

CPCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4007A 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	Gordon Pirret
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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 Gordon Pirret

Participant signature



Date 17th March 2020

Assessor name

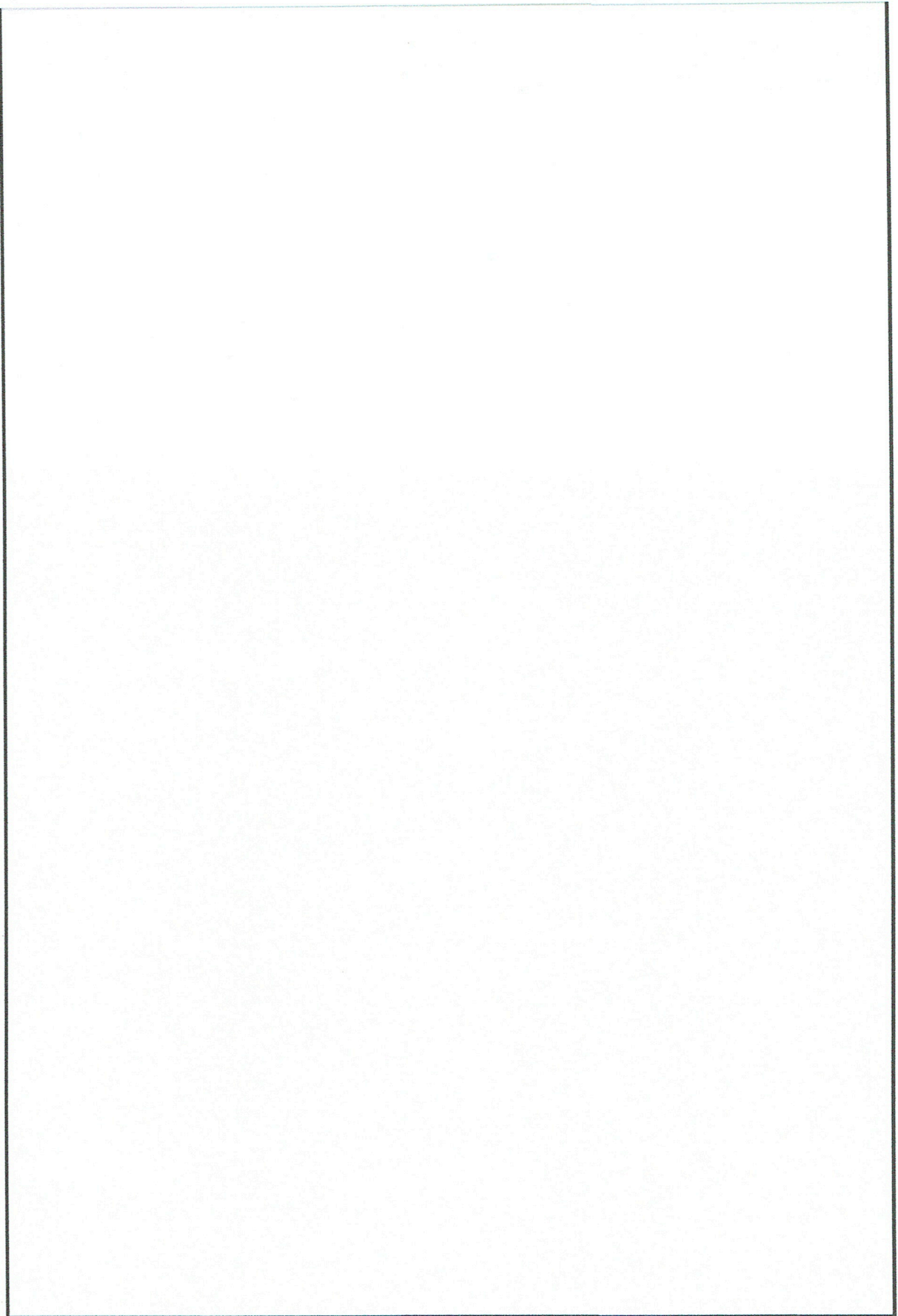
Assessor signature

Date Click here to enter a date.

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

ASSESSOR COMMENTS



1. 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 Plans Specifications



2. 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 Part 4 Division 2 Section 33	The building contractor under a regulated contract must not, before starting to provide and contracted service at the building site, demand or received a deposit under the contract of more than; • for a level 1 regulated contract - 10% of the contract price, or • for a level 2 regulated contract - 5% of the contract price, or • for a level 1 or 2 regulated contract under which the value of the off site work is more than 50% of the contract price - 20% of the contract price Maximum Penalty - 100 penalty units



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

Answer

Subcontractor	Work
Gas Fitter	Places gas pipes to appliances
Plumber	Organises Water Supply, installs pipes and drains, installs roof guttering etc



Concretor	Installs formwork and boxing, pours concrete(e.g. slabs)
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4. 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

☐

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

Answer

Ensuring that the subcontractors or plant availability is incredibly important because;

- You want to ensure that you choose a supplier who will never let you down in terms of supplies, their quality, quantity and timeliness
- Although price can be important, reliability can often be more critical. Ensure you have trades that work for you, showing dedication, management of schedule and materials is key as this can ensure the efficiency of the entire project.

Choosing a cheap quote can mean late delivery, poor quality, poor time management which can prove to be more expensive in the long run.

☐

6. Identify two (2) methods you might use to find a supplier for materials.

Answer

- Word of mouth - Phone around!! Using suppliers who have proven to be efficient in doing business with others is normally a good sign
- Liaise with known suppliers that are resourceful and reliable

☐

7. Name two (2) factors that may impact on the availability of materials.

- Answer** ☐
- Imported Materials may need to be transported over large distances and therefore may cause a delay to your scheduling if not organised.
 - Certain materials may be custom/one off pieces or made to order. Ensure you identify this as early as possible to ensure that an order can be placed in plenty of time to fall in line with your schedule

- 8. 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/NZS 1680.0-2009 ☐

- 9. 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	Prepares the site for building by removing all vegetation and excavating footings
Franna Crane	Utilised for lifting heavy materials and heavy components, for example Roof Trusses

- 10. 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
Harness	Utilised for Scaffolding and Roofing to ensure safety of those completing work on a construction project
Ladder	Used for access to difficult areas throughout the building process

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

- Answer**
- Obtain and keep written confirmation that the items have been designed, constructed and tested in compliance with applicable WHS legislation and relevant Australian standards.
 - Inspect the plant/equipment with the hire company upon arrival to site and record the details of the inspection - this ensures condition of the equipment prior to your use of it.

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

- Answer**
- Water Tapping
 - Temporary Electrical Pole
 - Safety/Security Fencing
 - Waste Bin
 - Seepage Barriers

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

Answer

✓	True
☐	False

14. 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

15. 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

☐

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

Answer

Excavation work may be required to allow site access for machinery, this may include installing barriers for additional protection of footpaths, against water, mud and rain. Traffic Control may also be required to allow larger plant material to access site, whilst ensure safety of those in the immediate and surrounding area.
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☐

17. 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
NCC 2019 Volume 2 Section 2 Part 2.5	NCC 29019 Volume 1 Section D

☐

18. 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

An out of hours construction approval must be sought to be approved for out of hours construction. An out of hours construction application can take up to 10 working days to be assessed and granted providing that all relevant documentation is submitted.
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☐

19. 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
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☐

Temporary lane or road closure permit	Need to submit; • Traffic management plan for temporary land/road closure • copy of development assessment approval • map indicating location of proposed stalls/ structures to be placed on the road way. • Liability Insurance These must be submitted to the local council for consideration and approval.(this particular application can take a minimum of 20 days to be assessed)
Footpath Closure permit - Residential driveway - self-assessable	Need to submit; • Application form via local council • Site plan sketch • approved plans • Location and extent of any proposed earthworks • how pedestrians will navigate around proposed footway use • site photos • traffic management plan(optional) This must also be submitted to the local council for consideration and approval.

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

Answer

☐	True
☒	False

☐

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

Answer A Purchase Order

☐

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

Answer

☒	True
☐	False

☐

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

Answer You would require to contact the supplier immediately to organise a subsequent delivery. ☐

- 24. 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 & Safety Act 2011 Part 2 Division 2 & 3	A person conducting a business or undertaking must ensure, so far as is reasonably practicable the health and safety of; • workers engaged, or caused to be engaged by the person • workers whose activities in carrying out work are influenced or directed by the person While the workers are at work in the business or undertaking. A person conducting a business or undertaking must ensure, so far as reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking....

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

Answer ☐

Duty to inform;
The principle contractor for a construction project must ensure, so far as is reasonably practicable, that each person, who is to carry out construction work in connection with the project is, before commencing work, made aware of;

- the content of the WHS management plan for the workplace;
- the person's right to inspect the WHS management plan under section 313.

- 26. What document should be followed when disposing of hazardous materials?**

Answer ☐

Safety Data Sheets(SDS)

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

Answer 10 m2

☐

28. 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

☐

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

Answer

✓	True
☐	False

☐

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

Answer

Minimising skilled labour from moving offsite when there is work to be done on nearby construction projects may save a great deal of time as the subcontractors can work on the next job whilst waiting for another to complete.

☐

E.g. A concreter may pour a slab on build one and once completed can move to pour a slab on a nearby site. Similarly, Carpenter may build one frame and move to the next a short time later.

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

Answer Sequencing operations for construction projects are often the most efficient way to complete these jobs. ☐

Having a construction activities list allows you to list activities that need to be completed for each project. Often it allows for a break up of activities where trades may be required on more than one occasion, such as electrical for the initial wiring and then later for the final fix(e.g. power points, switches and light fixings etc.)

Often one task must be completed prior to another commencing for the progress of the project. At times, several trades may be able to be on site working in different areas. Scheduling allows each and every trade to understand their requirements for particular projects.

32. 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

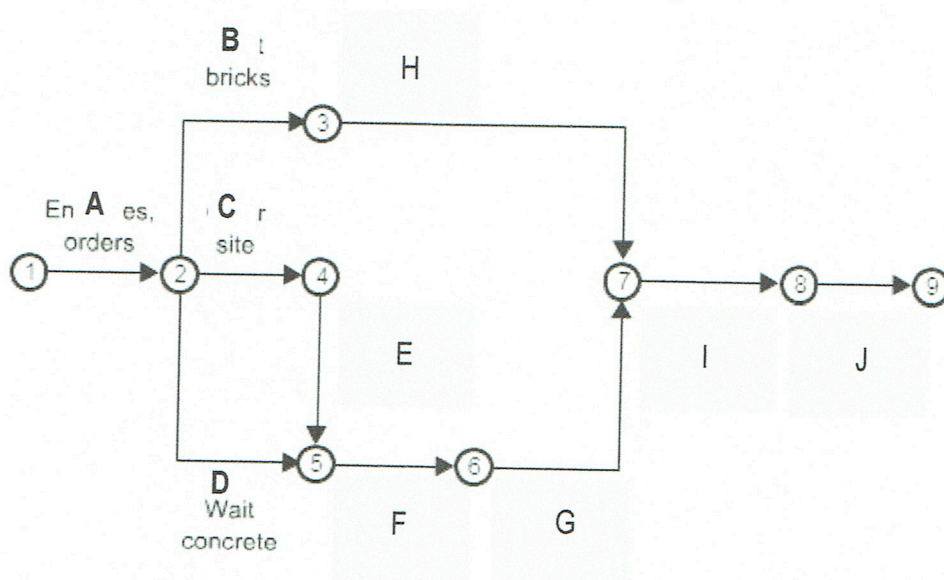
33. Order the following construction operations from 1 to 6 to form the most efficient sequence.

Answer ☐

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

34. 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

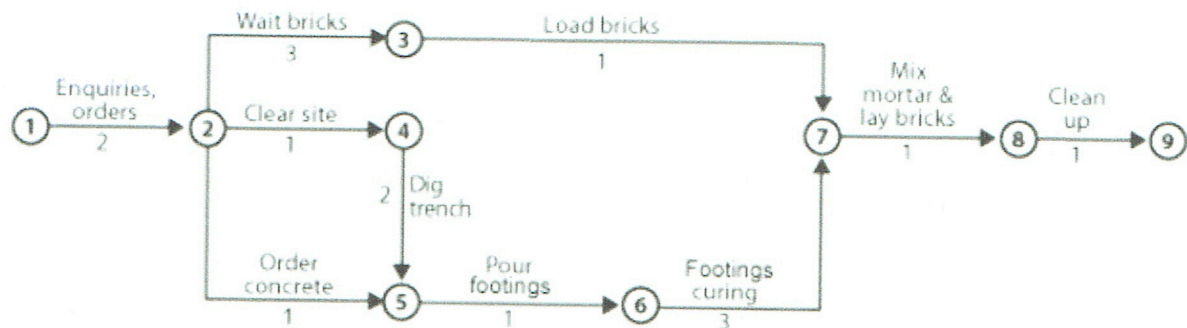


35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer PERT - Program Evaluation and Review Technique



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



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

Answer

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

☐

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

Answer

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

☐

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

Answer

Choice	Possible Answers
☐	8 days

☐

✓	9 days
□	11 days

39. Describe the critical path.

Answer The critical path is defined as the shortest completion time possible to complete a job. ☐

40. 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

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

Answer

- Material Delivery
- Unreliable labour or poor workmanship
- Weather

☐

42. 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

☐**43. Why should you take photographs of site boundaries with neighbouring properties?**

Answer Taking photos will support your report and also be helpful in the event of a dispute with a neighbour. ☐

44. 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

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

Answer To easily identify if any damage has occurred through the construction process. ☐

CPCCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

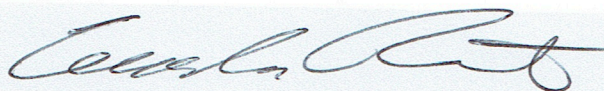
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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

Gordon Pirret

Participant signature



Date

20th March 2020

Assessor name

Assessor signature

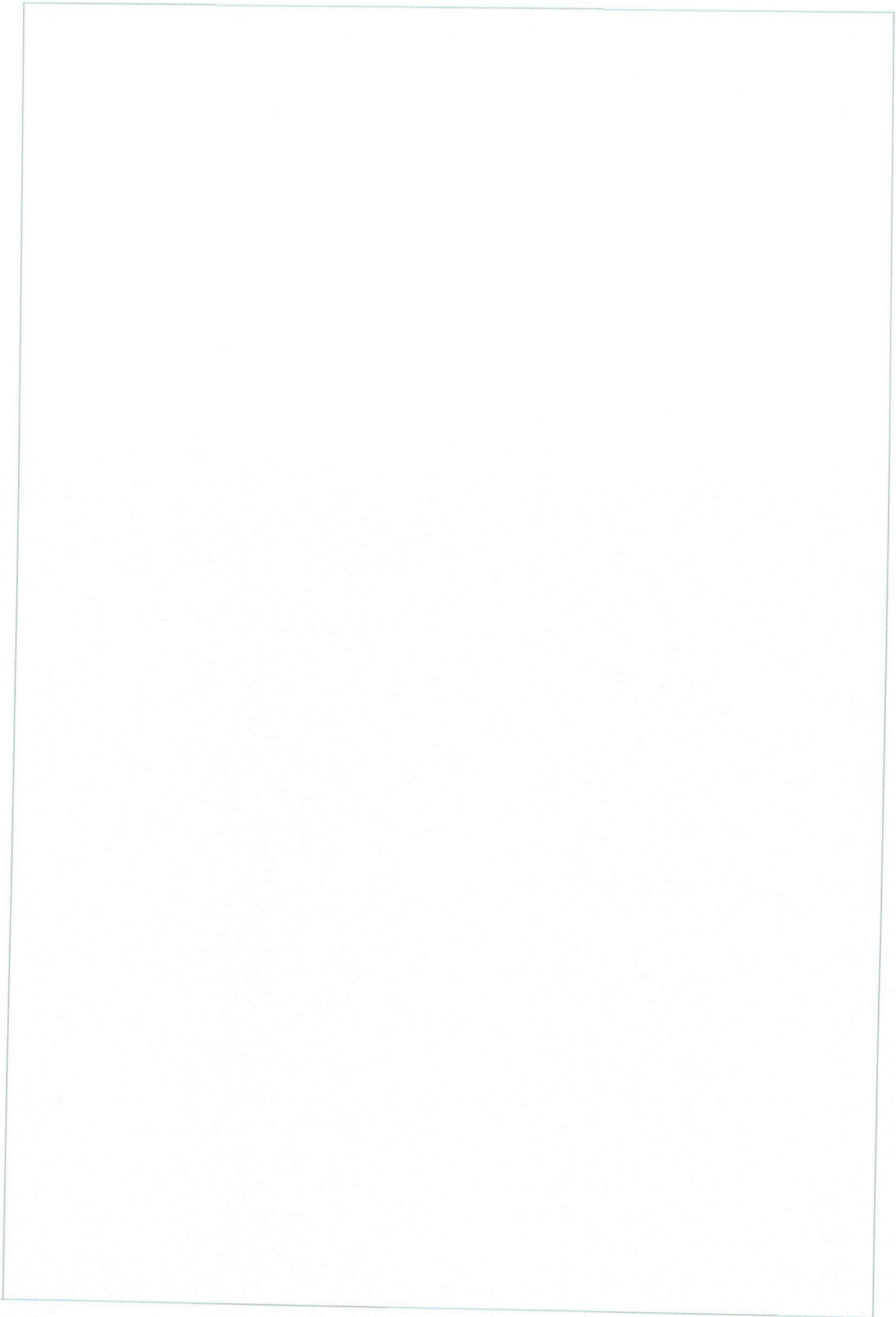
Date

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Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory

Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

A large, empty rectangular box with a thin black border, occupying the majority of the page. It is intended for the student to draw or plan building or construction work as part of the practical assessment.

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

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:

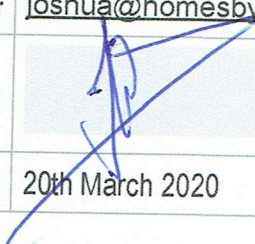
- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- WHS policy

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:	Gordon Pirret		
Name of observer:	Josh Reed		
Role of observer (Confirm suitability to sign)	Construction Manager		
Email address of observer	<u>joshua@homesbycma.com.au</u>		
Signature of observer:			
Date:	20th March 2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Appraise contract documentation			
A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	✓	✓	
B. Determine availability of selected subcontractors to suit the job requirements.	✓	✓	

C.	Assess availability of materials and confirm with suppliers.	✓	✓
D.	Identify site access requirements and limitations, taking action to facilitate entry.	✓	✓
E.	Prepare documentation for authorities controlling construction work and determine project commencement date.	✓	✓
F.	Implement procedures for controlling and recording site deliveries.	✓	✓
2 Construction operation strategies			
A.	Identify organisational strategies for implementing construction.	✓	✓
B.	Implement procedures for recording the hire of plant and equipment.	✓	✓
C.	Implement organisational WHS policies and procedures, including hazard and risk management.	✓	✓
D.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	✓	☐
E.	Follow procedures for the control of multiple projects.	✓	☐
3 Project schedule			
A.	Sequence construction operations.	✓	✓
B.	Enter operation details into a manually prepared project schedule or computer-based software package.	✓	☐
C.	Define critical path of the project, revising as required.	✓	✓
D.	Adjust project timeframes to account for anticipated delays.	✓	✓
4 Required resources			
A.	Determine and document temporary services and site accommodation requirements.	✓	☐
B.	Determine and document plant requirements and availability, with reference to contract documentation.	✓	✓
C.	Determine and document on-site labour requirements, with reference to contract documentation.	✓	✓
5 Condition reports			
A.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	✓	✓

B.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	✓	✓
C.	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

Gordon is required to read over every new job file that he is presented with and highlight any particular aspect of the construction that is not standard. He also is required to take into consideration, site conditions, locations and manage them appropriately. For example; site cut and fills, along with drainage may result in a large excess of soil which may need to be removed from site. Gordon must ensure that there is no excess soil on any other lots or council land as the company may incur fines of up to \$10,000.00. I have previously observed Gordon in his role as a structural steel supervisor, amend his own companies SWMS as the work was taking place at a dry dock in Pimpama, which presented new hazards, which required to be managed accordingly.

As part of the scheduling process, Gordon is required to give ample notification of delivery time frames and site installations to all suppliers and sub contractors. E.g. At least 14 days in advance - some requiring up to 3 weeks(window manufacturer, house farm manufacturer). Gordon is also required to organise site deliveries taking into consideration neighbouring properties and construction projects. He has to ensure that all deliveries are correct as per material ordering invoices and colour selections, e.g. tile selections.

Gordon initially has to call up all start up suppliers and sub contractors for base stage and document availability within a prompt time schedule. Once he has a slab pour date, he is generally then able to schedule out the job to a finish, giving suppliers and subcontractors enough notice as per their own requirements for the project. Gordon is able to identify the critical timeframe for each project and also allow for additional days within the initial scheduling due to unforeseen issues that arise, such as inclement weather/theft or damage to site. Within his role, Gordon is also required to ensure that all sub contractors adhere to the site WHS policies and procedures. He is required to mitigate risk by communicating with sub contractors over potential dangerous tasks, such as crane lifts etc. Gordon is able to manage the control and procedures of multiple projects, as is performed by him daily.

Gordon schedules each of his projects on an individual basis. This is made easier by Gordon visiting each site prior to commencing any work in relation to that particular project, conducting an initial site inspection. This allowing him to identify any additional needs that each project may require. Gordon operates manual and software generated scheduling system for different projects dependant on their individual needs.

Gordon organises temporary services for each project he is tasked with. This including, electricity and water for the project duration. Gordon is required to contract all required resources for each project, this including plant requirements, PPE requirements, sub contractor requirements. This is all scheduled by Gordon to allow each project to run smoothly and in the most efficient and direct timeframe allowable.

Gordon ensure that all documentation required to be provided to nearby neighbours, inspectors, trades and suppliers are met with the governing requirements. Gordon always aims to meet or communicate in an effective and friendly manner with all of the above.