

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4007A Plan building or construction work* 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 Unit of Competency	☐ Competent	☐ Not Yet Competent

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

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

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 20/10/2021

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
45		☐	☐

Q1. Name one (1) document you might read alongside the contract to identify the following aspects:

- Material requirements
- Plant requirements
- On-site labour requirements
- Any unusual aspects of construction

Answer Project brief



Q2. Name the Act and identify the section that outlines the maximum deposit amounts that may be accepted by a builder before services are provided. Identify the maximum deposit amounts and the penalties for breaching such requirements.

Answer

Section of Act	Requirements and penalties
Queensland Building and Construction Commission Act (1991) QLD. Part 4 Division 2 Section 33	<u>Level 1</u> – regulated contract 10% of contract price <u>Level 2</u> – regulated contract 5% of contract price <u>Offsite</u> – material more than 50% of contract value then 20% deposit of the contract value <u>Max penalty</u> – 100 penalty points



Q3. Identify three (3) subcontractors you may engage for a job and the type of work they may undertake.

Answer

Subcontractor	Work
Tiler	Supply & install tiles to tiled areas as per plans
Formwork	Set out formwork for concrete slabs. May also have concrete pour as part of their scope of work
Electrician	Supply and install all electrical components Rough in all wiring New distribution boards Liaise with power supply company



Q4. Which of the following methods may be used to find subcontractors for a project? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Advertising	
	☒	Networking	
	☒	Online searches	
	☒	Tenders	
	☒	Word of mouth	

Q5. Explain the importance of determining subcontractor or plant availability for a job.

Answer	To ensure that program dates can be achieved	☐
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Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer	1 - google 2 - company supplier database	☐
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Q7. Name two (2) factors that may impact on the availability of materials.

Answer	1 - covid 19 2 - manufacturers delay 3 - transport	☐
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- Q8. Australian Standards must be considered when selecting materials. Identify the Australian Standard (referenced in the National Construction Code) which relates to the requirements for interior lighting.**

Answer AS/NZ 1680.0

☐

- Q9. Identify two (2) types of plant that may be used for a building project and identify the type of work they may be used for.**

Answer

Plant	Work
Excavator	Clear land and excavate holes
Tower crane	permanent crane on site used to move around large, bulky and heavy items

☐

- Q10. Identify two (2) types of equipment that may be used for a building project and identify the type of work they may be used for.**

Answer

Equipment	Work
Platform ladder	Used to safely work at low – med height without balancing
Pedestrian signage	To advise foot / traffic pedestrians of danger or change of condition to area

☐

- Q11. Identify two (2) of the records you should keep when hiring plant and/or equipment.**

Answer 1 – hire docket
2 - invoices

☐

Q12. Name five (5) temporary services that need to be organised for a building site.

Answer

1 - water
2 - power
3 - fencing
4 - waste / bins
5 - toilets and meals area

☐

Q13. True or False (Tick your response): Site accommodation should be provided where construction work occurs in a remote area.

Answer

☒	True
☐	False

☐

Q14. What is required of a builder before any person is allowed on a building site? Tick all that apply.

Answer

Choice	Possible Answers
☒	To check the person has a Construction Induction Card
☐	To check the person has the approval of the local council
☐	To check the person is wearing appropriate signage
☒	To keep a record of all inductions and all personnel on the site

☐

Q15. Who issues a construction induction card? Tick your response.

Answer

Choice	Possible Answers
☐	Australian Parliament upon fee payment
☐	Each site at the conclusion of a site induction
☒	Registered Training Organisations at the conclusion of training

☐

Q16. Identify one (1) action you might take to facilitate site access for machinery.

Answer Check if traffic control is required



Q17. Identify the Volume and Sections of the NCC that relate to access to buildings for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume 2 Section 2 Part 2.5	Volume 1 Part D Section 3.2



Q18. You should contact your local council to be approved for out of hours construction. Identify the required documentation for an application and the timeframe for approval.

Answer

Townsville City Council
Development Manual (City Plan)
SC6.5.4.5.2
Developer to provide letter outlining requirements a minimum 2 weeks prior to commencement to allow adjoining owners time to object



Q19. In addition to the permit from Q18. identify two (2) other permits you may need to obtain to undertake a building project.

Briefly describe the documents required for approval and who these should be submitted to for approval.

Answer

Permit	Documentation and approval body
Outdoor dining	Used when a food business will be using council footpath for outdoor dining purposes
Trade waste	For commercial or industrial customers wishing to discharge wastewater to the sewer



Q20. True or False (Tick your response): Project commencement date is always at the date the contract is signed.

Answer

☐	True
☒	False

☐

Q21. What document should be developed when purchasing supplies or construction materials?

Answer

Purchase order

☐

Q22. True or False (Tick your response): Every delivery should be physically checked against the delivery sheet.

Answer

☒	True
☐	False

☐

Q23. Who should be contacted if items are missing from a delivery?

Answer

supplier

☐

Q24. Name the Act and identify the section that outlines the requirement to implement hazard and risk management on site. Briefly describe the requirements.

Answer

Section of Act	Requirements
Work Health and Safety Act 2011 Subdivision 1 Section 17	Identify and eliminate risks to health and safety to all people

☐

Q25. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer

The Work Health and Safety Regulation

☐

Q26. What document should be followed when disposing of hazardous materials?

Answer Environmental Protection Regulation 2019 (QLD)

☐

Q27. An asbestos removal control plan is required when more than ____m² of asbestos containing material is to be removed.

Answer 10m2

☐

Q28. True or False (Tick your response): A site assessment should be undertaken if contamination is known or likely to be present from the removal of existing services.

Answer

☒	True
☐	False

☐

Q29. True or False (Tick your response): Multiple projects can be planned using a single Gantt Chart.

Answer

☒	True
☐	False

☐

Q30. What are the advantages of hiring subcontractors to work across multiple nearby projects? Explain with an example.

Answer Having subcontractors work on multiple nearby sites for you means they can move around whilst waiting of other trades

☐

Example, a set of residential apartments are not ready for the painter to come in as yet, as the partitions contractor has not finished sheeting the walls. Therefore send your painter over to the commercial restaurant while the partition contractor finishes off, once he is done the painter can return

Q31. Provide one (1) example to explain why construction operations must be sequenced.

Answer

To ensure that tasks / jobs are done in the correct order

Waterproofing to wet areas needs to be done and set prior to tiling and plumbing fixtures

☐

Q32. Which of the following should be considered as part of task sequencing? Tick all that apply.

Answer

Choice	Possible Answers
☒	Holidays
☒	Labour availability
☒	Plant availability

☐

Q33. Order the following construction operations from 1 to 6 to form the most efficient sequence.

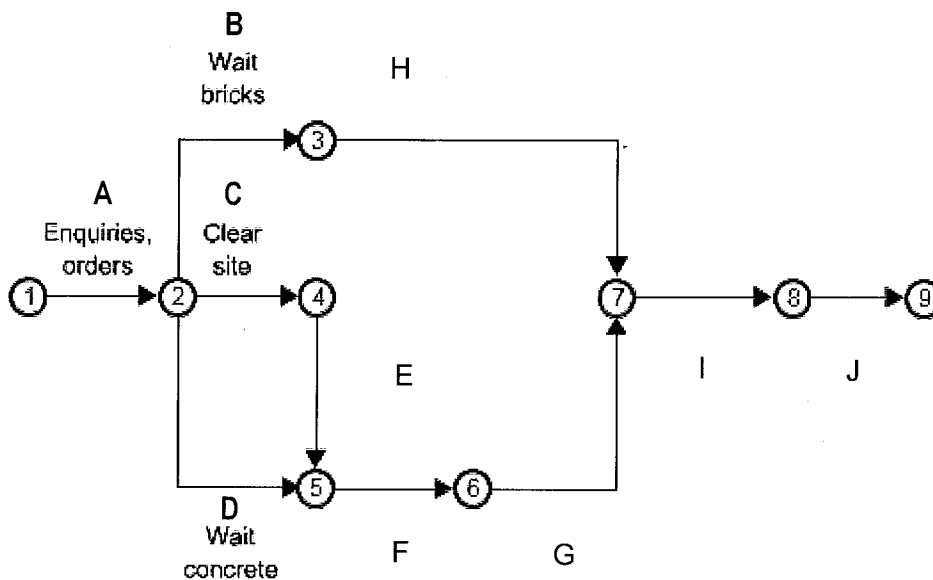
Answer

Step Number	Steps
2	Excavation of footings
4	Floor frame
3	Installing brick base
6	Roof trusses
1	Set out
5	Wall frames

☐

Q34. Refer to the table below to complete the chart shown. Label the blank boxes with the appropriate Task ID letters.

Task ID	Task	Preceding event	Nodes
A	Make enquiries and order all materials required	Start	1
B	Wait for bricks, sand and cement to arrive	A	2
C	Clear vegetation from the site	A	2
D	Order concrete to be delivered	A	2
E	Dig the trench	C	4
F	Pour the footings	E	5
G	Footings curing time	F	6
H	Load the bricks on the site	B	3
I	Mix the mortar and lay the bricks	H	7
J	Clean rubbish from the area	I	8
	Finish	J	9



Answer

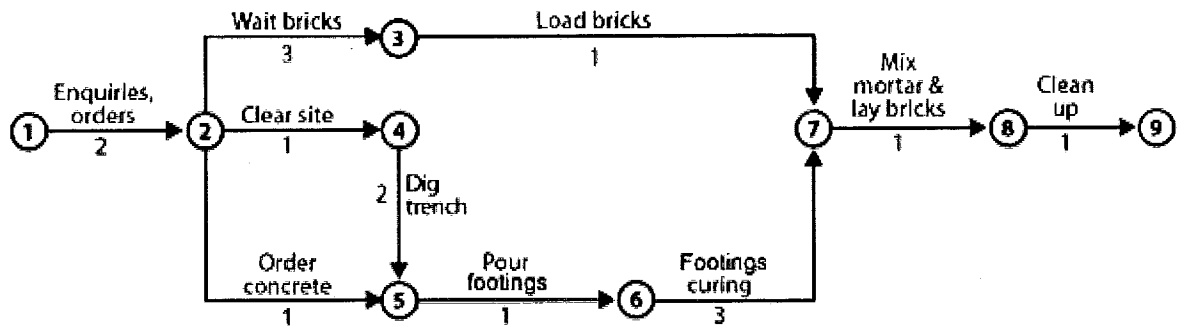


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Microsoft Projects



Refer to the chart below to respond to Q36. to Q40. This chart shows the task sequence for building a brick fence.



Q36. What is the total time for the process if the top path is taken?
Tick your response.

Choice	Possible Answers
☒	8 days
☐	9 days
☐	11 days

☐

Q37. What is the total time for the process if the path through nodes 2, 4 and 5 is taken? Tick your response.

Choice	Possible Answers
☐	8 days
☐	9 days
☒	11 days

☐

Q38. What is the total time for the process if the path through nodes 2, 5 and 6 is taken? Tick your response.

Choice	Possible Answers
☐	8 days
☒	9 days
☐	11 days

☐

Q39. Describe the critical path.

Answer 1-2-4-5-6-7-8-9

The longest path start to finish completing each task in the shortest amount of time

☐

Q40. True or False (Tick your response): Even if the brick delivery in the top path was late by two (2) days, it is possible that the job will still run on schedule.

Answer

☒	True
☐	False

☐

Q41. Identify three (3) factors that may impact on the critical path of a project and cause it to need revision.

Answer 1 – inclement weather (cyclones up here in Townsville)
2 – material delays due to covid-19
3 – labour availability

☐

Q42. Which major point(s) should you note when carrying out an inspection of neighbouring properties? Tick all that apply.

Answer

Choice	Possible Answers
☐	If the neighbours drive the right kind of car for that neighbourhood
☒	Structure and condition of any boundary fences
☒	Type and condition of all structures on the boundary
☐	Whether the houses are of Victorian heritage

☐

Q43. Why should you take photographs of site boundaries with neighbouring properties?

Answer To include within the dilapidation report
May be required at the end of a project to demonstrate boundaries are returned to original / better condition than when construction started.
May also be used to provide evidence if the neighbour disputes the condition at completion

☐

Q44. When should a condition report be given to owners of adjacent buildings? Tick your response.

Answer

Choice	Possible Answers
☒	Before construction commences
☐	During construction
☐	After construction completes

☐

Q45. When might a neighbouring property owner be required to refer to a condition report?

Answer

If they believe an issue within their property has been caused by the adjacent construction

☐

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

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 20/10/2021

Assessor name _____

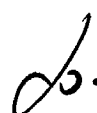
Assessor signature _____

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

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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 plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities: - Occasion 1: Residential projects - Occasion 2: Commercial projects 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 construction program/schedule for a project showing: - The sequencing of the trades, etc. - Working and non-working days, etc. - Local authority construction commencement notices - Pre-construction site inspection reports or dilapidation reports - WHS policy 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: Computer (ideally with project scheduling software), Building Contract, Organisational policies, Telephone, Facsimile.		
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:	19/10/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Appraise contract documentation		
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☐
1.1B. Determine availability of selected subcontractors to suit the job requirements.	☒	☐
1.1C. Assess availability of materials and confirm with suppliers.	☒	☐
1.1D. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☐

1.1E.	Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☐
1.1F.	Implement procedures for controlling and recording site deliveries.	☒	☐
2 Construction operation strategies			
1.2A.	Identify organisational strategies for implementing construction.	☒	☐
1.2B.	Implement procedures for recording the hire of plant and equipment.	☒	☐
1.2C.	Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☐
1.2D.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☐
1.2E.	Follow procedures for the control of multiple projects.	☒	☐
3 Project schedule			
1.3A.	Sequence construction operations.	☒	☐
1.3B.	Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☐
1.3C.	Define critical path of the project, revising as required.	☒	☐
1.3D.	Adjust project timeframes to account for anticipated delays.	☒	☐
4 Required resources			
1.4A.	Determine and document temporary services and site accommodation requirements.	☒	☐
1.4B.	Determine and document plant requirements and availability, with reference to contract documentation.	☒	☐
1.4C.	Determine and document on-site labour requirements, with reference to contract documentation.	☒	☐
5 Condition reports			
1.5A.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☐
1.5B.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☐
1.5C.	Effectively communicate using the following methods: - Telephone, facsimile, email and in writing - Language/concepts appropriate to cultural differences - Non-verbal communication	☒	☐
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

