

CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

PRACTICAL ASSESSMENT

Participant name	Lucy Muston
------------------	-------------

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 unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any 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	Select Date.	☐ 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
1.1F.	Specify how availability of materials with suppliers and labour with contractors was confirmed:
1.2A.	Specify site files collated:
1.2D.	Specify how communications were managed with between staff, contractors, and suppliers:
1.3B.	Specify how project progress was managed:
1.3E.	Specify issues resolved:

CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1

Description of task:

The participant must demonstrate the skills and knowledge to produce a schedule for the ordering of materials and allocation of labour for one (1) residential or commercial building and construction project including:

Note: Documentation is to be provided as evidence- Use workplace document templates, alternatively templates are available

- Assess physical and human resource requirements.
 - Determine the conditions of approval from local government and regulatory bodies. *(HO1-template)*
 - Document variations to the scope of works. *(HO1-template)*
 - Determine contractual terms and arrangements by the client and the commencement dates. *(HO1-template)*
 - Compile a list of nominated and approved suppliers and contractors. *(HO2 & HO3- template)*
 - Determine and document channels of communication suited to suppliers and contractors. *(HO2 & HO3- template)*
 - Confirm availability of materials with suppliers and labour with contractors.
 - Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. *(HO7- template)*
- Produce schedules.
 - Prepare electronic call forward sheet and site files containing necessary site documentation. *(HO4-template)*
 - Break down project into stages and tasks and set milestones and timeframes for commencement and completion. *(HO7- template)*
 - Itemise materials and labour required for the stages of construction.
 - Develop and manage efficient communications between staff, contractors and suppliers
 - Sequence material delivery dates and commencement times for labour.
 - Factor in unplanned delays.
- Monitor project costs and maintain project files.
 - Monitor construction stage progression costs and approved variation costs against estimated project cost. *(HO8- template)*
 - Manage and monitor project progress against scheduled timelines. *(HO5 template)*
 - Record monitored project progress and variations, estimated and increased costs.
 - Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. *(HO5 & HO6 – template)*
 - Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. *(HO8 – template)*

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Building and construction project; Current construction drawings and specifications; Workplace administration policies and procedures; Templates required to undertake assessment requirements (HO1-HO8); Access to PC and software to research requirements, set up electronic call forward sheets, compile site files and create channels of communication.

Observer details	
Name of observer:	BERNARD TRAVERS
Role of observer (Confirm suitability to sign)	PROJECT MANAGER
Email address of observer	BERNIE@GABRIELCONSTRUCTION.COM
Signature of observer:	
Date:	Select Date. 19.3.2025

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Assess physical and human resource requirements.	
1.1A. Determine the conditions of approval from local government and regulatory bodies. (HO1-template)	☒
1.1B. Document variations to the scope of works. (HO1-template)	☐
1.1C. Determine contractual terms and arrangements by the client and the commencement dates. (HO1-template)	☒
1.1D. Compile a list of nominated and approved suppliers and contractors. (HO2 & HO3-template)	☒
1.1E. Determine and document channels of communication suited to suppliers and contractors. (HO2 & HO3-template)	☒
1.1F. Confirm availability of materials with suppliers and labour with contractors.	☐
1.1G. Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. (HO7-template)	☐
2 Produce schedules.	
1.2A. Prepare electronic call forward sheet and site files containing necessary site documentation. (HO4-template)	☐
1.2B. Break down project into stages and tasks and set milestones and timeframes for commencement and completion. (HO7-template)	☒
1.2C. Itemise materials and labour required for the stages of construction.	☒
1.2D. Develop and manage efficient communications between staff, contractors and suppliers	☒
1.2E. Sequence material delivery dates and commencement times for labour. (HO7-template)	☒
1.2F. Factor in unplanned delays. (HO7-template)	☒
3 Monitor project costs and maintain project files.	
1.3A. Monitor construction stage progression costs and approved variation costs against estimated project cost. (HO8-template)	☐
1.3B. Manage and monitor project progress against scheduled timelines. (HO5 template)	☒
1.3C. Record monitored project progress and variations, estimated and increased costs.	☐
1.3D. Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. (HO5 & HO6-template)	☒
1.3E. Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. (HO8-template)	☒

Observer comments:

