

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

THEORY EXAM

Participant name	
------------------	--

FOR THE PARTICIPANT
Instructions
- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions, unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment to be awarded. An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. How can you recognise if a clause in the contract is a penalty?

Answer

Should reflect but is not limited to: If a contract provides for payment in response to a breach with the goal of punishing the breaching party, that provision is referred to as a penalty provision. A penalty is a clause that sets a harsh monetary punishment for the breach of a contract term, or failure to uphold contractual obligations. If the amount of money requested is greater than, or disproportionate to, the damage or loss that you actually suffer, there is the risk that this clause would be considered a penalty. According to the court, a clause is a penalty if it requests the payment of an amount that is “extravagant” and “unconscionable” in light of the most significant loss that the breach could have caused.



Q2. What should you read to determine any unusual aspects of the construction and the use of materials? Explain your answer.

Answer

Should reflect but is not limited to: Contract documents such as the plans and specifications. These provide drawings and measurements of what is required, and the materials needed. The drawings provide information of the work to be achieved, specifications and notes inform builder of material requirements and workmanship.



Q3. Explain why site access requirements and limitations must be determined.

Answer

Should reflect: Safe access must be made available for workers, delivery trucks and plant needed for the tasks. Site entry must be made available that is safe and well signed. If access has difficult features or hazards such as overhead power lines, these must be disabled or at a minimum have tiger tails attached. Locating site access area help to determine if a request for parking or traffic restrictions is required to maintain safety on site and for passers-by.



Q4. Discuss what must be submitted to local authorities when the project commencement date has been determined.

Answer

Should reflect but is not limited to: To achieve development approval, the builder must use the form provided by the council, completing all sections including: Applicant details, location details (street address AND lot on plans) information relating to easements on the land, details of the application, details of the building work, and attaching the plans for all aspects.



Q5. Listed below are items concerning the project schedule of a building and construction project. Provide a brief description for each.

Answer

Project schedule	Description
Human resource schedule	e.g. Refers to the schedule developed for each member of the construction process with the details of the timeframes for each task they are needed for
Material delivery schedule	e.g. This is a schedule that is made in order to let the seller know the future dates on which the purchased goods will be delivered.
Project critical path	e.g. Project management technique wherein tasks are evaluated in order to identify how each task can be performed in the least amount of time possible while also maximising efficiency as much as possible.
Project timeframes	e.g. Timeframes are made with the intention of establishing the schedule in when the key milestones and, ultimately, the project objective, is met.
Scheduling plant use	e.g. Refers to the quantity and the needed timeframes for the use of heavy machinery. This is specifically important if the machinery is being rented.
Scheduling equipment use	e.g. Refers to the part of the schedule where it shows when specific equipment will be used during construction.



Q6. Clarify the important points of site delivery procedures to be implemented.

Answer

Should reflect: For the ordering and receipt of goods, the workplace should have documented procedures. This will include procedures to ensure that the trucks and other transport that arrive at the site are monitored. There must be a mechanism for the inspection of all materials shipped to the site. Deliveries must be checked and verified that the goods or supplies ordered for this project are those being delivered. Delivery dockets must be stored and held as evidence of material supplied and delivered.

Certificates are occasionally shipped with the materials. These must be kept secure for the regulatory authorities to be able to supply them. Sufficient space for the material to be unloaded must be organised and procedures for safe storage implemented.



Q7. What information should be included in the site safety plan?

Answer

Should reflect but is not limited to: Safety Plan is a requirements of WHS Act and will include a project description and the site the plan is applicable to; It should contain the WHS responsibilities, of all project personnel, and define who can make decisions and take actions on WHS issues, and in what circumstances; Consultation, induction and training, methods of internal consultation, effective dissemination of information and decision-making process; A description of the process to identify foreseeable WHS hazards, assess the risks and define the control measures to be implemented during the course of the project; Key subcontractors for the project and how their safety plan and their safe work method statements (SWMS) will be managed by the principal contractor; Reporting, logging, investigating, and corrective actions in response to injuries, incidents and accidents at the worksite. and, monitoring and review processes of plan.



Q8. Discuss why it is important to maintain contact with selected subcontractors prior to their work beginning.

Answer

Should reflect but is not limited to: Nominated sub-contractors must be aware of the scheduling of their work on the site. They must know when they are supposed to start work and complete their work. There could be a need for certain sub-contractors to work at various stages of the project. It is important that they are able to fit in with the schedule and any variations. You must use strong communication skills when working with sub-contractors so that they understand when they are expected to be on-site and how long they must take to complete their work at this point. If it is not possible for the subcontractor cited on the job to do the work, then you will have to pick another subcontractor for the job. It is crucial that subcontractors are available when they are needed when preparing a project and working out the schedules so that the job can proceed smoothly and not be held up waiting for one sub-contractor.



Q9. Discuss why it is important to maintain contact with selected suppliers.

Answer

Should reflect but is not limited to: By liaising with suppliers, you can ensure that the supplies for the project are available and ready for delivery when required. It is important to maintain contact with your suppliers to ensure that the supplies are not only available but are also confirmed for delivery. If a supplier is unable to procure the materials needed, it is important to have an alternate supplier ready in the documents that you can contact.



Q10. Describe what you would expect to see in the procedures for recording the hire of plant and equipment.

Answer

Should reflect but is not limited to: Ordering process and approval to ensure machinery, plant and equipment is ordered according to workplace policies and requirements, procedures should include item inspection and checklists to be used, how to deal with issues/damage/faults. Checks will include documenting the item serial number and verifying the condition of the item on arrival. Operator manual and/or logbooks should arrive with the machine to record actions undertaken. Copies of logbook pages may need to be held. Document of condition of the item following use and return dates must be recorded.



Q11. How do you ensure the procedures for the removal of existing services meet current legislated requirements?

Answer

Should reflect: review current procedures and ensure these meet the requirements of both the WHS Act and local service asset owner. Particularly in the case of electrical services, the asset owner may be required to attend the site to protect and/or relocate the services temporarily or permanently for the safety of all. Water services may also need to be relocated and the relevant asset owner contacted. Telecommunication services will also need to be contacted to ensure safe and permitted protection or movement of services. Movement of services by asset owners will contribute to the overall costs of the project.



Q12. If a soil analysis at the project site returns a result of contaminated soil, how must you deal with this in your state?

Answer

Should reflect but is not limited to: In Qld you have a legal duty to notify the Department of Environment and Science about the contamination. It is an offence not to notify. On-site remediation is the departments preferred option for dealing with contaminated soils, disposal to landfill is the least preferred option, and should be used only when no other method is available for remediating the soil(s). The National Remediation Framework provides a nationally consistent approach to remediating and managing contaminated sites that is recognised as best practice. You may need to engage a suitably qualified person to conduct a site investigation. The site investigation process will confirm whether the site is contaminated and if so whether the contamination needs to be remediated, the contaminated portion excised appropriately during the design of the reconfiguration and/or managed under the conditions of a site management plan. A disposal permit is required to remove contaminated soil for treatment or disposal from land listed on the land registers.



Q13. Why is a Gantt Chart a useful tool when developing project schedules?

Answer

Should reflect but is not limited to: a Gantt chart is a bar chart that demonstrates the project schedule and the dependent relationships between tasks and activities. It provides a visual overview of all tasks against the construction timelines and deadlines and can display information like who is assigned to which tasks, the estimated duration of tasks, and any overlapping activities within a project plan, the ease of viewing makes it simple to determine task dependencies and enter relevant milestones for inspections



Q14. Describe the critical path method and why you may need to revise this during the project.

Answer

Should reflect but is not limited to: The critical path of a project is the longest sequence of dependent tasks or activities and the amount of time it takes to complete them from beginning to end. Gantt charts allow you to visualise the whole project schedule, and find the critical path with a Gantt chart. By using the critical path method, you focus on the critical tasks so you can better manage task dependencies and create a realistic schedule for the project. Now you know which tasks must be completed, and which can be skipped if necessary due to time, scope or cost constraints. These changes may require a revision of the critical path during the project.



Q15. Discuss amenities that may need to be organised for the site and legislated requirements surrounding these.

Answer

Should reflect but is not limited to: Temporary services needed for most projects include the supply of toilet and washroom facilities and a site office. These must be organised and can be hired. Depending on the site and location, temporary accommodation services, must be provided in compliance with the WHS regulation schedule 5A which stipulates amenities for construction work. The code of practice 'Managing the work environment and facilities will provide guidelines on the minimum that must be provided at the site.



Q16. Discuss the importance of the following actions.

Answer

Action	Purpose
Request access to inspect adjacent properties	e.g. It is important to request access to adjacent properties that may be affected by the construction process, this is to compile a report on the condition of the external structure and internal finishing of the property prior to the building work beginning
Report on condition of adjacent properties	e.g. The report of the condition of the adjacent properties should include the condition of existing buildings and structures prior to construction work beginning – this is completed to mitigate false complaints of damage caused by the building process.
Provide owners of adjacent properties with condition report	e.g. A copy of the current condition of the adjacent structures and buildings should be provided to adjacent property owners that clarifies existing damage and/or structural issues currently existing before the construction work begins .



Q17. Listed below are the different levels of the hierarchy of control measures. Provide a brief description for each.

Answer

Hierarchy of control	Description
Eliminate the hazard	e.g. Refers to removing the hazard by redesigning the task
Substitute the hazard	e.g. Replace materials, equipment or processes with less hazardous ones.
Isolate the hazard	e.g. Place a barrier between person/s and the hazard.
Control the hazard using engineering means	e.g. Implementation of mechanical modifications to control the hazard such as insulation
Control the hazard using administrative means	e.g. Devise policies and procedures to reduce the risk to exposure such as providing procedures and training
Provide PPE	e.g. Providing protective equipment to individuals such as gloves and ear protection.



CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

PRACTICAL ASSESSMENT

Participant name	
------------------	--

FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the steps note this assistance.
- You must attempt all task (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1B.	Specify how subcontractors were determined: e.g. reviewed past subcontractors used
1.1B.	Specify (✓) how subcontractor availability was determined: ☐ Email sent ☐ Telephone call ☐ Other (please specify):
1.1C.	Specify how availability of materials was determined: e.g. checked availability using on-line ordering; contacted supplier via email or telephone
1.1D.	Specify location of site and site access requirements and limitations determined when organising site entry: e.g. perimeter security measures to control access, both for safety and to prevent injury, robbery, or vandalism. Adequate access for the plant, and the supply of materials according to site safety plan
1.1E.	Specify how commencement date was determined: e.g. determined according to contract and availability of HR and materials
1.1H.	Specify how WHS requirements were implemented: e.g. adapted workplace safety documents to meet site requirements according to site safety plan
1.2A.	Specify workplace strategies to be applied to the project: e.g. determined according to workplace requirements depending on scale of project, including hiring site manager, confirming quality documents, inspections to be implemented
1.3E. 1.3F.	Specify revisions made and/or contingencies applied during the project: e.g. timeline moved due to weather event