

CPCBC4009

APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

THEORY EXAM

Participant name	
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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 the assessment within two hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unaided by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome 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. Discuss the following types of insurance and the purpose that builders or building companies need to organise them.

Answer

Insurance	Purpose/requirement
Workers compensation	e.g. A type of insurance that can pay the wages and medical costs of employees who have been injured due to their employment. There is a scheme for each state and territory. Each one is governed by different laws and may vary in the way it operates. WorkCover Queensland is the provider of accident insurance for work-related injuries in Queensland.
Contract/Construction Works insurance	e.g. Tailored for construction businesses, can provide cover for the site and materials against theft, vandalism, fire, storm etc. throughout the construction period until handover. Policies may include public liability, materials in storage, stored offsite and in transit. Can include tools and plant. Financiers of construction projects generally require proof of construction insurance before they will make progress payments.
Public liability	e.g. The purpose of public liability insurance is to indemnify insured parties for legal liability to third parties for personal injury or property damage arising as a result of business activities. All parties that need to be insured must be included and may include current and past trading entities, subsidiaries, contract principals, subcontractors, consultants or others.
Professional indemnity	Used by estimators/ survey designers, this is designed to protect businesses that give professional advice or provide services to clients. If a client claims a mistake a business made caused them injury or financial loss, Professional Indemnity covers the cost of legal defence and damages.
Commercial Motor Vehicle	Designed to help your business cover the costs that may arise from accidental damage or theft of business vehicles. Limits apply to cost of personal property and tools stolen or damaged while in the vehicle.



- Q2. A worker you have employed on the site has been injured and has lodged a request for workers compensation to reimburse their medical expenses. Explain the process you must follow in your State or Territory for claiming on behalf of the worker.**

Answer

Should reflect the relevant claims process for the state/territory. ☐

e.g. In Qld you may need to first notify Workplace Health and Safety Queensland (WHSQ) of the incident. If your worker was injured, you may also need to let WorkCover Queensland know.

If you have the worker's consent, you can start the claim process on their behalf by submitting a claim form (unless you're self-insured).

Employers can access information on any existing claims by using the WorkCover Connect portal. Claims can be completed online by following the prompts.

- Q3. Discuss the different contracts a builder or building company must organise before beginning a residential or commercial construction project. What are the legal requirements for such contracts?**

Answer

Should reflect but is not limited to: Commercial and domestic building work requires a written domestic building contract when over the specified state/territory amount (Qld \$3300) this contract is between the client and the builder. To be valid, there must be an offer, acceptance, intention to create legal relations and consideration (i.e. money for services). This is evidenced by the contract being in writing, signed and dated by each party, as well as compliance with relevant legislation (e.g. QBCC, fair trading). ☐

Written contracts are required for any agreement between parties (contractor and subcontractors) for building work priced above the amount for which a licence is required. Subcontractors also need written contracts when contracting sub-sub-contractors. Written training contracts are required when employing apprentices or trainees.

Q4. What can occur if a building contractor in Queensland doesn't use a written contract for domestic building work priced over \$3,300?

Answer

Should reflect: A contractor commits an offence if they don't use a written contract which complies with the requirements of the QBCC act for regulated building. QBCC may prosecute or take disciplinary action and apply demerit points. Offences can attract anything from 2 to 10 demerit points, depending on the offence committed. If a contractor accumulates 30 demerit points in a 3-year period, they can't hold a licence for 3 years.



Q5. Following a recruitment process, you have found a suitable new apprentice. What is required to begin the apprenticeship?

Answer

Should reflect but is not limited to: Locate an Australian Apprenticeship Support Network (AASN) provider who will provide the training contract and check your eligibility to any government incentives. Locate an RTO and negotiate off-site and on-site training opportunities for the apprentice. Provide supervision, training in a range of relevant work and facilities for the apprentice. Locate the award or agreed apprenticeship pay rates depending on apprentice requirements (e.g. adult apprentice; school-based apprentice). Pay rates increase according to the training plan. Add apprentice payments, tools and any other relevant allowances to the pay schedule and PAYG information.



Q6. The construction project must comply with the National Construction Code (NCC). What does this mean?

Answer

Should reflect but is not limited to: Materials, form of construction or design must meet the Performance Requirements or Deemed-to-Satisfy (DtS) Provisions set by the NCC. Assessment Methods, which are located within the General Requirements of the NCC are used to determine whether a solution complies with the relevant NCC Performance Requirements.

This means that evidence of suitability must be provided for each material and form of construction, this may be that the work adheres to specific Australian Standards specified in the NCC, may also be verified using testing and inspection, methods may be compared against the DtS provisions to demonstrate equal or superior outcomes or expert judgement may be accepted regarding procedures or material from a relevantly qualified and experienced person such as a technical expert.



Q7. Describe how builders ascertain construction activity restrictions, limitations and conditions from building approvals and permits for the project.

Answer

Should reflect knowledge of development approval/permit from local council. E.g. Consent may include council requirements specific to such things as signage, hours of work, waste management and controlling water run-off and erosion. Some aspects of domestic building work—such as maximum height, setback, or character of a building—may be controlled under a local government planning scheme. In that case, a planning permit is required from the local government. The building contractor has statutory and contractual obligations for the approval and inspection process, those details should be in a contract. In NSW a Construction Certificate – building approval from council or a private certifier is required before work.



Q8. Discuss why builders should keep and maintain records of subcontractors, site supervisors and managers qualifications, competencies, and licences.

Answer

Should reflect knowledge of level of work that can be undertaken by subcontractors site supervisors and managers. To ensure that the person doing the work tasks is sufficiently qualified and holds the required licence to undertake the task.

Level of qualification will help to inform correct payment requirements.



Q9. What can occur if a builder fails to adhere to environmental and waste management legislation?

Answer

Should reflect participant knowledge of environmental protection laws.

Failure can incur a report from a bystander or other which will instigate an inspection from the relevant State/Territory department. Inspections can reveal issues and allow the department to address those issues before they become larger problems this may require an environmental audit or investigation of the site. Results of investigations may incur:

An environmental protection order; Clean up notices or other notices.



Q10. Why would the builder change/adapt workplace procedures and workplace safety requirements at a new site?

Answer

Should reflect: to ensure the procedures are valid for the site and building requirements. Procedures and safety requirements, although similar must be applicable to the new work environment.

It may be an environment with specific environmental requirements, or it may be a situation where safety requirements must be altered such as working from heights requirements added, confined spaces or other safety concerns.



Q11. Discuss strategies to apply that ensure all workers are inducted, informed, and regularly updated of their on-site safety responsibilities.

Answer

Should reflect various procedures must be included in the policies and work schedule.

1. Employee induction to include routine (updated) safety requirements.
2. Site induction - a meeting of all involved in the build to discuss and clarify site specific safety requirements.
3. Training – training regarding first aid and fire safety available to employees.
4. Daily safety talks undertaken before the beginning of work on the site, to discuss the work schedule for the day and include days safety concerns and actions (e.g. signs/ barriers before truck arrives.



Q12. The apprentice has come to you complaining about other workers who are discriminating against them and bullying them on site. You have decided to do nothing about it, as you think it is all just fun. Does this response meet the legislated requirements? Explain your response.

Answer

Should reflect: No



e.g. Bullying can cause both psychological and physical harm, making it a risk to health and safety (Safe Work Australia)

Management action that isn't carried out in a reasonable way may be considered bullying according to Fair Work Act 2009. Action against the behaviour must be carried out in a reasonable way, this may include discussing the Fair Work Act and what is unacceptable behaviour at work and listing behavioural expectations. Keep a record of meeting and monitor for improvement.

Q13. Describe how you deal with client complaints.

Answer

e.g. Listen to the complaint/concern ensuring that you validate their concerns. Ask for documentation. Keep a record of discussion, promises, agreements and undertakings to provide a written source to come back to. Confirm or explain what has occurred and whether the complaint is relevant to work. Achieve an agreement where possible and/or rectify the problem. Follow up to ensure resolution has been achieved.



CPCBC4009

APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

WORKBOOK

Participant name	
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FOR THE PARTICIPANT
Instructions
ANSWERS - You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Provider. 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 outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - If any written questions 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.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activities, name which state/territory the building activity you are involved in is based or located.

State/Territory	
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ACTIVITY 1

Access and review your state/territory's builder registration and licensing requirements and answer the following questions.

a) Who is the authority or regulatory body overseeing builder registration and licensing in your state/territory?

The response must match the participants state/territory's respective authority or regulatory body.

See below:

State/territory	Authority or regulatory body
Australian Capital Territory	ACT Government Department of Environment and Sustainable Development.
New South Wales	Department of Fair Trading
Northern Territory	Northern Territory is the Building Practitioners Board
Queensland	Queensland Building and Construction Commission.(QBCC)
South Australia	Government of South Australia Consumer and Business Services
Tasmania	Department of Justice (Tasmania)
Victoria	Victorian Building Authority
Western Australia	Western Australian Building Commission.

b) What builder licenses are available in your state/territory? Identify all the main types of builder licenses in your state/territory.

The participant must identify all the main types of builder licenses available in their state/territory. Their responses and number of responses will vary depending on the state/territory they selected.

e.g. Qld:
 Builder—low rise;
 Builder—medium rise;
 Builder—open;
 Builder project management services;
 Builder restricted to kitchen, bathroom & laundry;
 Builder restricted to shopfitting;
 Builder restricted to structural landscaping;
 Builder restricted to special structures.

c) Outline the general registration process for getting a builder license in your state/territory. Include in your response the documents and fees required for the registration

The participant must outline the general registration process for getting a builder license in their state/territory, including the documents and fees required for the registration.

e.g. NSW model answer:
 You must lodge your application and payment in person at a Service NSW centre.
 Forms that need to be completed and submitted are:
 application form – individual; application checklist – individual; referee's statements and applicant's on-site building experience form; additional details form/s (if applicable)
 You will also need: details of any past or current licences or certificates you hold; an original copy of your qualification/s, such as your certificate. See Qualifications for more information on what you need to have; details of your employment and experience
 details of any past compliance issues, insolvency matters, or criminal offences (if applicable); one passport size photo; proof of identity; payment
 The application form and checklist have more information about each of these items.

e.g. Qld: - Builder open licence – qualifications - Any one of—
 (a) successful completion of Advanced Diploma of Building and Construction (Management) CPC60220;
 (b) successful completion of a course the commission considers is at least equivalent to the course mentioned in paragraph (a);
 (c) a recognition certificate as a qualified builder to carry out the scope of work for the licence class;
 (d) a qualification or statement of attainment of required competency for the class of licence.
 Proof of experience documented in an experience declaration; 3 x referee reports; minimum financial requirements; demonstrated safety management system; Fee.

**Satisfactory
Outcome**



ACTIVITY 2

Access and review your state/territory's Construction Code of Practice and answer the following questions.

If your state/territory does not have a specific code of practice for general construction work, refer to the 'Model Code of Practice: Construction work practice' located at Safe Work Australia.

a) How can you apply this code of practice in general building and construction work?

The participant must demonstrate sufficient knowledge on how WHS codes of practice are generally applied in the workplace
e.g. by implementing processes (identifying hazards and their associated risks) for risk management into general building and construction work as per the guidelines in the code of practice. PCBU's and contractors may also follow recommendations and examples of how WHS consultation and participation can be integrated into different processes of risk management.

b) List the processes that are undertaken as part of managing the risks in construction work as outlined in your state/territory's code of practice.

The participant must list the processes that are undertaken as part of managing the risks in construction work as outlined in their state/territory's code of practice.

e.g. Model answer below is based on NSW's Construction Work Code of Practice:

- a. Identifying hazards;
- b. Assessing the risks;
- c. Controlling the risks;
- d. Maintaining and reviewing control measures.

c) Based on the code of practice you accessed, provide one example of work health and safety consultation with workers that can be done in building and construction work.

e.g. based on NSW's Construction Work Code of Practice

As part of work for a builder, a roof tile subcontractor installs a roof perimeter guardrail system to minimise the risk of falls. The builder reaches an agreement with the roof tiler that the guardrail will remain in place until solar panels are installed by another subcontractor. The roof tiler contacts both the builder and the panel installer when the tiling is complete, and the panel installer checks to make sure the guardrail is properly installed before commencing work. The panel installer then lets the builder know when the panels are finished, and arrangements are then made to dismantle the guardrail. The builder checks the progress of the work regularly and ensures the relevant fall protection information is included in each SWMS and is properly installed on site.

e.g. Qld Work health and safety consultation, cooperation and coordination Code of Practice 2021

A construction company has identified all other PCBU's which it will share health and safety duties at the site. This includes the electrical company it has subcontracted, the building owner and property manager, as well as the company that has been separately contracted to paint the building. The company works with the other PCBU's

to set out the ways they will consult, cooperate and coordinate activities with each other in the WHS management plan for the project. The other PCBU's also have obligations to consult with their workers and any health and safety representatives.

**Satisfactory
Outcome**



ACTIVITY 3

Access and review the relevant websites to answer the questions below:

- a) registering and naming your business including how to get an ABN/CAN
- b) the relevance of Fair Work legislation to businesses
- c) Building and Construction General On-site Award [MA000020]

a) How do you register for a business or trading name and ABN/ACN?

e.g. Access information at register.business.gov.au and follow the prompts

e.g. Access ASIC to determine if the business name has been used.

e.g. for a company registration:

- Company registration
- Business Tax File Number
- Australian Business Number

The cost of registering a company depends on the type of company. The most common company structure, a proprietary limited company, costs \$538 to register.

b) Provide one (1) example of how Fair Work legislation impacts building and construction projects.

The participant must provide one example of how the Fair Work Act 2009 impacts building and construction projects. If the candidate's response is not in any of the below, this is still acceptable as long as the candidate has demonstrated sufficient knowledge on how the Fair Work Act 2009 impacts building and construction projects.

e.g. In accordance with Fair Work Act 2009, construction workers, foremen, site supervisors, and other employees who are working on building and construction projects, are entitled to minimum entitlements set out in the National Employment Standards (NES) and awards.

e.g. The terms of the employment of construction workers, foremen, site supervisors, and other employees who are working on building and construction projects must be in line with the requirements of the Fair work Act 2009. This includes but is not limited to their type of employment (full-time, shift work, etc.), annual leave, sick and carers' leave, work hours, breaks, and rosters, remuneration, etc.

c) What does the 'Building and Construction General On-site Award' outline?

e.g. The participant must explain what the Building and Construction General On-site Award [MA000020] is for. the candidate's response must align with the benchmark answers below (either or both are acceptable):

- It is a legal document that outlines minimum pay rates and conditions of employment for employees in the building and construction industry.

It is an industry award that applies to national system employers, and their employees, throughout Australia who are in the on-site building, engineering, and civil construction industry in the classifications within Schedule B of the award.

Satisfactory Outcome



ACTIVITY 4

Access and review relevant websites to answer the questions below regarding your workplace taxation requirements:

a) Where can you access information regarding managing worker taxation requirements?

Should reflect: Accountant and/or Australian Taxation Office (ATO)

b) Who needs to apply for a director identification number .

Should reflect one (1) of: A person who is a director of a:
 -company registered with the Australian Securities and Investments Commission (ASIC) or the Office of the Registrar of Indigenous Corporations (ORIC)
 -corporate trustee, for example of a self-managed super fund (SMSF)

c) What circumstances require your business to lodge a 'Taxable payments annual report'? (TPAR)?

e.g. If you are running a business primarily in the building and construction industry, you must lodge a Taxable payments annual report (TPAR) if you make payments to contractors or subcontractors for building and construction services and have an Australian business number (ABN).

d) How do building and construction businesses use PAYG withholding?

e.g. building and construction businesses/employers collect tax from the payments they make to employees and contractors and send it to the ATO as part of their PAYG or pay as you go instalment system.

e) When should a contractor register for GST. Provide two (2)

Must reflect two (2) of:

- the business has a GST turnover of \$75,000 or more
- non-profit organisation has a GST turnover of \$150,000 or more
- If contractor want to claim fuel tax credits for their business.

f) List three (3) financial transactions that the Australian Taxation Office (ATO) considers construction expenditures.

e.g. fees – architect/engineering/permits/LGA
e.g. materials, equipment, machinery
e.g. contractors
e.g. utility costs – telephone, electricity

**Satisfactory
Outcome**



ACTIVITY 5

Access websites relevant to your workplace and explain the role of WHS in your chosen workplace, by developing a report in the following structure:

1.0 INTRODUCTION

- Outline the background of your workplace and the objectives and principles underpinning WHS legislation the workplace must adhere to

2.0 WHS REGULATOR

- Identify the WHS regulator that applies to your company
- Explain the functions and powers of the WHS regulator and how they are exercised

3.0 COMPLIANCE

- Explain how policies, procedures, processes and systems are developed and changed to maintain compliance
- Explain how workers and PCBU are assessed and monitored for WHS compliance with legislation and how these findings are reported and documented
- Identify ways in which workers' and PCBU's WHS training needs are assessed
- Identify how the workplace provides support for workers' and PCBU's training needs

4.0 CONCLUSION

- Explain the importance of WHS to your company
- Identify that workers and PCBUs have varying WHS duties, rights and obligations under the legislation
- Express the importance of maintaining compliance and addressing training needs

TIPS:

- Use the report template (provided on the next page) and elaborate on the points above.
- Write in simple English. Remember that people from a range of backgrounds and abilities would be reading this document, such as workers, health and safety committees, health and safety representatives, managers, supervisors, and PCBUs or their officers.
- Be sure to refer specifically to the legislation using section numbers, so that the reader could refer to the legislation for more information if they wanted to.

1.0 INTRODUCTION

e.g. must provide background of the building and construction company the participant works for/ is associated with

e.g. Work health and safety legislation found in the Work Health and Safety Act requires workplaces to: ensure safe systems of work. ensure safe use and handling of goods and substances. provide information, instruction, training and supervision to your workers to ensure they are safe.

2.0 WHS REGULATOR

The workplace abides by the obligations set out by Work Health and Safety Queensland (WHSQ). WHSQ, the WHS regulator in Queensland, is responsible for improving workplace health and safety in Queensland and helping reduce workplace injuries. WHSQ does this through enforcing WHS laws, investigating workplace injuries and educating employers and employees about their legal rights and responsibilities.

3.0 COMPLIANCE

The workplace ensures that its policies, procedures, processes and systems maintain compliance through review by the Quality Management. Workers are assessed for WHS compliance by how well they meet their duties and obligations under the legislation. Workers' WHS training needs will be assessed by observing their methods of work on a daily basis, as well as undertaking internal WHS audits.

As with workers, PCBU's are assessed for WHS compliance by how well they meet their duties and obligations under the legislation. PCBU's' training needs will regularly occur through self-identification, as well as audits by external bodies (e.g. inspections by WHSQ or consultants)..

The results of such assessments will be used to determine how the PCBU proceeds to address any inadequacies. This may be undertaking courses internally (e.g. by training staff, as required) or by liaising with training providers so that the PCBU meets their requirements (e.g. attending WHSQ workshops). The workplace undertakes consultation with specialists and workers to ensure procedures are undertaken and documented using the highest level of safety.

4.0 CONCLUSION

The workplace adheres to WHS legislation by confirming and only allowing onsite workers holding a valid white card. Routine workplace and site inductions are conducted to advise workers of their responsibilities and site safety requirements.

Policies and procedures are routinely reviewed and adapted to suit site requirements and changes are shared with workers during daily safety meetings. Staff training and training needs are recorded and training is organised by seeking the assistance of external bodies, such as RTOs and WHSQ.

**Satisfactory
Outcome**



ACTIVITY 6

Access and review relevant websites to answer the question below relating to building and construction projects and obligations to environmental protection.

a) Discuss environmental protection laws, and the effect these have on building and construction projects. Provide two (2) examples.

The participant must demonstrate sufficient knowledge of how environmental protection laws affect building and construction projects in general.

e.g. Environmental protection laws are in place to ensure workplaces and others do not disrupt or damage the environment – fauna and flora. Guidance is provided to support measures of protection such as:

Waste management – separation, storage and disposal.

Heritage protection describes how workplace must respond should a heritage item be discovered.

Measures must be taken in place so that pollution and waste from building and construction projects are controlled and managed, as per environmental laws.

Waterways must be protected from run off.

Noise and vibration must be limited and controlled.

**Satisfactory
Outcome**



CPCBC4009

APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

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 supervisor notes assistance.
- You must attempt all tasks (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 builder registration and licencing requirements and limitations were determined: e.g. accessed QBCC and searched licenses and confirmed building classes
1.1C.	Specify the type of building and construction project being undertaken. e.g. residential home in the city of Brisbane. Class 1 building
1.1C. 1.1D.	Specify Acts and regulations accessed to confirm legal requirements relating to the project. e.g. Building Regulation 2021; Commonwealth Independent Contractors Act 2006; v Fair Work Act 2009; Australian Consumer Law; Qld Fair Trading Act 1989; Work Health and Safety Act 2011; Work Health and Safety Regulation 2011; Environmental Protection Act 1994 (Qld); The Building Industry Fairness (Security of Payment) Act 2017.
1.1E.	Specify who was contacted regarding building permits and approvals and limitations. e.g. Brisbane City Council
1.1G.	Specify how sustainability, environmental & waste management requirements were determined: e.g. past experience/ workplace policies and procedures and council requirements
1.2C. 1.4B.	Specify (✓) strategies applied to keep workers updated on on-site safety and responsibilities. ☐ Site induction ☐ Daily safety meetings before work begins ☐ Tool box talks ☐ Memo boards at site office ☐ External fire and first aid training ☐ External apprentice training ☐ Other (please specify):

ASSESSOR COMMENTS: PRACTICAL TASK 1:	
1.3A.	Specify how it was confirmed that legal requirements were met during contract writing of both building contract and subcontractor contracts. e.g. Offer, acceptance, intention to create legal relations and consideration (i.e. money) documented in writing, signed and dated by each party. used/adapted contract from QBCC New Home construction contract and contract pack
1.3C.	Specify how insurance policy currency was confirmed, including workers compensation. Checked files for currency and that payment had occurred – check policy validity to project. Checked number of workers covered by workers compensation was correct.
1.3D. 1.4A.	Specify payroll system administered. e.g. MYOB
1.3E.	Specify how financial transactions were made. Via banking app using B Pay or BSB and Acc. No.
1.4C.	How was information regarding discrimination and harassment shared with workers and contractors. e.g. during daily talks and on memos
1.5A.	Specify two (2) workplace disputes resolved according to workplace policy and procedure. e.g. dispute between workers regarding ownership of tools e.g. dispute between supplier and subcontractor regarding payment of materials e.g. dispute between subcontractors regarding quality of work
1.5B.	Specify two (2) complaints addressed promptly and resolved with best solution for all. e.g. complaint from client regarding wrong tiles used – resolved by promptly showing client contract agreement e.g. noise complaint made by neighbour – resolved immediately organising suitable level of music to be played by subcontractor