

CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4029B Apply construction information to the sales process* 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
------------------	------------------

Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

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

CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

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 1/06/2021

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
18		☐	☐

Q1. Outline the circumstances in which a building licence must be obtained before carrying out building work.

Answer In QLD a person or company need a building licence for any building work over \$3,300
Any building work over \$1,100 with hydraulic services design
Any building work



Q2. Describe the steps involved in organising electricity supply to site. Provide approximate timeframes for this process.

Answer Engage an electrical contractor

Enquiry to service provider to see if supply is available (decision within 20 business days)

Electrical contractor to enter into network connection agreement (decision made within 10 business days)

Electrical contractor to prepare premises for connection and submit the electrical work request

Service provide to visit site and undertake requested work (site attendance must be done within 5 business days)



Q3. True or False (Tick your response): Staged approval is one type of approval that may be sought for the building approval stage.

Answer

☒	True
☐	False

☐

Q4. True or False (Tick your response): Building provision approvals are issued by the local government (e.g. Brisbane City Council).

Answer

☒	True
☐	False

☐

Q5. Describe the steps involved in organising water supply to site. Provide approximate timeframes for this process.

Answer

- 1 – check for existing network connections to the lot
- 2 – get site plan showing proposed location of meter
- 3 – apply for permit: submit to Townsville City Council via TOLS a form 1 permit work application for plumbing, drainage and on site sewerage work prior to commencing work and a form 7 notification of responsible person - an assessment will be made in 10 business days
- 4 – submit the application QAF0190
- 5 – have qualified plumber do the works
- 6 – have works inspected

☐

Q6. Identify the Volume and Parts of the NCC which outline energy efficiency requirements for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume 2, part 2.6 & part 3.12	Volume 1, section J, part J0

☐

Q7. Describe the long-term benefits of sustainable building solutions. List one (1) environmental benefit and one (1) benefit for the client.

Answer

Topics	Definition
Environmental benefit	Less waste in landfill as most sustainable products are recycled / reused materials
Client benefit	Long term savings on power

☐

Q8. Match the insurance types and definitions by writing the appropriate letter next to each number in the centre column.

Answer

Insurances	Answers	Definition
1 Builder's All Risk	1 -B	A Covers personal injury or property damage.
2 Indemnity	2 -C	B Covers accidental risks of physical loss or damage during construction, third party liabilities and advance loss of profits.
3 Public Liability	3 -A	C Covers costs where a contractor has caused building errors or omissions.
4 Workers' Compensation	4 -D	D Covers death, injury or illness of employees.

☐

Q9. True or False (Tick your response): Insurance should be taken out by the contractor prior to starting construction.

Answer

☒	True
☐	False

☐

Q10. Select and describe five (5) trades involved in the construction process.

Answer

Trade	Description
Electrician	Organise all electrical permits and power connection Installs all wiring / cables, switches, fans and lights
Steelfixing	Installs reinforcement which strengthens concrete
Waterproofing	Prepares and applies waterproof membrane to all wet areas (bathroom, kitchen, laundry and veranda)
Tiler	Installs all tiles on floor and walls to nominated areas on plans (kitchen, bathroom, laundry, toilet)
Landscaper	Installs all paving, gardens, irrigation & drainage to external areas



Q11. Order the following steps from 1 to 10 to identify an appropriate construction sequence.

Answer

Step Number	Steps
3	Floor frame
5	Windows and external door frames
7	Wall insulation
1	Set out
9	Painting
6	Electrical wiring
2	Plumbing of waste pipes
8	Internal linings
10	Landscaping
4	Wall frames



Q12. For each of the main stages of construction listed below, identify the main trades involved and an approximate duration of each stage for a standard.

Answer

Stage	Description	
1: Clearing of the site	Trades	Geotechnical Engineer Survey Set Out Demolition
	Duration	Varies on trade availability and size of project
2: Slab or base stage	Trades	Surveyor Pest Control Formwork Reinforcement supply & install Concrete supply & install
	Duration	1 – 2 weeks
3: Frame stage	Trades	Ceilings & Partitions Structural Steel, Plumber Electrician Roofer Glazer
	Duration	3 – 4 weeks
4: Lockup stage	Trades	Glazer Doors and hardware Ceilings and partitions Roller doors
	Duration	4 weeks
5: Fit-out or fixing stage	Trades	Electrician Plumber Joiner & carpenter Floor & window coverings Painter
	Duration	5 – 6 weeks
6: Practical completion stage	Trades	Landscaper Cleaner Admin for owner / handover manual Admin for training on commercial buildings
	Duration	7 – 8 weeks



Q13. Identify five (5) factors that can affect the duration of each construction stage.

Answer

Weather
Materials availability
Staffing
Permit delays
Change in ground conditions / unexpected finds



Q14. Describe how each of the following factors can affect construction times.

Answer

Factor	Effect
Changed conditions	Additional materials needed Additional labour needed Delay to bad ground needing further investigations Delays all round
Labour availability	Not enough labour on site means deadlines not being met, longer days required to catch up Delay follow on trades, making everyone work harder Too many on site in one area making it not safe
Material availability	Materials might not be ordered early enough therefore don't arrive on time, this will cause delay to install which will delay the next trade and the flow on keeps going Trades will have to work longer hours to catch up
Weather	Wet weather / cyclone can cause delay as site might get flooded and need pump out Not enough undercover to safely work Too windy therefore cant swing the crane which could delay items being unloaded or moved to higher levels



Q15. Describe the site establishment requirements for each of the points listed.

Answer

Requirement	Description
Earthworks	Survey set out for markings Dial before you dig checking for services
Electricity	Permits required Disconnection of mains Temp services installed
Neighbours	Letters / Meetings with neighbours prior to commencement to advise start / finish dates, working hours and contact details of staff
Waste disposal	Designated waste areas Check with council if permits are required for bins to be on the street
Water connection	Permits Disconnection of existing services Temp services set up



Q16. Identify the section of the *Work Health and Safety Regulations* that outlines the site establishment requirements listed.

Answer

Regulation section	Requirement
QLD 2011 Division 2 Section 40	The layout of the work area must allow for persons to enter, exit and move about without risk to health and safety
QLD 2011 Division 2 Section 41	Adequate facilities must be provided for workers, including toilets, drinking water, washing facilities and eating facilities.
QLD 2011 Division 2 Section 308	A principal contractor for a construction project must install signs outside the work area that shows their name and telephone contact numbers and site office address.



Q17. True or False (Tick your response): The owner is able to access the site at any time.

Answer

☐	True
☒	False

☐

Q18. Which of the following parties should the client contact to access the site? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contractor
☐	Local Government
☐	Industry Regulator (e.g. Queensland Building and Construction Commission)
☐	Subcontractors

☐

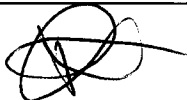
CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

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 1/06/2021

Assessor name _____

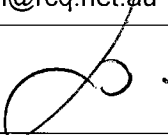
Assessor signature _____

Date Click here to enter a date.

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

ASSESSOR COMMENTS

CPCCBC4029B APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to apply construction information during the sales process in order to develop the customer's knowledge of construction processes and the effects on the contract and building timelines.		
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 and relevant correspondence with client - A variation, price and acceptance by the client		
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: Two (2) sales contracts.		
Assessment of task		
Name of participant:	Melissa 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:	1/06/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Identify and explain to the customer the approvals required before starting construction, including: - Statutory approvals - Sustainability requirements - Insurance covers	☒	☒
1.B. Identify and explain to the customer the stages and timeframes of construction, including: - Main trade components - Construction process sequence (including approximate duration)	☒	☒
1.C. Identify and explain to the customer potential industry conditions that can affect construction times.	☒	☒
1.D. Identify and explain to the customer site establishment requirements before starting construction.	☒	☒

1.E. Establish site access arrangements with the client.	☒	☒
1.F. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Active listening and responding to client questions	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
1st Occasion – Mellissa found an error with the labelling of kitchen supplies on drawing CB01 INT3 Rev8. Mellissa sent these to the Kitchen designer and had this checked, confirmed and corrected. 2nd Occasion – Variation to the client for the Building Over Services application fee to Townsville City Council as Local Council fees are excluded from the head contract DO comment: Melissa has completed the RFI and variation tasks suitably