

CPCCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4005A 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	Mellissa Parsons
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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

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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 Mellissa Parsons

Participant signature



Date 7/10/2021

Assessor name _____

Assessor signature _____

Date Click here to enter a date.

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

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

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.

Suppliers	Contractors
Plumbing Supplies	Plumber
Reinforcement Supply	Reinforcement Installer
Concrete	Formwork & Concretor

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer Employees – employed by you, no effect on scheduling Contractor – works for you on a contract, they choose when and where they work which will effect program

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

Answer Local – Townsville City Council Regulatory - QBCC

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

Answer To ensure the correct colour scheme is provided on the project for the end user
--

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

Townsville City Council
Monday to Saturday
630am to 630pm
These hours may be dependent on project position and development approval requirements.

When setting up and producing programme's, the company needs to be aware and factor in work hour restrictions to ensure local council requirements are adhered to

☐

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
Mechanical Drawing	Airconditioning, cooling and heating exhaust & ducting requirements
Electrical specifications	Electrical items that have been selected by the client
Landscape Drawing	Irrigation, soft and hard landscape, water supply runs

☐

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

Answer Ensure all correspondence (or end result) is recorded in written format
 Make sure changes approved and signed off before work is done
 Update any specification or drawing so works will be completed correctly



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
Change carpet to tiles in bedrooms	Carpet to be credited Re-measure for tiles Order tiles Tiler variation for install
Change style of door	Time delays Price Labour available Material available



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
Weather delay due to cyclone	Inclement weather delay labour & material to clean up and potentially rectify damage
Existing slab thickness is larger than plans indicate	Demolish and removal may take longer and involve larger or different machinery than allowed



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

Shows further details on top of existing plans

☐

**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

Works to be carried out
Time period
Agreed rates

☐

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

Order / delivery date
Purchase order number
Suppliers details including ABN, account number and contact details
Delivery address
Site contact
What is being ordered – product, code, description and qty
Your company terms & conditions
Total order cost
Your company details including ABN

☐

Q17. What is a 'call forward sheet'?

Answer

Used to track materials
Some suppliers ask you to fill one out on bigger orders to show what you want and when – example Harvey Norman Commercial Plumbing Fixtures

☐

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

Land survey
Services 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

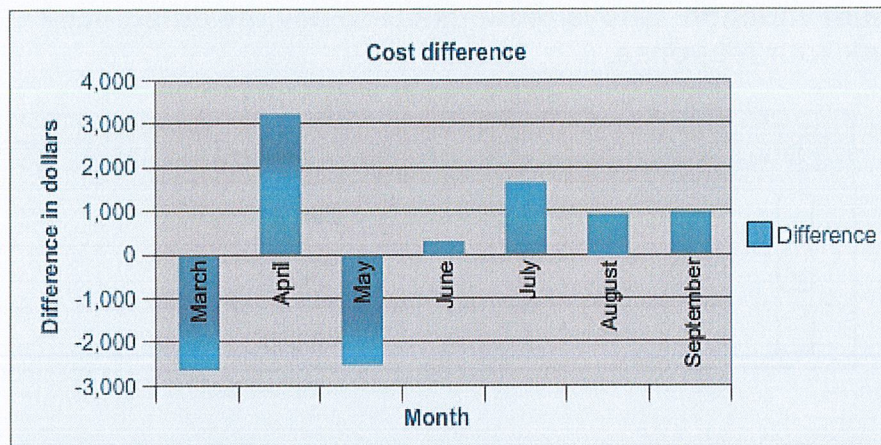
Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

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.



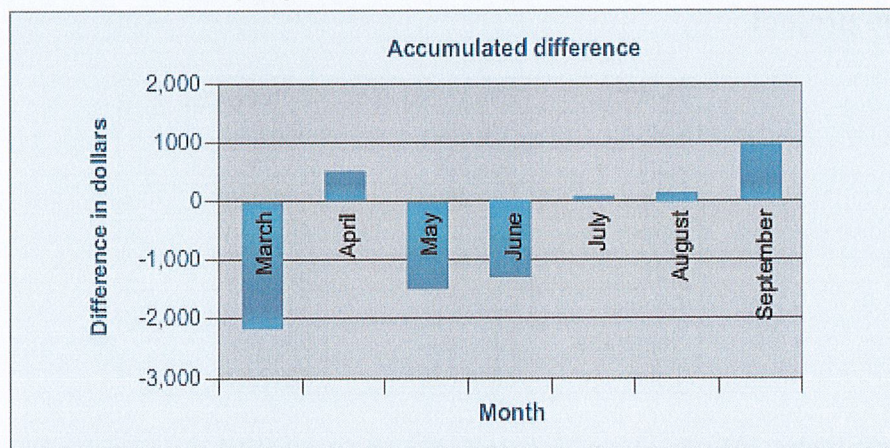
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

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

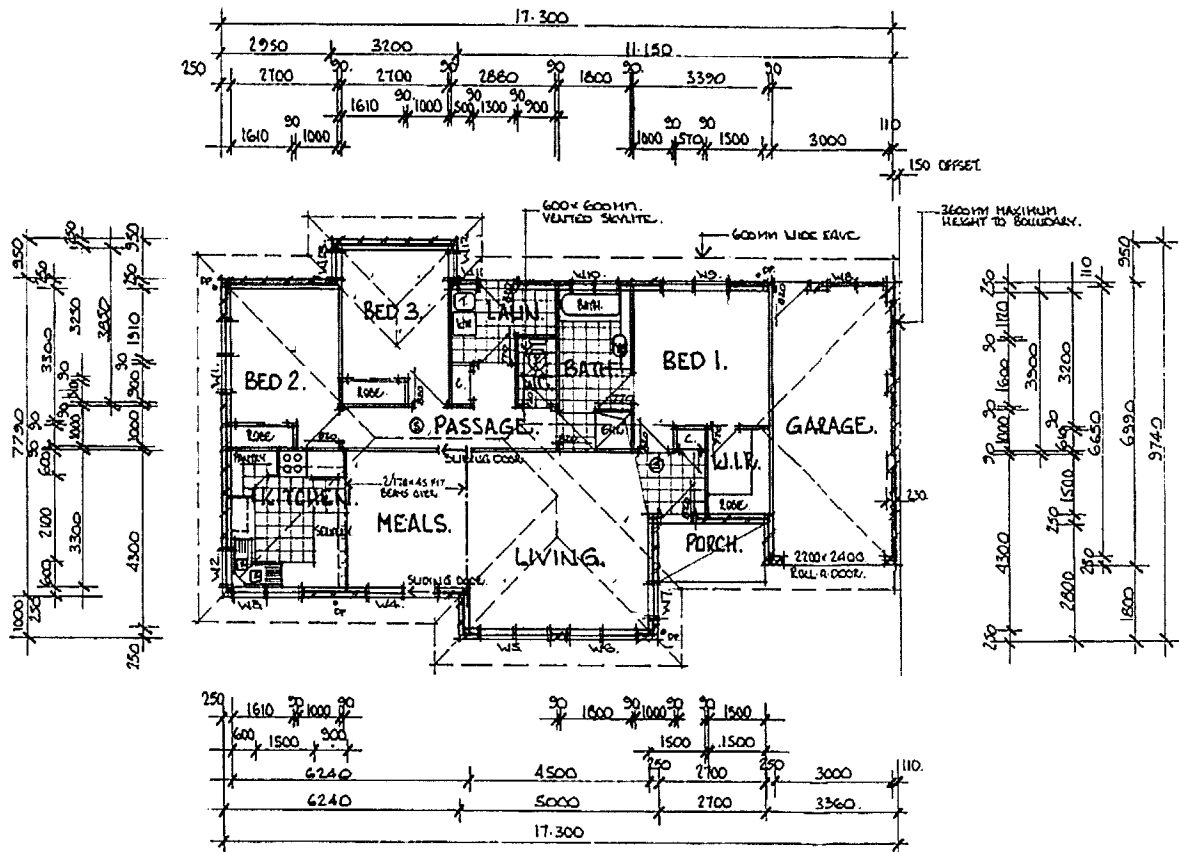
You are a site supervisor of a small residential project, as outlined below:

- 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
Cement Tiles	3 Months	24/09/2021	17/06/21	Book crane in for lift, Transport delays
Powder Coated Window Frames	4 months	5/10/2021	26/04/21	Book crane in for lift Powder coat delay
Prefab roof trusses	2 months	15/09/2021	5/07/2021	Book crane in for lift Timber supply
Timber reveals	1 week	12/10/2021	10/10/21	Program delays



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	Subcontract tender Subcontract award Site measure Cladding ordered	Colour Lead times warranty
Wall frame	Subcontract tender Subcontract award Current plans issued Order	Internal treatments Lead times
Windows	Subcontract tender Subcontract award Site measure Production	Energy report Current plans Lead times



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 See attached QBCC form 5



FORM 5 VARIATION DOCUMENT

(Conditions 19, 21 & 23 of the General Conditions of QBCC Level 2 Renovation, Extension and Repair Contract)

NOTE TO CONTRACTOR: This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) _____
(insert name and postal address of Owner/s)

From: (Contractor) _____

Regarding construction at: _____
(insert Site address)

This document is for a variation: ☐ required by law
☐ for extra excavation and foundations
☐ requested by the Owner/Owner's Representative
☐ requested by the Contractor/Contractor's Representative for the following reasons: (insert reasons)

The change to the Works is as follows: _____

(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: 14 Business Days.

NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE

If the variation causes you actual delay you must also submit a QBCC Form 2 - *Extension of Time Claim and Owner's Response to Claim* within 10 Business Days of the earlier of when you became aware of the cause and extent of the delay, or when you reasonably ought to have become aware of the cause and extent of the delay (see Condition 23).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

☐ **increase** the price by: \$ _____
(incl. GST)

☐ **no change** to price

☐ **decrease** the price by: \$ _____
(incl. GST)

☐ **Increase/decrease** (delete whichever is not applicable)
the price by an amount that will be calculated as follows:

50m3 x \$250 = \$12,500

rate includes testing, removal and replacement

(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Contract Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 8:

Base Stage

(insert description of Stage from Schedule Item 8)

(Owner/Owner's Representative to initial here)

NOTE: The Contractor cannot require payment for an increase in the Contract Price due to a variation before the variation work has been completed.

SIGNED: Jo Blow
(Owner/Owner's Representative to sign)

SIGNED: Melissa Parsons
(Contractor/Contractor's Representative to sign)

DATED: ____ / ____ / ____
(day) (month) (year)

DATED: ____ / ____ / ____
(day) (month) (year)

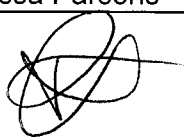
When form completed, Contractor to retain the original and give 2 legible copies to Owner.

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 Melissa Parsons

Participant signature 

Date 7/10/2021

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)	☐	☐

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:

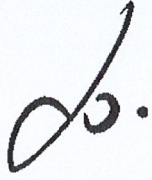
- A copy of a material/labour schedule or supplier list for a project
- A copy of a purchase order for purchasing materials or other resources
- A cost report
- Site condition reports or dilapidation reports
- Contract documents
- Call forward sheets
- Variations

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:	Mellissa Parsons	
Name of observer:	Daniel Ogden	
Role of observer (Confirm suitability to sign)	Senior Contracts Administrator	
Email address of observer	dogden@rcq.net.au	
Signature of observer:		
Date:	7/10/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd 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

Mellissa has demonstrated the processes required for supplier and contractor procurement and consideration for program impacts.