

CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS CPCBC4031A PROCESS CLIENT REQUIREMENTS

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 Cathy Hamilton

Participant signature 

Date 3/12/19

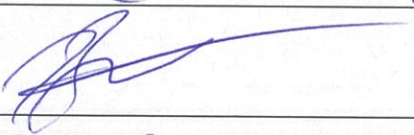
Assessor name Brett Steward

Assessor signature 

Date 3/12/19

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☒	☐
Task 1 (Occasion 2)	☒	☐
Task 2 (Occasion 1)	☒	☐
Task 2 (Occasion 2)	☒	☐

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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:	Curtin Hamilton	
Name of observer:	Brett Steward	
Role of observer (Confirm suitability to sign)	RTO	
Email address of observer	brett@successiontraining.com	
Signature of observer:		
Date:	3/12/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd 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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Practical Task 2 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. Occasion 1: Development approval Occasion 2: Building approval 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: - Council approvals. - Traffic control plan submissions and approval by city councils. - Crane base drawings and approval by engineer (if you have them). - QFES approvals. 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: Computer.		
Assessment of task		
Name of participant:	Caitlin Hamilton	
Name of observer:	Brett Steward	
Role of observer (Confirm suitability to sign)	RTO	
Email address of observer	brett@successiontraining.com	
Signature of observer:		
Date:	3/12/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Plan the process for lodging approval applications		
2.1A. Identify the approvals required for each project stage and required information and documentation.	✓	✓
2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	✓	✓
2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	✓	✓

Observer comments: