

CPCCBBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCCBBC4005A Produce labour and material schedules for ordering* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	UAA Darshika
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Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
	☐ Competent	☐ Not Yet Competent

Assessor Name	Myles Walder
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 UAA Darshika

Participant signature Darshika

Date 06/03/2021

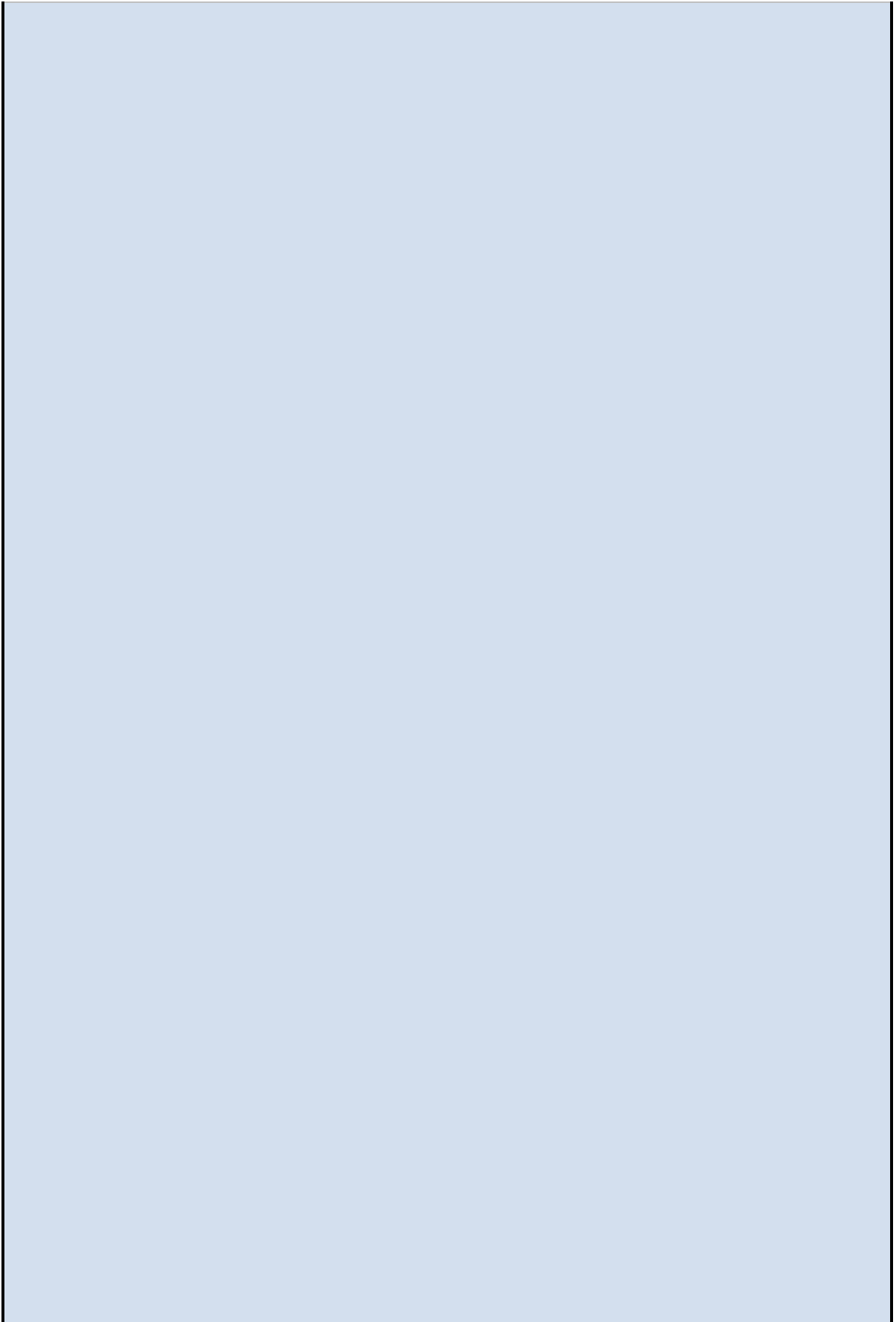
Assessor name Myles Walder

Assessor signature

Date Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
30		Satisfactor y	Not Yet Satisfactor y
		☐	☐

ASSESSOR COMMENTS



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

Answer	Choice	Possible Answers	☐
	X	Commencement date	
	X	Completion date	
	X	Contract price	

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

Answer	Suppliers	Contractors	☐
	Concrete	Plumbing	
	Sand and gravel	Electrical	
	Windows and doors	Carpentry	

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

Answer	Generally, a contractor is someone who runs their own business and provides services to other businesses or individuals. An employee works in and is part of a business. • A builder can closely direct the work to be undertaken by an employee • A contractor can decide what work they do, how it is to be carried out and the hours when the work is to be completed It is important to schedule tasks, as builders will not always have employees on hand who have the specialist skills required to complete a project.	☐
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Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Local council Department of Housing and Public Works	☐
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Q5. Why should colour selections be included on the schedules?

Answer

There is a lot to consider within your schedule and so it is important to factor in the owners' requirements for colour schemes and selections. Some colour requests may require a special order to be made.

You must ensure that your building contract covers matters such as colour selections for interior and exterior components, including:

- Whether any surfaces are to be painted (walls, trims)
- Colour and quality of paint to be used
- Colour choice for tiles
- Colour choice for roof
- Colour choices for carpets

☐

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

Answer

X	True
☐	False

☐

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

Answer

Brisbane city council - 6.30am to 6.30pm Monday to Saturday
The proposed construction works cannot be undertaken during the prescribed daytime or evening hours (6.30am to 6.30pm Monday to Saturday).

Scheduling will have to be adjusted accordingly.

☐

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

Answer

Drawing/Specification	Information provided for labour and material schedules
Material specifications	Include details of the type, strength and size of material to be used

☐

Product specifications	Include items such as whitegoods, electrical goods, lights and switch types
Floor and wall covering specifications	Include details of the type and colour of material used for floors and walls

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

Answer

Step 1 •Put it in writing •Client/subbies must agree to before commencement of work Step 2 •Only exception for not putting it in writing is if it is not practical to produce a document before work commences (but it then MUST be done within 24 hours). Variations should not be made verbally as they are difficult to prove. So make sure they are on paper or provided and agreed to in an email Step 3 •All subsequent documentation must be completed by the client/subbies within 5 business days of when the variation was agreed to. As with any contract, changes to any terms, including the cost, must be dated and signed by all the parties to the contract and addended (added) to the contract documentation – you should also give copies to the client for their own records	☐
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Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Changes to room sizes	Changes of material, labour and work schedules



Redesigning kitchens and kitchen layouts	Changes of material, labour and work schedules
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Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
If rock is discovered when the footings are being excavated,	it will increase the cost of excavation and may delay progress.
Delayed work due to weather	Changes of work schedule such as timeline and deliverables



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

Answer

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



Q13. What is an 'overlay drawing'?

Answer

Overlay drawings are drawings that show further detail on top of any existing plans and specifications. Overlay drawings are generally designed to:

- Provide more visual clarity about a building process
- Provide advice if there have been changes that require subsequent engineering redesign/specialist changes (e.g. from architects, soil experts)



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

Answer

Choice	Possible Answers
X	Architects
X	Builder
X	Draftsmen
X	Engineers



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

Answer

- Work
- Time period
- Agreed rates



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

Answer

1. Order date and delivery date
2. Purchase order number
3. Supplier details
4. Delivery details
5. Supplier contact information
6. Project manager details
7. Product description
8. Terms and conditions
9. Total order cost

☐

Q17. What is a 'call forward sheet'?

Answer

A call forward sheet is a sheet used to track when materials are needed and when they should be ordered. This tool allows site personnel to schedule and coordinate activities that are to be undertaken on-site.

☐

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

Answer

☒	True
☐	False

☐

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

Answer

Architectural plans
Land survey plans

☐

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

Answer

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

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

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

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

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

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

Answer

Choice	Possible Answers
☐	Builder
☒	Client
☐	Supplier

☐

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

Answer

Choice	Possible Answers
☒	Builder
☐	Client
☐	Supplier

☐

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

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

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

Answer

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

☐

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



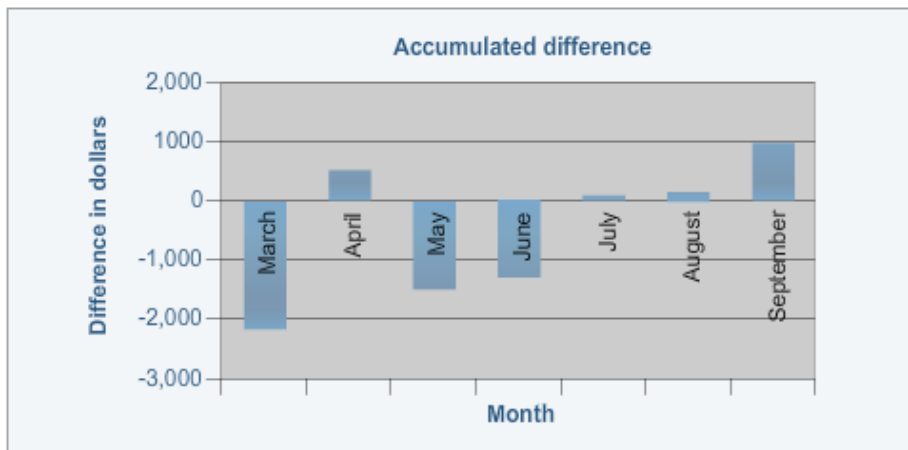
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

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

☐

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



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

Answer

Choice	Possible Answers
☒	Overestimated
☐	Underestimated

☐

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

SCENARIO

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

The building is to be constructed using brick veneer.

The building has a floor area of 133 square metres including garage.

The concrete slab floor with garage floor is incorporated.

The building will be constructed using hand built wall frame and prefabricated roof trusses.

The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.

The driveway and landscaping are to be provided.

Services are available directly in front of the site.

The site is almost flat and will only need a scrape with minimal excavation.

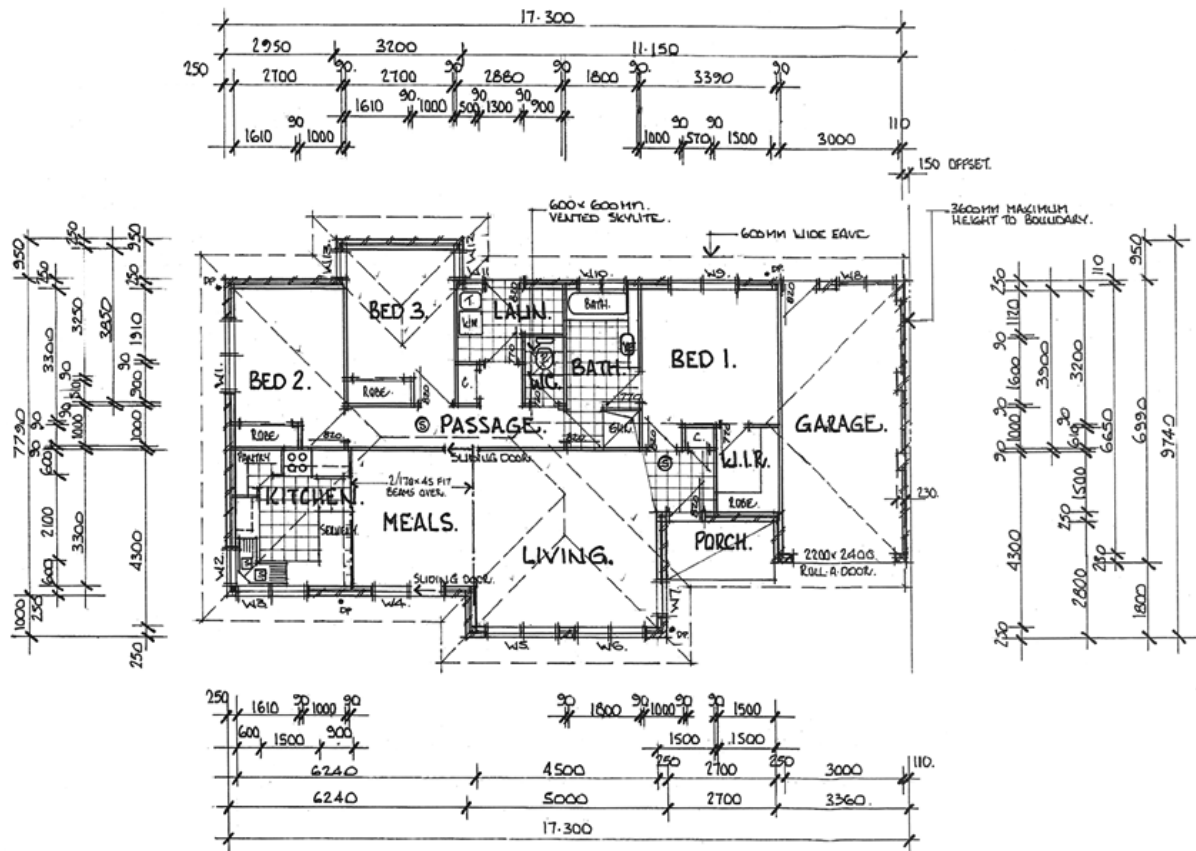
The contract period is 120 days.

The total job has been pre-costed at \$136,500.

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

FLOOR AREA :

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



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

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
brick veneer	10 days	10/01/2021	01/01/2021 1	strength of the bricks
concrete	10 days	20/01/2021	10/01/2021 1	mixture and material quality of concrete, supplier details



cement tiles	11 days	26/02/2021	15/02/2021 1	product description, supplier details
powder coated aluminium windows	24 days	16/03/2021	20/02/2021 1	product description

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

Answer

Material	Ordering process	Considerations
External cladding	1. Get the best price - When preparing a quote for a project, send out the list of specified items to a number of suppliers to try to find the best price 2. Tender a price – The suppliers will tender a price back to the builder 3. Accept a tender – Choose the supplier offering the best price with consideration to quality, availability and delivery timelines	color, product specifications, design, quality, availability and delivery timelines
Wall frame	1. Get the best price - When preparing a quote for a project, send out the list of specified items to a number of suppliers to try to find the best price 2. Tender a price – The suppliers will tender a price back to the builder 3. Accept a tender – Choose the supplier offering the best price with	product specifications, quality, availability and delivery timelines



	consideration to quality, availability and delivery timelines	
Windows	1. Get the best price - When preparing a quote for a project, send out the list of specified items to a number of suppliers to try to find the best price 2. Tender a price – The suppliers will tender a price back to the builder 3. Accept a tender – Choose the supplier offering the best price with consideration to quality, availability and delivery timelines	product specifications, quality, availability and delivery timelines

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

Answer

- Put it in writing about the details of cost increase of excavation and progress delays.
- Client/builder must agree to before commencement of work
- All subsequent documentation such as additional cost and time delays must be completed by the client/builder within 5 business days of when the variation was agreed to



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PRACTICAL ASSESSMENT INSTRUCTIONS

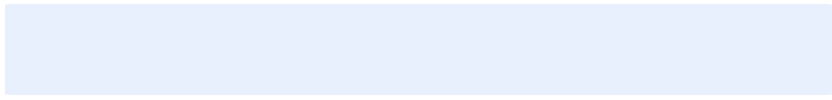
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name UAA Darshika

Participant signature Darshika

Date 06/03/2021

Assessor name Myles Walder

Assessor signature 

Date Click here to enter a date.

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

ASSESSOR COMMENTS

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred. Occasion 1: Residential project Occasion 2: Commercial project The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: - A copy of a material/labour schedule or supplier list for a project - A copy of a purchase order for purchasing materials or other resources - A cost report - Site condition reports or dilapidation reports - Contract documents - Call forward sheets - Variations The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Contract documentation (including plans and specifications), computer.		
Assessment of task		
Name of participant:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Consider all contract conditions in the schedules, including: - All contractual requirements - Local government and regulatory bodies' conditions of approval - Colour selections - Variations to contracts, raised by the client or builder	☐	☐
1.B. Produce material and labour schedules, including: Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☐	☐
1.C. Produce relevant overlay drawings.	☐	☐

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

OBSERVER COMMENTS
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