenses for the project. This type of contract incurs less risk for the contractor as it allows for more flexible provisions.
------------------------	---

4. Answer the following questions Australian Building Industry Contracts (ABIC).

i. What are Australian Building Industry Contracts (ABIC)?

ABIC is a contract drafted for building projects where an architect administers the contract.

ii. Identify the two bodies who publish ABIC contracts.

- a. Master builder
- b.

List four features of Australian Building Industry Contracts (ABIC).

- a. Detailed supporting documents, including a user guide, template forms for the architect and the contractor
- b. Written in plain English and have a clear, logical structure that reflects the sequence of the construction process
- c. Equitable allocation of virtually all project risks to one party or the other, eliminating uncertainty and many potential disputes
- d. An integrated suite of versions for major, simple, and basic works, and for housing and non-housing projects

- iii. Differentiate an *Australian Building Industry – ABIC Major Works (MW)* contract from an *Australian Building Industry – ABIC Simple Works (SW)* contract, by explaining what each is for.

The *Australian Building Industry – ABIC SW* contract is for:

Simpler projects

While the *Australian Building Industry – ABIC MW* contract is for:

Major or more complex projects

- iv. List five things the MW contract provides/covers which the SW contract does not.

- a. Encroachment
- b. Quality insurance system
- c. Alternative dispute resolution
- d. Arbitration of disputes
- e. Separable parts to works

5. Listed below are terminologies commonly used in construction contracts.

For each of the following terminologies provide a brief definition and explain how each impacts the project.

Terminology	Definition	Impact on projects
i. Extension of time (EOT)	The allowance for the extension of the construction period that construction contracts allow when there is a delay outside the contractor's liability.	An EOT extends the date of practical completion and relieves contractors of any liabilities for liquidated damages.
ii. Practical completion	Practical completion is the stage of construction when all the works described in the contract have been carried out	Practical completion allows contractors to hand over a project to their clients since it is complete and fit for use

Terminology	Definition	Impact on projects
iii. Liquidated damages	Liquidated damages refer to the amount paid by the contractor when practical completion is not achieved at the completion date set in the contract.	Liquidated damages allow injured parties to collect compensation when there is a breach of contract.
iv. Force majeure	Literally translating from French as 'superior force,' force majeure generally refers to unforeseen events or circumstances beyond any reasonable control of the people involved in the contract. These events are ones that cannot be reasonably avoided, overcome, or blamed on either party.	Force majeure are relevant events that may allow contractors an extension of time.

v. Terminations	This refers to clauses in the contract which lays out the circumstances in which the contract may be legally ended	Termination frees the parties involved from their obligation
-----------------	--	--

6. Answer the following questions about AS2124 and AS4000.

i.	What are the common features between the AS2124 and AS4000? List five common features. a. Provisional sums b. Fixed timeframe c. Practical completion d. Published by standards Australia e. Protected by copyright laws
ii.	What must be considered when choosing AS2124 for construction contracts? Provide one example. You should make sure that you are purchasing the appropriate type of license for the purpose that you are using it for
iii.	What are two distinguishing features of AS4000. a. Published by standards Australia b. Protected by copyright laws

iv. What are differences between AS2124 and AS4000? List five differences.

- a. No time bars
- b. Apportionment of concurrent delays
- c. Approval of EOTs
- d. Relief for latent conditions
- e. Most widely used for construction projects

7. Answer the following questions about the relationship between the organisation and its clients

- i. Briefly explain the relationship between the organisation and its clients.
Organisations provide or offer products and services for clients to buy and use.

- ii. Why is a contract necessary for this relationship?
Contracts are necessary as they provide proof of understanding from all parties involved of their respective rights and obligations.

8. Provide two ways CRM systems can benefit a business.

- i. Track success of your marketing activities

- ii. Maintain relationships with customers

9. Why are the following items important when drafting a contract?

Items	Importance to contracts
i. Equipment information	These are useful, especially in terms of accounting for the costs of the project
ii. Site accommodation information	Site accommodation documents allow parties involved to understand the scope of accommodation that will be provided, and the responsibilities attached to providing site accommodation.
iii. Services information	Services information allow parties involved to understand the scope of services or labour that will be done, and the responsibilities attached to doing these.
iv. Human resource projections	Human resource projection helps the company plan and find the people they need and measure its working capacity to meet its goals. Human resource projections allow parties involved to know the essential human resource required for the project and anticipate the needed manpower for projects tasks.
v. Materials list	The materials lists would include the brand, the supplier, the dates of delivery and use, the quantities, and other relevant information. Keeping track of all this is also essential when it comes to identifying costs incurred. Preparing your materials lists may involve reviewing your inventory as agreed upon and coordination with your suppliers. A materials list allows

	parties involved to know the materials that will be used in the building or construction project.
--	---

Items	Importance to contracts
vi. Construction drawings and specifications	Specifications typically contain a detailed description of the products, materials, and the work that needs to be completed as stated in the construction contract. These are used in conjunction with the construction drawings in carrying out the works, evaluating the efficiency of the choices made in the contract and if changes are to be implemented, and identifying the cost of the project.
vii. Project timelines	Important so all parties are under the same page with the project timelines and so can be adjusted accordingly as agreed.
viii. Schedules	Helps to see if agreed tasks are being completed in the agreed time under the contract specifications

10. Listed below are examples of digital tools and devices that can be used to communicate and collaborate. Explain how these tools and devices can be used in building and construction.

Digital tools and devices	Use
i. Internet blog	Construction blogs increases reach to fellow builders who need tips regarding certain methods of construction. A blog is a space for a builder to show their expertise to their colleagues
ii. Video conferencing	Video conferencing allows documents including plans and drawings to be shared whether from the office or on the move. You can check the progress of the projects or discuss issues as soon as they arise using the live video stream, which speeds up decision-making and helps to keep projects on track and on time
iii. Smartphone	Smartphones give builders access to construction information, any time, any place. With it, workers, sub-contractors, and vendors can communicate real-time
iv. Personal computer	Computers have messaging applications like instant messaging, video and audio applications that can help a worker to communicate and collaborate with their colleagues.

11. Listed below are examples digitally based technology and applications for researching information. Explain how these technology and applications can be used in construction of energy efficient buildings.

Technology and application	Use
i. Scholarly websites	Intended for use in support of conducting in-depth research, often containing specialised vocab and extensive reference to sources. The content has been sourced by professionals to ensure reliability
ii. eBooks	An electronic book is a book publication made available in digital form, consisting of text, images, or both readable on the flat panel display of computers or other electronic devises
iii. ArticleSearch (application)	Journal articles contains current information and research that are detailed that have been proven by all kinds of research
iv. FlipBoard (application)	It gathers content from social networks, news publications and blogs. Then the app displays stories, articles and videos and other pieces of content in a magazine like format which is available on multiple operating systems

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 selecting, preparing and administering a construction contract.

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	Estimator
Organisation/workplace	Freedom homes pty ltd
Building and construction project	
Project overview	New dwellings.
Building classification	Residential
Project site address	102/5 Millfield street, Kearsley
State/territory where this project is being undertaken	NSW

Practical Assignment

Overview

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

- Various types of building and construction contracts, their legal requirements and application.

This assessment has three tasks:

- Task 1 – Identify Building and Construction Contract
- Task 2 – Identify Intention of Legal Relation
- Task 3 – Identify Parts of a Contract

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 construction contract relevant to the project you are working on.
- Identify the legal requirements of contracts relevant to your state/territory.
- Identify the application of contracts relevant to your state/territory.
- Access and review a range of documents associated with a contract:
 - equipment, site accommodation and services information
 - human resource projections
 - materials lists
 - construction drawings and specifications
 - project timelines
 - schedules
- Review the task instructions included in this Practical Assignment
- Record your response as required in the instructions.

Resources required for assessment

- Various types of building and construction contracts
- Organisational policies and procedures and other quality documentation

Practical Assignment

Task 1 – Identify Building and Construction Contract

1. Review each and in the spaces provided below:
 - i. Provide two legal requirements that apply to each type of contract.
 - ii. Explain each contract's application or use.

Type of contract	Legal requirement	Application
------------------	-------------------	-------------

i. Residential Contracts	a. Mandatory contract b. Consumer protection	A. Residential construction work valued over a certain amount (which may be subject to change) must have a written contract. The contract must comply with the requirements set out in the Queensland Building and Construction Commission Act 1991. It should include details such as the scope of work, payment terms, start and completion dates, and dispute resolution mechanisms. B. The Building Act 1975 in Queensland aims to protect consumers engaging in residential construction projects. The Act outlines various consumer protections, including requirements for domestic building contracts, warranties, and dispute resolution processes. The contract should include the required warranties, such as the statutory warranty for defects, and comply with the procedural requirements for handling defects and disputes.
---------------------------------	--	--

ii. Commercial contracts	a. Formal written contract b. Compliance with building codes and standards	A. The contract should clearly outline the terms and conditions of the construction project, including the scope of work, specifications, payment terms, timelines, dispute resolution mechanisms, and other relevant details. While there may not be a specific template mandated by law, the contract should comply with general contract law principles. B. Commercial building contracts must adhere to relevant building codes, standards, and regulations. Queensland, like other Australian states, has building codes and standards that set out the minimum requirements for construction projects. Compliance with these codes ensures that the building meets safety, health, accessibility, and structural integrity standards
---------------------------------	--	--

iii. Lump-sum contracts	a. Detailed scope of works and specifications b. Payment terms and progress payments	A. In a lump sum contract in Queensland, it is a legal requirement to have a detailed and clear scope of work along with specifications. The contract should specify the exact work to be performed, including materials, methods, and standards to be followed. This ensures that both parties have a shared understanding of the project's requirements and minimizes the potential for disputes. B. The lump sum contract should outline the payment terms, including the total contract price and the schedule for progress payments. In Queensland, the Building and Construction Industry Payments Act 2004 (BCIPA) may also apply, requiring specific procedures for payment claims and responses. It's essential to ensure that the payment terms comply with legal requirements to maintain clarity and fairness in the
--------------------------------	--	--

		financial aspects of the contract
--	--	-----------------------------------

Task 2 – Identify Intention of Legal Relation

2. What is the importance of the intention to create legal relations?

The concept of the intention to create legal relations is a fundamental principle in contract law. It refers to the parties' mutual understanding that they intend their agreement to be legally binding

Task 3 – Identify Parts of a Contract

3. Access and review a construction contract from your workplace and answer the following questions about the different components.

Note: If you are unable to access a construction contract from your workplace use the following:

- Example - Building Contract (HO5), which can be located in Study Central.

- i. Based on the contract provided, identify all the contract elements that are present.

Offer

Acceptance

Intention to create legal relations

Consideration

Legal capacity

Legality of purpose

Certainty and possibility of performance

Mutual consent

Writing

- ii. Identify five terms related to construction that was used on the contract and provide a brief explanation for each.

Term	Explanation
a. Liquidated damages	If the building works do not reach practical completion by the end of contract period the owner is entitled to liquidated damages in the sum specified in item 13
b. warranties	A warranty in a construction contract is a guarantee provided by the contractor that the work will be free from defects for a specified period after completion. It outlines the contractor's responsibility to rectify any defects that arise during the warranty period.
c. Description of works	What works will be undertaken
d. Progress payments	Percentage the builder can invoice for at each stage
e. Special conditions	To clarify what's a variation and an inclusion in construction works

iii. Outline all the sections contained in the contract.

Particulars of contract

Progress payments

Excluded items

Description of works

Warranty insurance

Prime cost and provisional sum items

Signatures

Deed of guarantee and indemnity

General conditions

iv. Outline one clause that states an obligation of the client.

Initial period

The owner must satisfy the essential matters in clause 4 within the initial period of 15 working days

- v. Outline one clause that states an obligation of the contractor.

12 – Contract period

The building works must reach the stage of practical completion no more than 30 weeks

- vi. Outline one clause that states a right of the client.

Insurances 25.3

If the owner asks, the above insurances must note the names of the owner and the lending body as being in the class of the insureds under the above insurance policies.

- vii. Outline one clause that states a right of the contractor.

Clause 9 – Delays and extensions time

The builder is entitled to a reasonable extension of the contract period if the building works are delayed by the builder suspending the building works under clause 32 or from a cause beyond the sole control of the building including

A variation

Adverse weather

An act of god

etc

viii. How is the contractor liable for the performance of their obligations?

Clause 2

The builder must carry out and complete the building works in accordance with the contract

ix. How is the client liable for the performance of their obligations?

The owner must pay the contract price and other money that becomes payable under this contract in the manner and at the times stated in this contract.

The owner gives the builder exclusive possession of the site to carry out the building works

x. Outline the circumstances that constitute a breach of the provided contract.

A substantial breach of this contract by the builder includes but is not limited to if the builder:

A – has its licence cancelled

B – suspends the carrying out of the building works other than under clause 32

- xi. Outline the circumstances that constitute termination of the contract.

One circumstance can be bankruptcy

- xii. Identify the legislative requirements addressed in the contract and briefly describe the procedure for each.

Section 7BA HOME BUILDING ACT – The contract may be subject to a cooling off period that entitles the owner to rescind this contract by giving a notice in writing

Planning and building approvals- the builder/owner must obtain and pay for all applications for development consent and/or a complying development certificate for the building works

Progress payments – the owner must pay with the agreed schedule

Mandatory conditions – to the extent required by the home building act and subject to sub-clause 43.2, the building works will comply with:

A – the building code of Australia

B – all other relevant code

C – the conditions of any relevant development consent or complying development certificate

Workplace Assessment

Overview

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

- Identifying and analysing business contracts
- Selecting appropriate contracts
- Preparing the contract
- Administering the contract
- Finalising a contract

This workplace assessment is made up of three workplace tasks:

Task 1 – Meet with Contracting Parties

Task 2 – Select the Type of Contract

Task 3 – Prepare and Compile the Range of Documents to be Used in the Contract

Task 4 – Draft the Contract

Task 5 – Review Contract Draft with Relevant Persons

Task 6 – Prepare Final Contract

Task 7 – Process Progress Payment

Task 8 – Process Application for Extension of Time

Task 9 – Negotiate Contract Variations

Task 10 – Workplace Measures Against Breach of Contract

Task 11 – Confirm Performance of Work

Task 12 – Review Conditions for Issuing a Final Certificate

Task 13 – Verify Practical Completion of the Project

Task 14 – Finalise Contract

Task 15 – Issue Certificate Upon Completion of Work

Task 16 – Secure Documentation for Records Purposes

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.
- Identify and analyse business contracts
- Select appropriate contracts
- Prepare the contract
- Administer the contract
- Finalise the contract
- 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 contract
 - Building and construction project site and personnel
 - Colleagues who are also working on the building and construction project
 - Organisational policies and procedures, including:
 - Policies and procedures relevant to communicating with contracting parties.
 - Policies and procedures relevant to selecting appropriate contract.
 - Policies and procedures relevant to preparing and finalising contract.
 - Policies and procedures relevant to dispute resolution.
 - Policies and procedures relevant to processing progress payments
 - Policies and procedures relevant to applying for Extension of Time
 - Policies and procedures relevant to site inspections
 - Documentation templates, including:
 - equipment, site accommodation and services information
 - human resource projections

- materials lists
 - construction drawings and specifications
 - project timelines
 - schedules
 - progress payments
 - policies and procedures checklist
 - application for Extension of Time
 - construction certificates
- relevant government building and construction and contract legislation
 - current building and construction codes and standards
 - digital devices, applications and software to transmit and receive information electronically

Task 1 – Liaise with Contracting Parties

Liaise with all the contracting parties to review and discuss contract matters.

You will be required to liaise with all members of the construction contracting party to ensure that all terms of the contract, duties and responsibilities and the general plan for the construction project are clearly understood and accepted by all parties.

This can be completed via email correspondence with any relevant members of the contracting party and should relate to (but not limited to) recording the identities of the contracting parties, type of contract, capacity to consent to a contract, contract offer, contract acceptance.

You will be assessed on:

- Practical knowledge of the factors and special conditions associated with the parties' consent to a contract and the requirements associated with an offer and acceptance of a contract.
- Practical skills relevant to communicating with contracting parties.

Before starting this task, review the **Workplace Assessment Task 1 – 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 a copy of any emails sent/received in relation to discussing any construction contract matters with any of the contracting party.

Task 2 – Select the Type of Contract

Identify the type of contract appropriate to the building and construction project you are undertaking for this assessment.

Commercial contract

Task 3 – Prepare and Compile the Range of Documents to be Used in the Contract

Prepare and compile the range of documents that collectively make up the contract for the project you are working on. The range of documents included must be for the contract type you indicated in Task 2.

Documents you prepare and compile for this task may include the following:

- equipment, site accommodation and services information
- human resource projections
- materials lists
- construction drawings and specifications
- project timelines
- schedules

Compile them in a folder for submission to your assessor.

You will be assessed on:

- Practical knowledge of range of documents that collectively relevant to the project contract.
- Practical skills in preparing and compiling the range of documents that collectively make up the contract.

Before starting this task, review the **Workplace Assessment Task 3 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your folder 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 folder with all the documents you have compiled to your assessor.

Task 4 – Draft the Contract

1. Draft the contract for the building and construction project you are undertaking for this assessment. Ensure the type of contract you draft is appropriate for this project (as specified in Task 2).

Use your organisation's template for drafting the type of contract appropriate for this project.

Assess how you will schedule the progress payments, e.g., quarterly, or based on milestone completion, percentages of payments to be made at different points in the project.

Include in your contract the schedule of progress payments (based on your assessment) as well as processes for applying for extension time.

You will be assessed on:

- Practical knowledge relevant to drafting the contract, including all relevant details, definitions of unreasonable or vexatious notice, repudiation of a contract, conditions for completion at the cost of the contractor, ousting the contractor, and abandonment of a contract, etc.
- Practical skills in drafting the contract accurately.

Before starting this task, review the **Workplace Assessment Task 4 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your draft contract 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:

- Contract draft

2. Explain how you assessed the schedule of progress payments in the previous task.

Discussed with client the options of payment which suited them best and agreed upon a 5% deposit and monthly progress claims

Task 5 – Review Draft Contract with Relevant Persons

Present your draft contract to the relevant contracting parties. This can be done via email to all members of the contracting party and should include any discussions relating to:

- Reviewing the legality and validity of the draft contract with the contracting parties.
- Resolving any discrepancies or disagreements with the contracting parties.
- Recording any amendments to be made in the draft contract.

You will be assessed on:

- Practical knowledge relevant to resolving discrepancies or disagreements between parties prior to contract preparation.
- Practical skills relevant to reviewing the contract in terms of legality and validity.

Before starting this task, review the **Workplace Assessment Task 5 – 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 any relevant emails (including responses from the contracting parties) during the draft contract phase of the construction project to your assessor. Remember to include any acceptance emails

Task 6 – Prepare Final Contract

Based on the outcomes of your meeting in Task 5, make the necessary amendments in your draft and prepare the final contract based on the legal process of your organisation.

You will be assessed on:

- Practical knowledge of organisation's legal process in relation to preparing final contracts.
- Practical skills in preparing the final contract in accordance with the organisation's legal process.

Before starting this task, review the **Workplace Assessment Task 6 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your draft contract 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 copy of the final contract to your assessor.

Task 7 – Process Progress Payments

Process progress payments as due under contract (in two separate instances).

You will be assessed on:

- Your practical knowledge of progress payments
- Your practical skills in processing progress payments

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

After completing this task, submit any evidence (in two separate instances) of any progress payments made by the client e.g., Progress payment invoices relating to the relevant construction stages.

Submit two pieces of evidence, one for each instance you processed progress payments.

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 8 – Process Application for Extension of Time

Process application for Extension of Time, in accordance with organisational policies and contract conditions. (in two separate instances).

You will be assessed on:

- Your practical knowledge on the process of application of Extension of Time
- Your practical skills in processing applications for Extensions of Time

Before starting this task, review the **Workplace Assessment Task 8 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

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

- evidence of processing application for Extension of Time. E.g., copy of written notice to the contract administrator and relevant people.
- copy of relevant organisational policies you followed to complete this task
- excerpt from contract showing relevant conditions you followed to complete this task

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 9 – Negotiate Contract Variations

Identify variations from the contract. Liaise with the contracting parties and negotiate identified variations to the construction contract. This can be achieved through a series of emails with the relevant contracting parties.

You will be assessed on:

- Practical knowledge of construction contract variations.
- Practical skills in negotiating and documenting contract variations.

Before starting this task, review the **Workplace Assessment Task 9 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your folder 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 any relevant emails (including responses from the contracting parties during contract variation negotiations. Remember to include any acceptance emails.

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 10 – Workplace Measures Against Breach of Contract

Review the policies and procedures in your organisation to ensure there are measures in place to prevent breach of contract.

You will be assessed on:

- Your practical knowledge of minimising liquidated damages and penalties.
- Your practical skills in reviewing policies and procedures to ensure there are measures in place to minimise liquidated damages and penalties.

Use the **Policies and Procedures Checklist** provided along with this workbook to document your checks of these training agreements.

Before starting this task, review the **Workplace Assessment Task 10 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your draft contract submission must address to complete this task satisfactorily.

After completing your review, submit your completed Policies and Procedures Checklist to your assessor as well as copies of policies and procedures you reviewed for this task.

Task 11 – Confirm Performance of Work

1. You will need to complete the following to confirm performance of work:

- Discuss project progress with relevant site personnel
- Discuss compliance of performance with contracts terms to contracting parties
- Review compliance with relevant legislation and regulations

This can be achieved through a series of email communications between the candidate and the Building Site Supervisor.

You will be assessed on:

- Your practical knowledge of contract administration and dispute resolution.
- Your practical skills in administering the project contract.

Before starting this task, review the **Workplace Assessment Task 11.1 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your folder submission must address to complete this task satisfactorily.

After completing your review, submit evidence of Performance of Work. E.g., the documents used to confirm performance of work in accordance with the contract and relevant legislations and regulations and any relevant email communication between the candidate and the Building Site Supervisor in relation to the performance of work.

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

2. You will need to complete the following to confirm performance of work:

- Apply contractual dispute resolution processes to resolve disputes with the contract
- Record outcomes of the contractual dispute resolutions.

You will be assessed on:

- Your practical knowledge of contractual dispute resolution processes and relevant contract legislation and regulations.
- Your practical skills in resolving contractual disputes in accordance with contract and relevant legislation and regulations.

Before starting this task, review the **Workplace Assessment Task 11.2 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit documents from your dispute resolution to your assessor.

Task 12 – Review Conditions for Issuing a Final Certificate

1. Review the conditions for issuing a final certificate in the contract. Compare actual construction conditions presented by the contractor and verify if the conditions for issuing a final certificate in the contract are met.

You will be assessed on:

- Practical knowledge on issuance of final certificates.
- Practical skills in assessing conditions for issuance of final certificate.

Use the **Final Certificate Checklist** provided along with this workbook to document your checks of these conditions.

Before starting this task, review the **Workplace Assessment Task 12 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your folder submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, you must submit the following:

- Final Certificate Checklist
- Copies of the workplace resources showing actual construction conditions presented by the contractor. E.g., photographs of the construction site, invoice for the work completed.
- Except from the contract showing the conditions for issuing a final certificate.

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

2. Answer the questions below:

- i. Based on the review and comparison you did in Task 12.1, are the conditions for issuing final certificate met?
- ii. Explain your response.

Are the conditions for issuing final certificate met?

YES

Explanation:

1. **Completion of Requirements:**

Check whether all project or program requirements outlined in the initial agreement or course outline have been met. This may include deliverables, milestones, and other specified tasks.

2. **Quality Assurance:**

Ensure that the work or training provided meets the required standards and quality expectations. Assess whether the outcomes align with the agreed-upon criteria.

3. **Final Inspection**

Verify that a final inspection has been conducted and that the completed work complies with relevant regulations and specifications.

Task 13 – Verify Practical Completion of the Project

Conduct a site inspection to verify practical completion of the project as defined by the contract.

You will be assessed on:

- Practical knowledge of the process for practical completion of contract.
- Practical skills in applying the process practical completion of contract.

Use the **Practical Completion Checklist** provided along with this workbook to document your checks of these conditions.

Before starting this task, review the **Workplace Assessment Task 13 – 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:

- The Practical Completion Checklist
- Excerpt from the contract showing the definition of Practical Completion

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 14 – Finalise Defects Liability

Review the terms of the defects liability period in the contract, and verify that the make good instructions for all defects are satisfied. This can be confirmed via email from a suitable workplace supervisor confirming the end of defects liability.

You will be assessed on:

- Your practical knowledge on finalising defects liability.
- Your practical skills in finalising defects liability.

Use the **End of Defects Liability Checklist** provided along with this workbook to document your checks of these satisfied make good instructions.

Before starting this task, review the **Workplace Assessment Task 14 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your draft contract submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing your review, submit the following:

- Copies of the workplace resources you reviewed to verify make good instructions of defects are satisfied. E.g., clearance for site restoration, survey certification.
- End of Defects Liability Checklist (provided in an email from a suitable workplace supervisor confirming the end of defects liability).

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 15 – Issue Certificate Upon Completion of Work

Review contract terms for completion of work. Verify if terms have been met and issue the relevant certificates for completion of work.

You will be assessed on:

- Your practical knowledge on issuance of appropriate certificates upon completion of the contract work.
- Your practical skills in issuing of appropriate certificates upon completion of the contract work.

Before starting this task, review the **Workplace Assessment Task 15 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your folder submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing your review, submit copies of certificates you issued upon completion of work to your assessor.

Note: *In the event that this task was not conducted as part of the workplace example that the candidate has used in previous assessment tasks, then it is expected that the candidate will simulate this scenario.*

Task 16 – Finalise the Contract and Secure Documentation for Records Purposes

Finalise the contract and collate all documentation relevant to the finalisation of the contract. Consolidate them in a folder and submit them to your assessor.

Follow relevant legislation, contract provisions and organisational policies and procedures when completing this task.

You will be assessed on:

- Your practical knowledge of finalising the contract and securing necessary documentation.
- Your practical skills in finalising the contract and securing necessary documentation.

Before starting this task, review the **Workplace Assessment Task 16 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your folder submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing your review, submit the folder containing all the documents you secured while completing this task to your assessor.

2. Where would you secure/store the following documentation in your workplace:

Document	Secured/Stored
a. Final Contract	Network drives and shared folders
b. Certificate of Practical Completion	Network drives and shared folders
c. Certificate issued by contractor	Network drives and shared folders
d. Health and Safety inspection certificates	Network drives and shared folders
e. Statement of Compliance	Network drives and shared folders

Assessment Workbook Checklist

TO THE CANDIDATE

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

- ☐ **You have completed all the Knowledge Assessments Questions.**
- ☐ **You have completed the Practical Assessments in this workbook**
 - ☐ Practical Assignment
 - ☐ Task 1 – Identify Building and Construction Contract
 - ☐ Task 2 – Identify Intention of Legal Relation
 - ☐ Task 3 – Identify Parts of a Contract
 - ☐ Workplace Assessment
 - ☐ Task 1 – Meet with Contracting Parties
 - ☐ Task 2 – Select the Type of Contract
 - ☐ Task 3 – Prepare and Compile the Range of Documents to be Used in the Contract
 - ☐ Task 4 – Draft the Contract
 - ☐ Task 5 – Review Contract Draft with Relevant Persons
 - ☐ Task 6 – Prepare Final Contract
 - ☐ Task 7 – Process Progress Payment
 - ☐ Task 8 – Process Application for Extension of Time
 - ☐ Task 9 – Negotiate Contract Variations
 - ☐ Task 10 – Workplace Measures Against Breach of Contract
 - ☐ Task 11 – Confirm Performance of Work
 - ☐ Task 12 – Review Conditions for Issuing a Final Certificate
 - ☐ Task 13 – Verify Practical Completion of the Project
 - ☐ Task 14 – Finalise Contract
 - ☐ Task 15 – Issue Certificate Upon Completion of Work
 - ☐ Task 16 – Secure Documentation for Records Purposes
- ☐ **You have saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned

- ☐ **You have saved and submitted the following evidence:**
 - ☐ Workplace Assessment Task 1
 - ☐ Copy of any relevant emails sent/received in relation to discussing any construction contract matters with any of the contracting party.
 - ☐ Workplace Assessment Task 3
 - ☐ Folder with the range of documents
 - ☐ Workplace Assessment Task 4
 - ☐ Contract draft
 - ☐ Workplace Assessment Task 5
 - ☐ Copy of any relevant emails (including responses from the contracting parties) during the draft contract phase of the construction project to your assessor.
 - ☐ Workplace Assessment Task 6
 - ☐ Final contract
 - ☐ Workplace Assessment Task 7
 - ☐ Evidence of progress payment processing
 - ☐ Workplace Assessment Task 8
 - ☐ Evidence of processing application for Extension of Time
 - ☐ Copy of relevant organisational policies
 - ☐ Excerpt from contract showing relevant conditions
 - ☐ Workplace Assessment Task 9
 - ☐ Copy of any relevant emails (including responses from the contracting parties during contract variation negotiations.
 - ☐ Workplace Assessment Task 10
 - ☐ Policies and Procedures Checklist
 - ☐ Copy of relevant organisational policies and procedures
 - ☐ Workplace Assessment Task 11
 - ☐ Copy of any relevant email evidence of Performance of Work
 - ☐ Workplace Assessment Task 12
 - ☐ Final Certificate Checklist
 - ☐ Excerpt from contract showing relevant conditions

- ☐ Workplace Assessment Task 13
 - ☐ Practical Completion Checklist
 - ☐ Excerpt from contract showing definition of Practical Completion
- ☐ Workplace Assessment Task 14
 - ☐ Copy of email evidence from Workplace Supervise confirming the end of defects liability.
 - ☐ End of Defects Liability Checklist
- ☐ Workplace Assessment Task 15
 - ☐ Issued Certificate
- ☐ Workplace Assessment Task 16
 - ☐ Documentation folder

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.

Record of Assessment (Assessor's Use Only)

RECORD OF ASSESSMENT	
Candidate's Name	
RTO Name	
Assessor's Name	
Unit of Competency	CPCBC4003 - Select, prepare and administer a construction contract

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	☐	☐

Practical Assessment		
Practical Assignment	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐

Workplace Assessment	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Task 6	☐	☐
Task 7	☐	☐
Task 8	☐	☐
Task 9	☐	☐
Task 10	☐	☐
Task 11	☐	☐
Task 12	☐	☐
Task 13	☐	☐
Task 14	☐	☐
Task 15	☐	☐
Task 16	☐	☐

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.	☐

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance and evidence submissions and to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted	Dylan Cunningham		
Relevant Qualifications/experience of Third-party	Project manager		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
Observer/work place assessor	0499883632		Yes ☐ No ☐ Assessor's Notes

Contact No.2

Name and job title of Third-party Contacted	Bruce Davie		
Relevant Qualifications/experience of Third-party	General manager		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
Observer	0410124964		Yes ☐ No ☐ Assessor's Notes

Contact No.3

Name and job title of Third-party Contacted	Jessica yorke		
Relevant Qualifications/experience of Third-party	Client		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
Observer	048117702		Yes ☐ No ☐ Assessor's Notes

Assessor Declaration	
I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate.	
Assessor's name Dylan Cunningham	Assessor's signature
Date signed 31.01.2024	

End of Record of Assessment (For the Assessor's Use Only)