

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005A Produce labour and material schedules for ordering* 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	Sara Vaninetti
------------------	----------------

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.

CPCBC4005A

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, 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 Sara Vaninetti

Participant signature



Date 9/11/2021

Assessor name

Assessor signature

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

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

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	☐
	Armstrong Flooring	PKF Pty Ltd	
	Dulux	BBC Painting Pty Ltd	
	Caroma	Planet Plumbing Group	

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.	☐
	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	
	It is important to schedule tasks, as builders will not always have employees on hand who have the specialist skills required to complete a project.	

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

Answer	Local Government Authority: Brisbane City Council	☐
	Regulatory Body: QBCC Queensland Building and Construction Commission	

Q5. Why should colour selections be included on the schedules?

Answer Because some colours/materials might have a long lead time, and this will hold the program/more cost.

☐

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 Brisbane City Council Working Hours 6.30am to 6.30pm Monday to Saturday. If it is necessary to conduct construction activities outside of the prescribed hours, operators can apply to Council for a compliance assessment application for an out of hours construction approval.

All necessary permits should have been obtained prior to scheduling labour and materials. The main condition of approval that can affect scheduling is the allowable working hours and working days, which varies between councils. For Example, if you can obtain out of hours works permit your schedule will be shorter and so you might be able to save some cost.

☐

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
	Material Specifications	Provide details of the type, strength and size of material to be used in order to order the correct material
	Plans	Drawings of the building from a bird's eye of view which will give information regarding where the material is going, in order to quantify the correct amount and proceed with the order.

☐

Floor and Wall Covering Specifications	Provide details about the materials used for floor and walls including manufacturer, range, and colour so it is possible to confirm lead time with the supplier and order the correct material.
--	---

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

Answer 1] make changes to the schedule accordingly
2] notify the major supplier
3] make changes to the call forward sheet



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
Material changes to a cheaper one	It will affect the lead time [to check with the supplier] and the cost of the schedule
Room layout	It might change the quantity of the product and so the material order.



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
-----------	---------------------



If rock is discovered when the footings are being excavated	It will increase the cost of the excavation and may delay the program
Weather	Delay works / additional cost

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

It is a drawing that show further detail on top of any existing plans and specifications. This drawing is designed to provide more visual clarity about the building process and advice If there have been changes that require subsequent redesign/specialist changes

☐

**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, time period and 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, term and conditions
9, total order cost

☐

Q17. What is a 'call forward sheet'?

Answer

It is a sheet used to track when materials are need and when they should be ordered. The call forward sheet will allow 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 and service locations

☐

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.

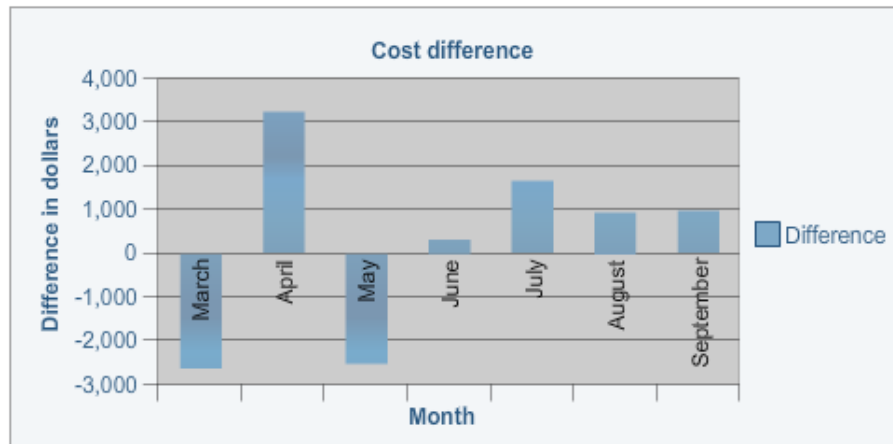
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

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.



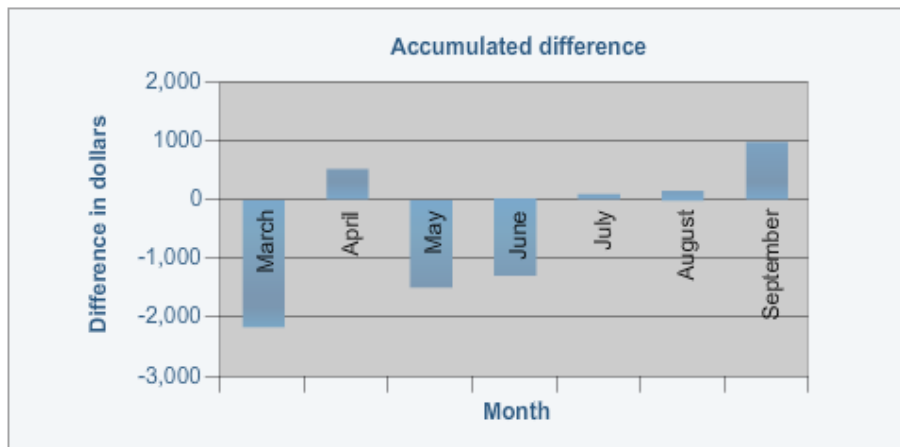
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

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

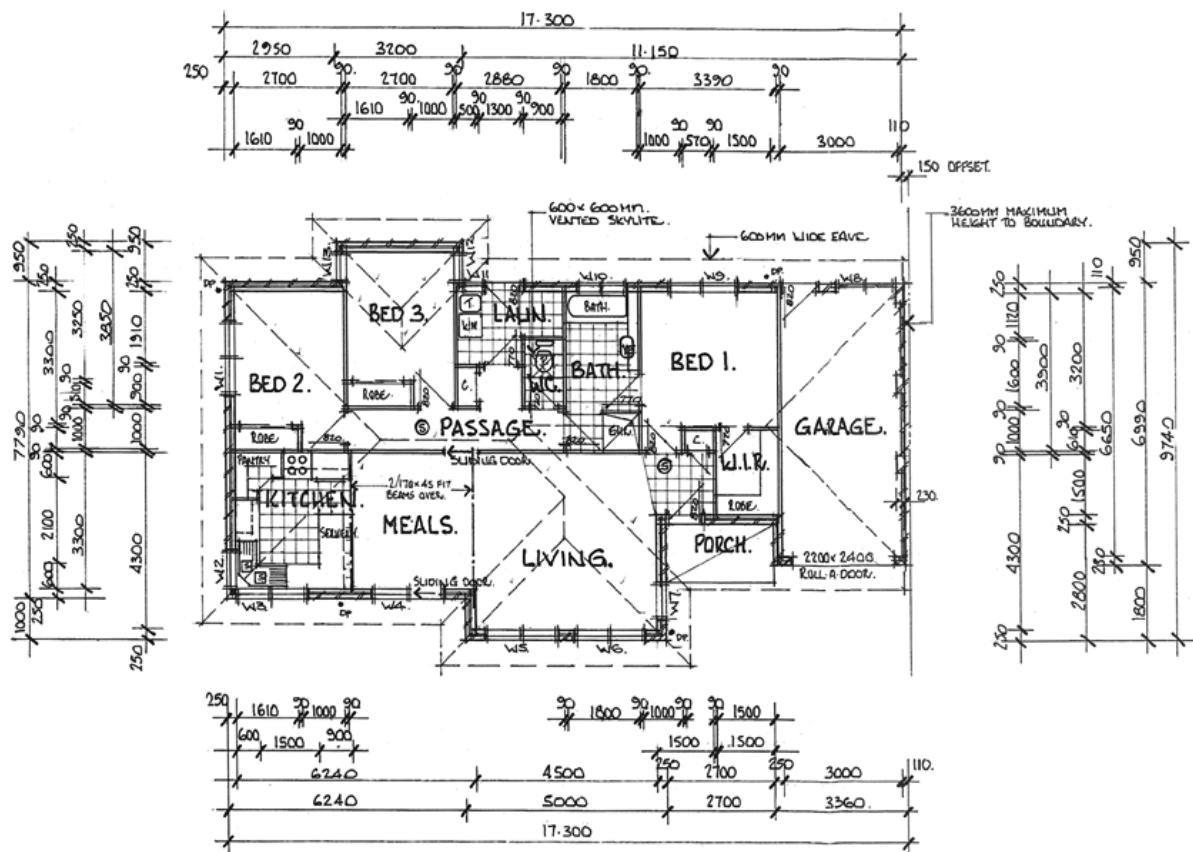
You are a site supervisor of a small residential project, as outlined below:

- 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
Brick veneer	4 weeks	6.12.21	08.11.21	Delivery directly to site
Prefabricated Roof Trusses	4 weeks	6.12.21	08.11.21	Delivery directly to site
Cement Tile	6 weeks	20.12.21	08.11.21	Delivery to warehouse
Powder coated aluminium window in timber reveals	6-8 weeks	20.12.21 / 03.01.2022	08.11.21	Please confirm Delivery date as soon as possible



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	Confirm quantities, check lead time, create a material order sheet, a purchase order, and a call forward sheet	n/a
Wall frame	Confirm quantities, check lead time, create a material order sheet, a purchase order, and a call forward sheet	Hand built wall frame require additional labour



Windows	Confirm quantities, check lead time, create a material order sheet, a purchase order, and a call forward sheet	Delivery time TBC confirm by supplier ASAP
---------	--	--

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 QBCC Form 5 Variation attached [Assumed Extension of time not required]



CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Sara Vaninetti

Participant signature



Date 9/11/2021

Assessor name

Assessor signature

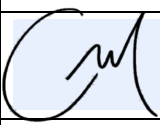
Date Click here to enter a date.

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

ASSESSOR COMMENTS

CPCCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred. Occasion 1: Residential project Occasion 2: Commercial 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: - A copy of a material/labour schedule or supplier list for a project - A copy of a purchase order for purchasing materials or other resources - A cost report - Site condition reports or dilapidation reports - Contract documents - Call forward sheets - Variations 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: Contract documentation (including plans and specifications), computer.		
Assessment of task		
Name of participant:	Sara Vaninetti	
Name of observer:	Tara Gilson	
Role of observer (Confirm suitability to sign)	Senior Estimator	
Email address of observer	tgilson@pkflooring.com	
Signature of observer:		
Date:	9/11/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Consider all contract conditions in the schedules, including: - All contractual requirements - Local government and regulatory bodies' conditions of approval - Colour selections - Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☐ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS