

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4026A Arrange building applications and approvals & CPCCBC4031A Process client requirements* 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	Mellissa Parsons
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for CPCCBC4026A	☐ Competent	☐ Not Yet Competent
Outcome for CPCCBC4031A	☐ Competent	☐ Not Yet Competent

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

CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A PROCESS CLIENT REQUIREMENTS

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 Melissa Parsons

Participant signature



Date 10/05/2021

Assessor name

Assessor signature

Date [Click here to enter a date.](#)

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
56		☐	☐

ASSESSOR COMMENTS

Q1. Identify four (4) details you would try to establish about the client's design requirements.

Answer

What is the clients budget
What is the clients vision
What are the clients priorities
When does the client expect / need it to be finished

☐

Q2. In what format should the client's design requirements be recorded?

Answer Project brief

☐

Q3. Describe how explaining a product's strengths and limitations can ensure the client's design needs are met.

Answer Clients' needs being met
Peace of mind for client

☐

Q4. Identify two (2) types of technical/product knowledge you should provide to a client who wishes to maximise sustainability.

Answer Data sheets
Test reports

☐

Q5. Which of the following may be considered a restrictive covenant?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Limit on building heights
☒	Limit on fence heights
☒	Limit on retaining wall heights

☐

Q6. Why should your client be notified about restrictive covenants?

Answer

They may not have been notified at the time of purchase Will restrict what they can and cannot do Legal action can be taken if breached

☐

Q7. What document sets out what a client can build within the Council area?

Answer

City plan

☐

Q8. Outline the requirements of the *Work Health and Safety Act 2011* with regards to the design of buildings.

Answer

Design not to pose risk to people using the building for its intended purpose

☐

Q9. True or False (Tick your response): The client requesting a design from an architect automatically holds copyright of the design.

Answer

☐	True
☒	False

☐

Q10. Identify five (5) site features that would be identified when preparing a site plan.

Answer

Site location
General layout
Existing buildings
Services
Old foundations

☐

Q11. Explain the role of a drilling rig in establishing site costs.

Answer

Foundation strength identification of any other potential problems

☐

Q12. Identify three (3) site works activities that may be conducted by the builder.

Answer

Earth moving equipment
Access and egress
Setting out construction features

☐

Q13. Identify two (2) documents that a client would receive in relation to site investigations and costs.

Answer

Drilling rig report
plans

☐

Q14. Identify two (2) disclaimers you may need to give a client with regards to site costs.

Answer What will need to happen if worse conditions are found during excavation
What happens if slope on site requiring further works than what report recommended

☐

Q15. Outline why it is important that the requirements (including variation requests) for sketch plans and drawings should be accurately communicated to drafting personnel.

Answer Ensure that clients & architect agree on what is required
So drawings are developed correctly

☐

Q16. What might be prepared by the architect to quickly and simply explore initial ideas for designs?

Answer Sketches

☐

Q17. Name three (3) types of detailed plans that may be forwarded to the client for approval.

Answer Landscape
Access
Parking

☐

Q18. Name three (3) costing details that should be able to be established from sketch plans.

Answer Furniture, fittings and equipment
Building permits
Glazing

☐

Q19. True or False (Tick your response): All documents should be sighted by the client, with details initialled.

Answer

☒	True
☐	False

☐

Q20. What of the following are preliminary contracts that a builder could ask a client to sign prior to signing the main contract? Tick all that apply.

Answer

Choice	Possible Answers
☒	Estimate
☐	Handover certificate
☒	Quote

☐

Q21. True or False (Tick your response): Pre-contract agreements may influence the final contract development.

Answer

☒	True
☐	False

☐

Q22. Identify one (1) standardised commercial building contract and explain the maximum value of the work it may be used for.

Answer

Master builders
Up to \$100,000

☐

Q23. Identify an appropriate standardised contract that would be appropriate for a house renovation exceeding \$20,000.

Answer

QBCC level 2 – renovation, extension and repair contract

☐

Q24. Which of the following parties could preliminary contracts be submitted to for checking and recording? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contract association (e.g. Master Builders)
☐	Parliament
☒	Solicitor

☐

Q25. List two (2) permits that may need to be organised when preparing contract documents.

Answer

Electricity supply Waste disposal

☐

Q26. Outline the importance of preparing construction documents according to contract details.

Answer

Ensure clients requirements are met

☐

Q27. For the purpose of development applications, describe how 'development' is defined in the legislation.

Answer

Carrying out building work Carrying out plumbing or drainage work Carrying out operational work Subdivision Change to use of premises

☐

Q28. At which of the following stages would a development approval be sought? Tick your response.

Answer ☐

Choice	Possible Answers
☒	Town planning stage
☐	Building approval stage
☐	Construction stage
☐	Final certification stage

Q29. True or False (Tick your response): Building approval is separate to planning approval.

Answer ☐

☒	True
☐	False

Q30. True or False (Tick your response): Full approval is one type of approval that may be sought for the building approval stage.

Answer ☐

☒	True
☐	False

Q31. For each of the external specialists categories listed below, identify the information and documentation they may provide for an approval application.

Answer ☐

External specialist	Information and documentation provided
Building surveyors, quantity surveyors and site surveyors	Dilapidation report Certified detailed schedule / bill of quantities
Geotechnical and environmental specialists	Geotechnical report Stormwater management plan Noise attenuation report
Structural, mechanical and electrical engineers	Engineering certification of structural designs

Q32. Name two (2) documents that are required under legislation to support a development application.

Answer

Planning report
Plans of the development

☐

Q33. What documents are required by Council to support a development application (in addition to those under Q32.)?

Answer

Completed development services lodgement form
Erosion hazard assessment form
Land owners consent

☐

Q34. When arranging for building approval through a building certifier, you must give them scaled and detailed plans. Who should these plans be prepared by?

Answer

Architect

☐

Q35. Name three (3) approvals that must be lodged through the Council, as opposed to through a building certifier.

Answer

Houses more than 9.5m height
Redevelopment or removal of heritage & character buildings
Plan town planning matters

☐

Q36. What should be considered when developing a plan for the process of lodging approval applications?

Answer Schedule required to get all the information needed
Consider the client's needs and expectations

☐

Q37. True or False (Tick your response): The plan in Q36. should be submitted for approval.

Answer

☐	True
☒	False

☐

Q38. The council assesses development under the application types listed below. Describe each assessment type and whether the public must be notified.

Answer

Assessment type	Description
Code assessment	Assessed against codes identified for the use with city plan Does not require public notification
Impact assessment	Development that must be assessed against all identified codes & city plan Must be publicly notified

☐

Q39. Identify two (2) stakeholders that may be impacted by a planning application. Describe the impact on each stakeholder and strategies that could be adopted to maximise their support of the planning application.

Answer

	Stakeholder 1	Stakeholder 2
Stakeholder type	Client	Neighbour
Impact of planning application on stakeholder	Planning application outcome could have cost impacts	Noise
Strategies adopted to maximise stakeholder support	Early planning with consultants	Communication working and working within council development guidelines



Q40. Identify the Council documentation that outlines whether your proposal will require an impact assessment.

Answer Part 5 City Plan



Q41. Name three (3) projects that are always deemed 'accepted development'.

Answer Building work to restore building back to original condition
Sales office for no more than two years
Single satellite dish no greater than 1.2m in residential area



Q42. True or False (Tick your response): Projects that are 'accepted development, subject to requirements' do not need anything in writing from the Council to commence the activity, provided that a self-assessment has been carried out to ensure compliance with the relevant code.

Answer

☒	True
☐	False

☐

Q43. Other than legislation relating to planning, name two (2) types of building legislation/requirements considered during the building approval process.

Answer

National Construction Code

Industry Standards

☐

Q44. During the building approval process, which of the following issues are considered under various codes and regulations? Tick all that apply.

Answer

Choice	Possible Answers
☒	Building is soundly/safely designed and constructed
☒	Degree of fire safety
☒	Energy and water efficiency standards
☒	Protection from pests
☒	Sewerage and drainage

☐

Q45. Identify and describe two (2) industry standards that you may refer to when preparing a building application (e.g. to address Q44.).

Answer

Standard number	Description
Industry Standards #17	Termite Management Systems (Protection from Pests)
Industry Standard #8	Plumbing 8.9 Water Discharge

☐

Q46. Identify and describe two (2) regulations that you may refer to when preparing a building application.

Answer

Regulation name	Description
Planning Regulation 2017	Describes local government regulations in relation to land and infrastructure fees & applications
Portable Long Service Leave Regulation 2013	Tells an employer how much QLeave (portable long service leave) to pay for employees based on the project value

☐

Q47. Describe the importance of using document control processes when submitting an application.

Answer

To ensure all forms are filled out correctly
All supporting documents included
Saved according to the electronic file guidelines

☐

Q48. How the currency of a plan determined?

Answer

Tells you the life span of approval
It is based on the type of work you are doing:
6 years for material change
4 years for reconfiguring a lot
2 years for all other developments

☐

Q49. True or False (Tick your response): To ensure continuing progress of your application, you should confirm the application status at appropriate intervals.

Answer

☒	True
☐	False

☐

Q50. Identify (and name, if applicable) whether there is an electronic portal used to check applications submitted to Council?

Answer

PD Online (Brisbane)
Townsville Online Lodgement System (TOLS)

☐

Q51. Order the following stages from 1 to 6 to identify the application assessment process used by the Council.

Answer ☐

Stage Number	Stage
6	Appeals
1	Application
5	Decision and conditions
3	Information request
4	Public notification
2	Referrals

Q52. True or False (Tick your response): If a planning application is incomplete at the time of lodgement, the Council will always issue a 'not properly made' action notice.

Answer ☐

☒	True
☐	False

Q53. The applicant has how many business days to comply with an action notice?

Answer ☐ 20

Q54. Identify three (3) common application problems.

Answer ☐

Insufficient Information
 Poor quality plans
 Missing details
 Owners consent – does it have all owners

Q55. True or False (Tick your response): When considering an appeal, the applicant should seek private legal advice.

Answer ☐

☒	True
☐	False

Q56. Minor amendments to an application should be negotiated with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
☒	Approval authority
☒	Client
☒	Organisation

☐

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

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 Melissa Parsons

Participant signature 

Date Click here to enter a date. 10/5/2021

Assessor name _____

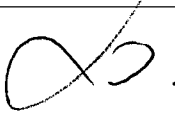
Assessor signature _____

Date Click here to enter a date.

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

ASSESSOR COMMENTS

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. Occasion 1: Residential construction project Occasion 2: Commercial construction 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: - RFI sent to client and proof of correspondence - Variation sent to client and proof of correspondence and acceptance 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: Telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Mellissa Parsons	
Name of observer:	Daniel Ogden	
Role of observer (Confirm suitability to sign)	Senior Contracts Administrator	
Email address of observer	dogden@rcq.net.au	
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.	
	1st Occasion	2nd Occasion
1.A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	✓	✓
1.B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	✓	✓

1.C. Arrange and oversee the preparation of sketch plans.	n/a	n/a
1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	✓	✓
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	✓	✓
1.F. Prepare preliminary contract according to organizational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	✓	n/a
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	n/a	n/a
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	✓	✓
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Task 1 - Occasion 1: Request for approval to client for the white goods in the residential apartments – supporting evidence Principal Project Requirements (PPR), Schedule of Fixtures and Fittings, submittal RFA (request for approval) to client with tech data sheets and approval from client. Issue subsequent order to Supplier.

Task 1 - Occasion 2: Head Contract Variation to client for cost recovery of City Council SewerFee – supporting evidence variation letter, quote from City Council with fee, Procurement event to client, Clause 36 of contract about variations and Exclusions in Scope of Works. Client has provided approval per evidenced letter.

TASK 2: Was a cluster supplied by Melissa Dobbs as we were past the building approvals and permits stage of our project, see attached