

CPCCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCCBC4031A PROCESS CLIENT REQUIREMENTS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. - Occasion 1: Residential construction project - Occasion 2: Commercial construction 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: - RFI sent to client and proof of correspondence - Variation sent to client and proof of correspondence and acceptance 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: Telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Kristina Saedder	
Name of observer:	Peter Aboud.	
Role of observer (Confirm suitability to sign)	PROJECT MANAGER.	
Email address of observer	peter.aboud@pbgsbuilding.com.au.	
Signature of observer:	P. Aboud.	
Date:	Click here to enter a date. 21/5/2020.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Work with the client to identify and document planning and design requirements: - Identifying client's design needs - Providing correct technical/product knowledge - Identifying restrictive covenants - Addressing documentation and design risks (including copyright)	☒	☒
1.B. Determine site costs with client, including: - Arranging site investigation to determine site features and costs - Confirming client's understanding of extent and cost of required site works	☒	☒

1.C. Arrange and oversee the preparation of sketch plans.	☒	☒
1.D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.	☒	☒
1.E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.	☒	☒
1.F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.	☒	☒
1.G. Prepare construction documents according to preliminary contract, meeting: - Regulatory authority approval processes - Building and construction codes - Standards	☒	☒
1.H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (to produce contracts and other relevant workplace documentation)	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

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