

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008B Conduct on-site supervision of building and construction project* 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	Gordon Pirret
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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.

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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

Gordon Pirret

Participant signature



Date

17th March 2020

Assessor name

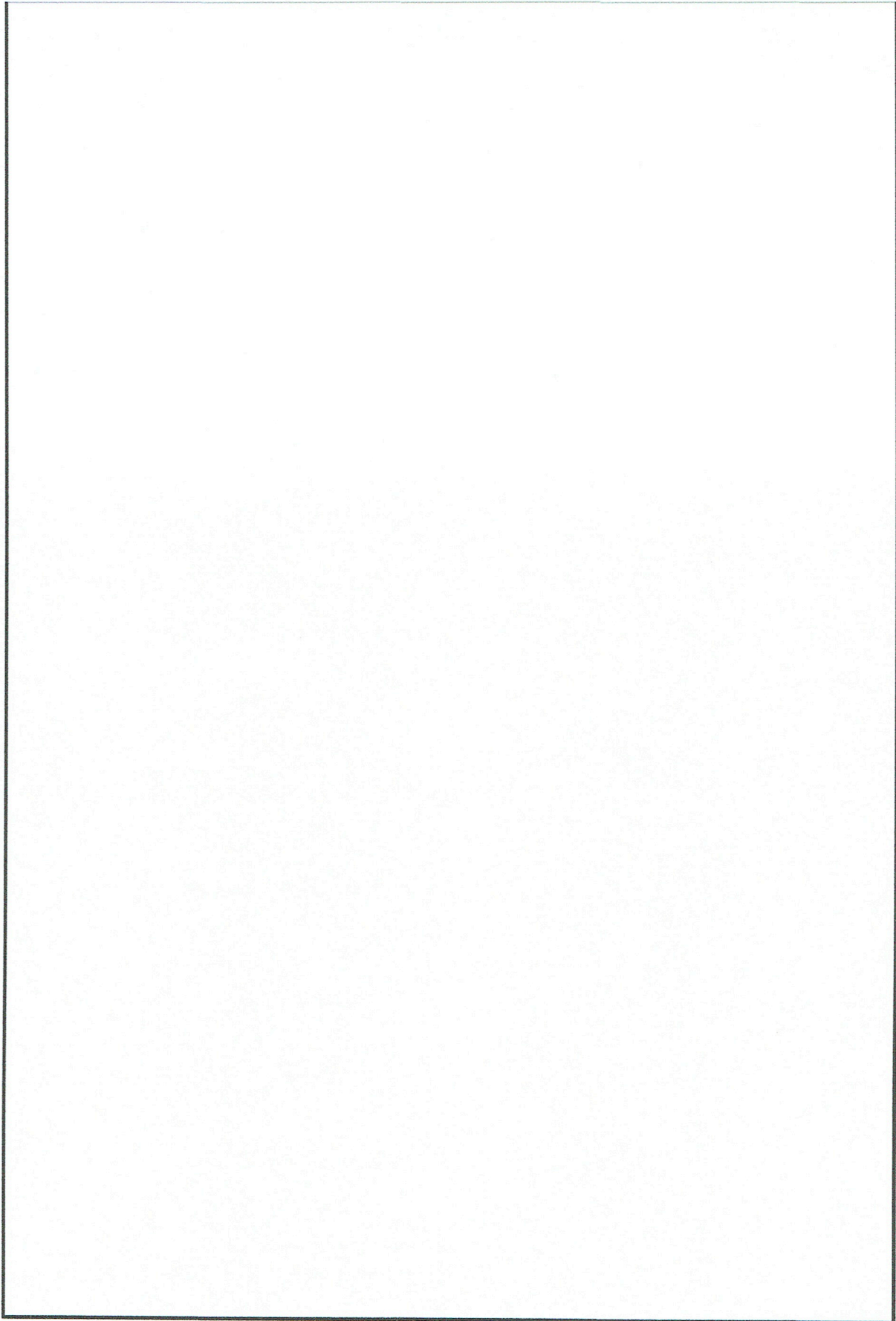
Assessor signature

Date

[Click here to enter a date.](#)

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

ASSESSOR COMMENTS



1. Name the Act and identify the section that addresses the amount of progress payments. Briefly describe the requirements.

Answer

Section of Act	Requirements
Queensland Building and Construction Commission(QBCC) Act 1991 Schedule 1B Part 4 Division 2 Section 34	The building contractor under a regulated contract must not claim an amount under the contract, other than a deposit, unless the amount; • is directly related to the progress of carrying out the subject work at the building site, and, • is proportionate to the value of the subject work that relates to the claim, or less than that value.



2. Name the Regulation and identify the section that identifies the types of dispute resolution processes for progress payments. Briefly describe the requirements.

Answer

Section of Regulation	Requirements
Building industry fairness(security of payment) Act 2017 Chapter 3 Division 2 Part 4	• Claimant is entitled to apply for adjudication under section 78(2)(b) because of a failure by respondent to pay an amount owed to the claimant by the due date for the payment, or • the amount stated in the payment schedule, given in response to the payment claim, is less than the amount stated in the payment claim



3. List three (3) different documents you might refer to when making contract payments.

Answer

- Purchase Orders
- Invoices
- Contract Allowance



4. Identify two (2) types of construction allowances, using examples.

Answer

- Material Allowance - the amount of money allocated to cover the cost of materials and any applicable taxes only, excluding the labour to instal the specified material, overhead and profit not included.
- Installed Allowance - The amount of money allocated to cover the cost of both material and labour to install the specified material and any applicable taxes, overhead and profit not included.



5. To avoid misunderstanding between the builder and client regarding construction allowances, describe one (1) organisational policy/procedure that might be implemented.

Answer A variation document may be utilised in this instance, for example when there are prime cost or provisional sum items and the cost varies, due to unavailability of items - leading to re selection or over run/reduction in costs due to earthworks etc, these can be included in the final contract and a variation issued to provide additional costing and or a refund.

☐

6. True or False (Tick your response): Any changes to the original contract (time and/or work) must be in writing.

Answer

☒	True
☐	False

☐

7. Who must sign a contract variation (time and/or work)?
Tick all that apply.

Answer

Choice	Possible Answers
☐	All subcontractors
☐	All suppliers
☒	Builder
☒	Client

☐

8. Fill in the blanks: Once a variation is signed, the builder must provide a copy to the client within __5 business__ days.

Answer

☐

9. True or False (Tick your response): Subcontractors should be given time to rectify issues before a back-charge is incurred.

Answer

☒	True
☐	False

☐

10. Identify one (1) document you might supply to a subcontractor to justify a back-charge.

Answer

• Notice of defective work

☐

11. True or False (Tick your response): Invoices should correspond with delivery notes.

Answer

☒	True
☐	False

☐

12. Identify two (2) controls for ensuring that invoice payments are appropriately authorised.

Answer

- Ensure that the invoice corresponds with the delivery note
- Ensure that the project title and address is correct
- Ensure that the signatory is recognisable confirming receipt of goods

☐

13. What type of insurance should you take out for site loss or damage?

Answer

Contract Works Insurance

☐

14. Identify three (3) written records you might supply to support an insurance claim.

Answer

- Receipts
- Police Reports
- Photographs

☐

15. Name the document that outlines the timeframes for processing insurance claims.

Answer General Insurance Code of Practice

☐

16. You should record communications with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
✓	Clients
✓	Contractors
✓	Inspectors
✓	Suppliers
✓	Unions

☐

17. You have participated in on-site communication for the following matters. Which of the listed communications should you record in your site diary? Tick all that apply.

Answer

Choice	Possible Answers
✓	Allocating and managing human resources
✓	Communicating with regulatory authorities to ensure compliance
✓	Facilitating dispute prevention and resolution
✓	Maintaining environmental controls and obligations
✓	Managing expenditure
✓	Participation in on-site meetings
✓	Placing orders for supplies or equipment
✓	Scheduling of plant and equipment

☐

18. True or False (Tick your response): A file note should be used to document important interactions between the builder and client.

Answer

☒	True
☐	False

☐

19. True or False (Tick your response): File notes are regularly referred to.

Answer

☐	True
☒	False

☐

20. Which of the following details should be on a site report?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Conditions (e.g. weather)
☒	Observation date and time
☒	Project details
☒	Safety observations
☒	Sign-off by observer
☒	Site activities

☐

21. Briefly describe the purpose of a site report.

Answer

A site report documents the general and detailed observations a supervisor makes on site - on a particular day at a particular time.

☐

22. When can a notice for unsatisfactory work be issued by the client?
Tick all that apply.

Answer

Choice	Possible Answers
☐	Before work commences
☒	Before work completes
☒	Upon completion of work

☐

23. True or False (Tick your response): A notice of unsatisfactory work should be communicated in writing.

Answer

☒	True
☐	False

☐

24. Identify three (3) quality control procedures that may be implemented.

Answer

- Checking materials supplied to site
- Quality/Site Checklists
- Regular on site progress and quality checks

☐

25. True or False (Tick your response): Site checklists should be maintained for all stages of the building project.

Answer

☒	True
☐	False

☐

26. True or False (Tick your response): Site checklists may be used as a reminder for workers and during inspections.

Answer

☒	True
☐	False

☐

27. What is the purpose of an organisational quality manual and who might refer to this document?

Answer

This allows business to maintain its quality systems and continuously improve those systems. The builder, builders supervisors (and possibly the owner) may refer to this document.

☐

28. Identify the Volume and Parts of the NCC that relate to the quality requirements for garage doors for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
NCC 2019 Volume 2 3.0.4	NCC 2019 Volume 1 B1.4

☐

29. Which Australian Standard is referenced in the NCC with regards to the quality requirements for garage doors?

Answer AS/NZS 4505

☐

30. True or False (Tick your response): Building approvals/inspections must be carried out by Council building certifiers.

Answer

☐	True
✓	False

☐

31. Name the Regulation and identify the section that identifies the mandatory stages requiring inspection for a single detached Class 1a building. Briefly describe the requirements.

Answer

Section of Act	Requirements
Building Regulation 2006 Part 6 Division 1 Subdivision 1 Section 24(3)	If the building work is the construction of a single detached class 1a building, the stages also include; • after excavation of foundation material and before the footings for the building are laid, • if the building is to have a slab- after the placement of formwork and steel for the slab but before the concrete for the slab is poured, • to the extent the bracing for the frame of the building consists of cladding or lining - after the cladding or lining has been fixed to the frame, • to the extent the bracing for the frame of the building does not consist of cladding or lining - after the cladding or lining has been fixed to the frame • if reinforced masonry construction is used for the frame of the building - before the wall cavities are filled, • at the completion of all aspects of work.

☐

32. True or False (Tick your response): A supervisor must watch over the work as it is happening.

Answer

☐	True
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☐

✓	False
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33. Identify three (3) checks that may occur to verify painting work meets the required standard.

Answer

• Pre paint inspection carried out to ensure adequate surface • Correct paint type used for internal and external environment • Selected finish accords with contract documents	☐
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34. True or False (Tick your response): Specific requirements for quality and finish should be included in the contract, so the builder knows the standard required to be met.

Answer

✓	True	☐
☐	False	

35. List three (3) implied standards for building work, as per the Australian Consumer Law.

Answer

• The builder will carry out the work in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract • The materials to be supplied by the builder will be good and suitable for the purpose for which they are used and, unless otherwise stated, those materials will be new • The work will be carried out in accordance with, and will comply with, all laws and legal requirements	☐
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36. For each of the following topics, identify an organisational policy that may be in place.

Answer

Topic	Policy	☐
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Pre-handover inspection	Construction Manager conducts a final walk through QA check. This follows the PCI with the client. Any and all identified defects are noted and rectified, where possible, prior to hand over.
Final payment	Upon completion of PCI, any items picked up by the client require to be rectified. All final certification must be obtained and following this the client will be invoiced for the final progress payment. Upon clearance of funds handover can be concluded.

37. True or False (Tick your response): Final payment is to be made prior to practical completion.

Answer

☒	True
☐	False

☐

38. True or False (Tick your response): The contract may specify that certificates of inspection are required prior to receiving final payment.

Answer

☒	True
☐	False

☐

39. List five (5) aspects that may be checked as part of the final inspection.

Answer

- The control and discharge of storm water
- Support of any earthworks necessary to protect the building and other property
- Fire safety issues such as smoke alarms
- Room ventilation
- Vermin Proofing

☐

40. True or False (Tick your response): The building certifier's certificate indicates that all inspections and approvals required by the legislation have been satisfactorily completed.

Answer

☒	True
☐	False

☐

41. What documents should be provided to the client on handover day?

Answer

- Certificate of inspection
- Warranties relating to appliances and termite protection
- Reports, notices or other documentation issued by service providers
- Practical Completion Certificate

☐

42. Identify two (2) items that might be found on a defects item document.

Answer

- minor defects identified at PCI
- timeframe in which the defects will be attended to and rectified
- signatures of builder/supervisor and client

☐

43. True or False (Tick your response): The builder and client must agree to all items listed on a defects document.

Answer

☒	True
☐	False

☐

44. Fill in the blanks: Defects noted at handover should be rectified within six months after completion of the work.

Answer

☐

45. True or False (Tick your response): The client must sign-off once defects have been rectified.

Answer

✓	True
☐	False

☐

46. Identify two (2) reasons why you should implement a site safety policy.

Answer

- to ensure that as far as is reasonably practicable, that the health and safety of all workers/subcontractors is considered
- ensures that your company must provide protection to cover physical and mental health.
- By adopting a site safety plan you endeavour to look after the health of everyone on your building site.

☐

CPCCBC4008B

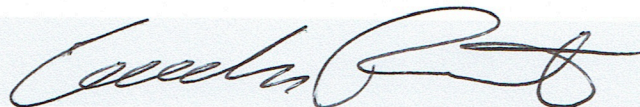
CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Gordon Pirret

Participant signature



Date 17th March 2020

Assessor name

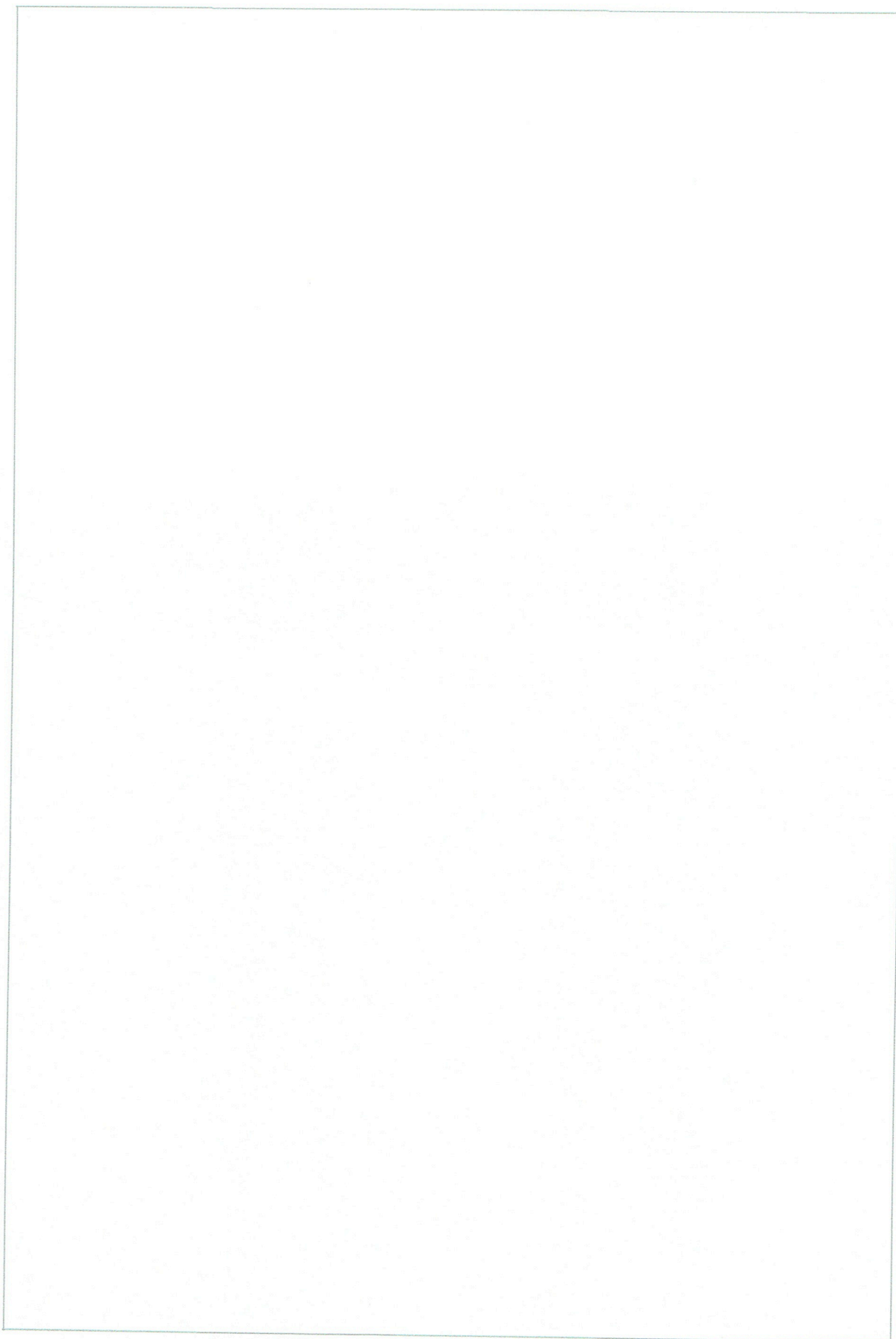
Assessor signature

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory

Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS



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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 supervise implementation of administration processes relating to construction projects:

- Occasion 1: Residential construction projects
- Occasion 2: Commercial construction projects

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:

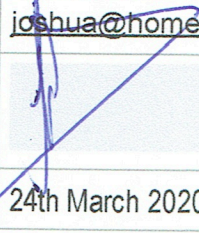
- Site diaries and safety plans
- Extension of time notices
- Requests for information
- Site instructions issued
- Quality control checklists
- Material delivery registers
- Other emails, letters or correspondence
- Invoice authorisation forms or registers
- Project handover procedures
- Project handover checklists
- Defect inspection checklists

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, Computer, Site diary, Site checklist, Organisational quality manual.

Assessment of task

Name of participant:	Gordon Pirret		
Name of observer:	Josh Reed		
Role of observer (Confirm suitability to sign)	Construction Manager		
Email address of observer	<u>joshua@homesbycma.com.au</u>		
Signature of observer:			
Date:	24th March 2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1 Administration of claims and payment processes			

A.	Make contract payments in accordance with contract allowance or orders.	✓	☐
B.	Carry out drawings against allowances in accordance with organisation policy and procedures.	✓	✓
C.	Authorise variations to contracts, taking corrective action as necessary.	✓	✓
D.	Apply back-charges in accordance with policy guidelines.	✓	✓
E.	Authorise payment of invoices for material supply.	✓	✓
F.	Complete and process insurance claims for site loss or damage.	✓	☐
G.	Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	✓	✓
2 On-site communications			
A.	Maintain a diary of on-site communication and events, including communications with clients, contractors, inspections, union matters and suppliers.	✓	✓
B.	Prepare and issue file notes detailing specific instructions.	✓	✓
C.	Prepare and keep site reports detailing specific supervisory inspections.	✓	✓
D.	Communicate variation requests or requirements to the appropriate person.	✓	✓
E.	Communicate requests for extensions of time to the appropriate person.	✓	☐
F.	Communicate notice of unsatisfactory work in writing to the appropriate individual.	✓	✓
G.	Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	✓	☐
H.	Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication	✓	✓
3 Quality control procedures			
A.	Identify relevant quality control procedures.	✓	✓
B.	Use and complete site checklists detailing specific items to be inspected and appropriate stages.	✓	✓
C.	Use industry and organisational quality manuals and procedures in managing the quality process.	✓	☐

D.	Implement a site safety policy.	✓	✓
E.	Arrange local authority inspections.	✓	☐
F.	Communicate quality requirements to on-site personnel and assess building work against construction standards.	✓	✓
G.	Put processes in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.	✓	✓
4 Project administration			
A.	Carry out project administration processes and preparation for practical completion in accordance with contract obligations and company policy.	✓	☐
B.	Identify and apply practical completion inspection procedure, and communicate this to the client.	✓	☐
C.	Identify and carry out handover procedures in accordance with organisational policy, including providing certificates and appropriate client information (including termite protection and appliance warranties).	✓	☐
D.	Obtain defects liability items from clients, rectify defects and obtain client sign-off.	✓	✓
E.	Conduct and supervise administrative processes with reference to regulatory and organisational requirements.	✓	☐
The Participant's performance was: ✓ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

Gordon completes all requirements listed here within his role as site supervisor daily. Gordon must ensure that the plans reflect what is built and in accordance with our own procedures and policies. He does this by following close QA processes and ensuring that all work is completed in a timely manner. Gordon has to seek clarification on variations by communicating with the client, sub contractors and administrative staff. Gordon can authorise all variations and ensure, ultimately, that our clients are well looked after and happy with the process and final product. Gordon has, on a few occasions, sought to back charge trades for defective work and has done this in a clear and professional manner, in accordance with company policy and procedure. In conjunction with our accounts team, Gordon ensures that all material and trades invoicing for his projects are up to date and correct. Unfortunately, on a recent project, Gordon had to process and complete an insurance claim for a theft of materials on one of his jobs. This was a good learning experience for Gordon as he was able to see first hand the lengthy, but important process of documenting an insurance claim.

Gordon stores all correspondence in relation to each of his jobs in a safe and secure manner. He diarises all communications with sub contractors, clients and suppliers on a daily basis. This is critical for the business, as we often have problems regarding sub contractors over claiming on invoicing and suppliers being paid for goods that we have not received on site. Gordon has to ensure that any changes on site are documented and passed onto sub contractors to ensure that variations are adhered to. This must also be reflected in the clients contract. On a couple of occasions Gordon has had to request extensions of time due to weather conditions and contractual difficulties. This process was very easily followed due to Gordon's excellent communication skills. Gordon has no problem in communicating poor workmanship to his sub contractors. He does this verbally and by email and always notifies myself of such communications and the reasons behind them.

Again, Gordon is capable and competent in identifying any shortfalls in any build regarding quality of work. He has his own processes to manage and effectively rectify any issues on site. We use our own internal QA system for major stages of any build, from slab stage, frame stage, fixing stage to Practical Completion to ensure that we meet all requirements, standards and regulations. Gordon regularly refers to his own copy of the QBCC guidelines and tolerances manual when checking or identifying any potential faults. This is a very useful tool for Gordon to utilise as it also lets his subcontractors know that he is knowledgeable and expects a high standards of workmanship.

As mentioned previously, Gordon is responsible for implementing our site safety policies, throughout all his projects and has to ensure the safety of his sub contractors and others. Gordon is responsible for liaising with the administrative team to arrange final inspections of homes he is due to hand over and ensure that they will all pass inspection first time. Gordon is required to liaise with clients and administration staff to facilitate PCI in a timely manner. Gordon usually allocates a 3 hour period in which to perform a PCI with the client and sometimes, the clients own inspector. 10 days after PCI, Gordon schedules handover in which he has to ensure that all relevant forms and certification are in place, along with any faults, picked up during PCI are rectified.