

CPCCBC4005A

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. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
- 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.
- 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 Massimiliano Carante

Participant signature



Assessor name

Assessor signature

Date 18/06/2019

Number of questions	Number of questions answered correctly	Satisfactory?	
		Yes	No
30		☐	☐

ASSESSOR COMMENTS

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

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

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

Answer	Suppliers	Contractors	☐
	Concrete	FRP	
	Steel	Piling	
	Reo	Anchoring	

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

Answer	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.	☐
	When scheduling 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	

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

Answer	Quensland Building and Construction Commission	☐
	Electrical regulatory body	

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.	☐

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

Answer

☒	True
☐	False

☐

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

Answer

If the Council stipulates that construction work can only be carried out between certain days and certain hours, then the schedules will need to meet these requirements, which may cause projects to take longer than expected

☐

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
Architectural Drawing	Identify the material of construction to be used, heights and measurement of different building components
Excavation drawing	Represent the footing excavation, dimension, column position, footing plan and grid lines of a column. These drawings would identify the types of plant and operators needed
Electrical drawing	Represent the details of electrical fixtures, location of switches, fans and lights. These drawings would identify the materials, equipment and trades needed

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

Answer

- 1) Always put variations in writing
- 2) Changes to any terms, including the cost, must be dated and signed by all the parties to the contract.
- 3) Submit an extension of time

☐

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
Colour change	it will increase the cost of part of the works and may delay progress.
Changing nature of a room	it will increase the cost of part of the works and may delay progress

☐

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
Bad Weather	It could affect outdoor construction activities and delay progress

☐

Something is found on site after construction begins which was concealed or unexpected given the information at the time of tender	it will increase the cost of part of the works and may delay progress
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Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

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

☐

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

Answer

Work required
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
Service 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.



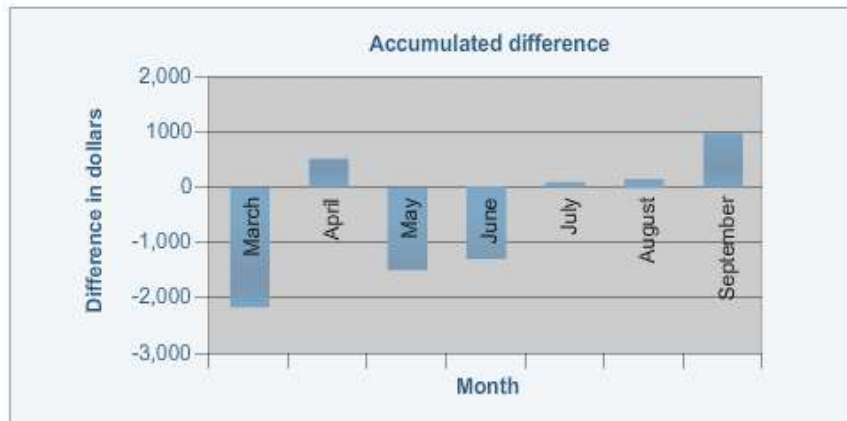
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

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

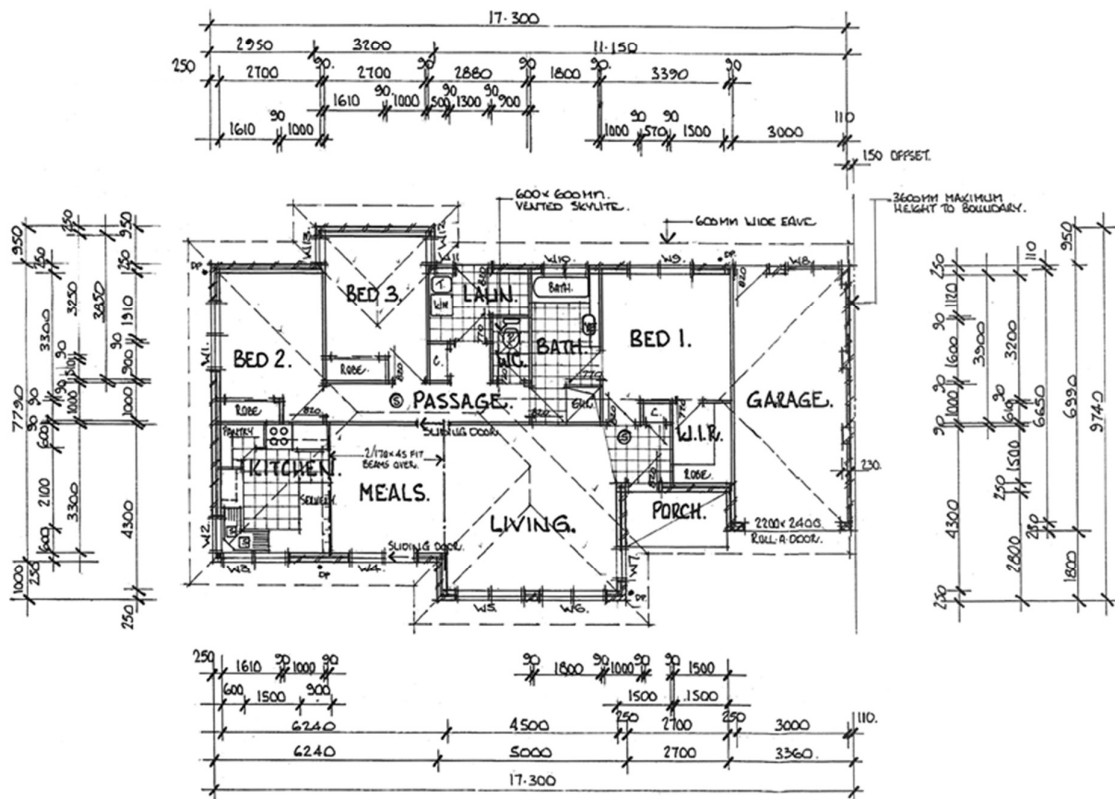
You are a site supervisor of a small residential project, as outlined below:

- 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
Framing	2 Business day	24/09/18	27/09/18	Size and type as drawings
Roof Trusses	5 Business day	27/10/18	3/11/18	Size and type as drawings
Cement Tiles	3 Business day	3/11/18	7/11/18	Size and type as drawings
Bricks	4 Business day	7/11/18	15/11/18	Size and type as drawings



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	Check specification Find suppliers Obtain price Obtain purchase order Place order	Cladding size and type
Wall frame	Check specification Find suppliers Obtain price Obtain purchase order Place order	size and type
Windows	Check specification Find suppliers Obtain price Obtain purchase order Place order	size and type



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 Email to client.



We request variation n.02 related to the soil below the site. Geotechnical studies provided by the Geosurv company have showed the soil is unsuitable for supporting the building foundation.

A consequence of the soil condition is the change of the piles length and size. Consequently the pile rate will be increased by \$10,000.

Kind Regards

Gene Kolo
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