

CSTC



ASSESSMENT WORKBOOK



CPCCBBC4006

Select, procure and store construction materials
for building and construction projects

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Introduction

The assessments in this workbook are divided into two categories: Knowledge Assessment and Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

You must answer all Knowledge Assessment Questions using your own words. However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Case Study** and **Workplace Assessment**. This assessment tests your practical skills with respect to the requirements of the unit of competency relevant in this workbook.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.

When completing the assessments included in this workbook:

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
2. Follow the steps provided in each task.
 - If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
 - Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

Competency-Based Assessments

Definition of Competency

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry, rather than compared with the skills and knowledge of other candidates.

The features of a competency-based assessment system are:

- It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
- Assessment should mirror the environment the candidate will encounter in the workplace.
- Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
- Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
- In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
- The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
- The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

Assessing Nationally-Recognised Training

Developing and conducting assessment, in an Australian Vocational Education and Training (VET) context, is founded on the Principles of Assessment and the Rules of Evidence:

Principles of Assessment

1. Assessment must be valid

- Assessment must include the full range of skills and knowledge needed to demonstrate competency.
- Assessment must include the combination of knowledge and skills with their practical application.
- Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.

2. Assessment must be reliable

- Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
- Assessors must be trained in national competency standards for assessors to ensure reliability.

3. Assessment must be flexible

- Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
- Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
- Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
- Assessment must be mutually developed and agreed upon between assessor and the assessed.
- Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.

4. Assessment must be fair

- Assessment process must consider the individual needs of the candidate.
- Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate's needs.

(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)

Rules of Evidence

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. Valid

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

2. Sufficient

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

3. Authentic

When evidence is gathered, the assessor must be satisfied that evidence is the candidate's own work.

4. Current

This relates to the recency of the evidence and whether the evidence relates to current abilities.

(Source: Training in Australia by M Tovey, D Lawlor)

Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that candidates with a disability have:

- The same learning opportunities as candidates without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure candidate needs continue to be met

Assistive/Adaptive Technologies

Assistive/Adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)

IMPORTANT:

Reasonable adjustment made for collecting candidate assessment evidence must not impact on the standard expected by the workplace, as expressed by the relevant unit(s) of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.

The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

CPCCB4006 – Select, procure and store construction materials for buildings and construction projects (Release 1.0)

1. Identify and evaluate building materials.
2. Select and procure building materials.
3. Supervise on-site delivery and storage of materials.

A complete copy of the above unit of competency can be downloaded from the TGA website:

<https://training.gov.au/Training/Details/CPCCB4006>

The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge Assessment may be completed wholly at the candidate's home or chosen place of study. The Practical Assessment must be completed in a workplace or a simulated environment.

Assessment Methods

This workbook uses the following assessment method/s:

- 1. Knowledge Assessment**

A set of general and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

- 2. Case Study**

Includes detailed scenarios and simulated environments, providing all necessary information required to complete relevant tasks and activities.

- 3. Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Resources Required for Assessment

The candidate is to ensure access to:

- Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
 - Building and construction project
 - At least one (1) of the following personnel:
 - Architects
 - Designers
 - Engineers
 - Other project stakeholders
 - Organisational policies and procedures
 - Materials List documentation template
 - Current relevant government legislation
 - The NCC and other relevant codes and standards
 - Construction drawings, site plans and specifications
 - Organisational policies, procedures and other quality documentation to undertake the performance criteria
 - Manufacturer reports on materials
 - Digital devices, applications and software to research, transmit and receive information electronically.

The candidate will need access to:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader

Assessment Workbook Cover Sheet

To the candidate: Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **CPCCBC4006 Cover Sheet**

Workbook	CPCCBC4006
Title	Select, procure and store construction materials for building and construction projects (Release 1.0)
First and Last Name	Rex Henderson
Phone	0490785772
Email	Ric.Henderson

Please read the Candidate Declaration below and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.

By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name: Rex Henderson

Signature:



Date signed: 09/02/2024

Knowledge Assessment

Preliminary Task

Questions 15 and 16 of this Knowledge Assessment require you to refer to legislation and regulations applicable in your state/territory.

For your assessor's reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.

When answering Questions 15 and 16, you must refer to the legislation and regulations of the state/territory you ticked below.

The state/territory where you are currently based or located in:			
☐	Australian Capital Territory	☐	South Australia
☐	New South Wales	☐	Tasmania
☐	Northern Territory	☐	Victoria
☐	Queensland	☐	Western Australia

1. List three methods of testing that AS/NZS 2098 prescribes for testing veneer and plywood.

i. Moisture content of veneer and Plywood

ii. Dimensions of sheets of veneer and plywood

iii. Density of veneer and plywood

2. List three methods of testing that AS 1012 prescribes for testing concrete.

i. Slump

ii. Compressive strength test

iii. Drying shrinkage test

3. The National Construction Code (NCC) is divided into three volumes. Briefly describe the relevance of each volume to construction materials.

i. Volume One

Volume One contains the requirements for Class 2 to 9 Buildings.

ii. Volume Two

Volume Two contains the requirements for Class 1 and 10 Buildings.

iii. Volume Three

Volume Three refers primarily to plumbing and drainage associated with all classes of buildings.

4. Do the following for each building material listed below:
 - i. Identify one property of each building material
 - ii. Briefly explain the application of the building material
 - iii. Identify one limitation of the building material

Building Material	Properties	Applications	Limitations
Cement	It has both adhesion and cohesion properties. It can bind particles into a compact durable solid mass. Cement has a wide application in the construction industry such as: When cement is mixed with sand and water to form a paste, it is termed as mortar.	Cements may be used alone (i.e., “neat,” as grouting materials), but the normal use is in mortar and concrete in which the cement is mixed with inert material known as aggregate. Mortar is cement mixed with sand or crushed stone that must be less than approximately 5 mm (0.2 inch) in size.	• Relatively low tensile strength when compared to other building materials. • Low ductability. • Low strength-to-weight ratio. • It is susceptible to cracking.
Ceramics	The ceramic are hard, strong and dense. 2- They have high resistance to the action of chemical and to the weathering. 3- Possess a high compression strength compared to the tension. 4- They have high fusion points.	Ceramic products for the construction sector include cements and cement-based materials, interior and exterior tiles, sanitary ware, non-refractory bricks, and other more complex shapes such as drainage, sewer, and chimney pipes and linings. Cements are used to make mortar and concrete.	Fragility is the major disadvantage of ceramic materials with very high requirements for transportation and installation. Ceramic works can be easily broken when being collided by hard objects.
Concrete	Compressive. The compressive strength of concrete is considered one of the most important structural properties it has. As an industrial standard, concrete is classified by different grades. These grades are based on the compressive strength of the material when a specimen of it is made into a cube or a cylinder	Concrete is widely used to build homes and commercial buildings, as well as related fixtures such as driveways and columns. Insulating concrete keeps heat inside the walls, reducing energy usage by over 40%.	• Relatively low tensile strength when compared to other building materials. • Low ductability. • Low strength-to-weight ratio. • It is susceptible to cracking.

Building Material	Properties	Applications	Limitations
Glass	The main characteristics of glass are transparency, heat resistance, pressure and breakage resistance and chemical resistance. Glass has several strong points concerning optical properties: It can be produced in large and homogeneous panes. Its optical properties are not affected by ageing.	Glass is used in the following non-exhaustive list of products: Packaging (jars for food, bottles for drinks, flacon for cosmetics and pharmaceuticals) Tableware (drinking glasses, plate, cups, bowls) Housing and buildings (windows, facades, conservatory, insulation, reinforcement structures)	Glass production is highly energy-consuming since it requires high temperatures for refining raw materials. The material is expensive, which adds more cost to the final output. It is brittle and rigid, and when subjected to stress, it breaks easily with insignificant strain.
Plaster	The ability of plaster to withstand weathering includes resistance to wind and rain penetration, resistance to freezing and thawing, and resistance to thermal and moisture changes. Resistance to aggressive chemicals in the atmosphere, such as acid rain, is also of concern.	Plaster is a building material used for the protective or decorative coating of walls and ceilings and for moulding and casting decorative elements. In English, "plaster" usually means a material used for the interiors of buildings, while "render" commonly refers to external applications.	Disadvantages of plaster - Gypsum plaster is not suitable for exterior finish as it cannot be used in damp finish. - Cement cannot be mixed with plaster of Paris. - It is more expensive than cement or cement lime plaster. - It cannot be used in moist situations.
Portland cement mortar	Portland cement (OPC) consists of tri and dicalcium silicates, tricalcium aluminate, and tetracalcium aluminoferrite and calcium sulfate as gypsum. It has adhesive and cohesive properties and is capable of binding together mineral fragments in presence of water so as to produce a continuous compact mass of masonry.	This kind of cement is frequently used in plaster and masonry mortar. It is used for grouting cable ducts in P.S.C. works, plastering, flooring, and normal-grade concrete up to M-20.	It produces comparatively less cohesive concrete than PPC, hence concrete pumping becomes a little difficult. OPC has lower fineness, hence has higher permeability and as a result it has lower durability. OPC is costlier than PPC.

Building Material	Properties	Applications	Limitations
Lime mortar	Lime mortar has high physical property and playability, sensible cohesion with alternative surfaces, and low shrinkage. They harden and develop strength, gaining strength endlessly for a protracted time.	Lime mortar today is primarily used in the conservation of buildings originally built using it, but may be used as an alternative to ordinary Portland cement. It is made principally of lime (hydraulic, or non-hydraulic), water and an aggregate such as sand.	Air lime mortars have an important drawback as they need specific conditions and time for carbonation to take place: they must be protected against heavy rain in the first weeks after application to allow time for carbonation; they should be skilfully applied, and mortars with good workability must be used
Paint	Paints contain: pigment(s) - prime pigments to impart colour and opacity. binder (resin) - a polymer, often referred to as resin, forming a matrix to hold the pigment in place. extender - larger pigment particles added to improve adhesion, strengthen the film and save binder.	Paint is a form of liquid that, on drying, forms a thin film on the substrate surface. The substrate can be concrete, wood, brick, plaster, metal, etc. It is applied in layers ranging from one to four layers to hide any imperfections of the substrate wall and protect from weathering action.	- Solvent based paints are more tolerant of adverse weather conditions during the curing process. Water-based paints take longer to dry in high humidity and lower temperatures. - Solvent-based gloss finishes have a higher sheen, but water-based keeps its sheen better throughout its lifetime. - The finish is tougher and easier to clean but can become brittle with age.

Building Material	Properties	Applications	Limitations
Epoxy	- Resistance to chemicals, particularly alkaline environments. - Heat resistance. - Adhesion to a variety of substrates. - High tensile, compression, and bend strengths. - Low shrinkage during curing. - High electrical insulation and retention properties. - Corrosion resistance.	Epoxy resins are used in the manufacture of adhesives, plastics, paints, coatings, primers and sealers, flooring and other products and materials that are used in building and construction applications	Disadvantages of epoxy resins include the need to heat many of the precursor materials prior to processing and the fact that the cure rate is slower than for free radical cured systems such as unsaturated polyesters.

5. Do the following for each building product listed below:
 - i. Identify one property of each building product
 - ii. Briefly explain the application of the building product
 - iii. Identify one limitation of the building product

Building Product	Properties	Application	Limitations
Sawn timber	Sawn timber is timber that is cut from logs into different shapes and sizes. Sawn timber is generally cut into varying rectangular widths and lengths, but may also be wedge shaped. Common sawn timber products include solid timber beams and more rectangular timber sections.	- Paneling and mouldings. Our sawn timber is an excellent material for paneling and trim products. ... - Decking and garden structures. Our pine sawn timber is an ideal material for impregnated decking. ... - Carpentry products. ... - Windows and doors.	Timber shrinks, swells, twists, cracks and bends over time and different climatic conditions. Most timbers are prone to pest, rot, mold and fungi attacks, some are far better than others but they both require a minimum of LOSP or ACQ treatments for outdoor structures.
'Massive' or cross laminated timber (CLT)	Cross-laminated timber is well known for its strong load-bearing qualities. It is a sustainable alternative to concrete and steel thanks to its acoustic, fire, seismic and thermal performance.	Cross-laminating layers of wood veneer improves the structural properties of wood by distributing the along-the-grain strength of wood in both directions, and this means that CLT panels can be used to form complete floors, walls and roofs.	Standard codes and regulations limit the maximum height of building construction using CLT. CLT is not flexible for future renovation of buildings. CLT wall panels come without wall cavities, increasing the cost of electrical, plumbing, and other services.

Building Product	Properties	Application	Limitations
Plasterboard	Firstly, it provides a smooth finish to decorate. Secondly, it is lightweight and easy to install, and can be used to create features such as curved walls. It can also be used as simple solution to meet Building Regulations for fire, acoustic, moisture and thermal performance.	In residential housing construction and lightweight framed commercial construction, plasterboard is attached to studs to create walls but can also be attached to masonry walls including brick. It is also used as a ceiling lining and to create architectural design features such as arches, eaves and curved walls.	Gypsum plaster is unsuitable for exterior walls due to its susceptibility to moisture, especially continuous moisture exposure. Continually moist spaces, such as bathrooms, toilets, washrooms, and kitchens, would be suboptimal for this material.
Structural steel	Density: The density of Structural Steel is 7750 to 8100 kg/m ³ . Poisson's ratio: For structural Steel, the acceptable value ranges from 0.27 to 0.3. Tensile strength: Structural Steel has high tensile strength, so it is preferred over other construction materials.	• Steel beams (such as I beams, otherwise known as universal beams) • Steel frame buildings (which are very advantageous) • Universal columns. • Lintel beams. • Parallel flange channels. • Flitch plates. • Steel railings. • Steel gates	Consequently, the costs of painting and maintaining a steel structure can be high. Steel can also be a conductor of heat, which means it needs to be adequately fireproofed. And lastly, steel can be susceptible to fatigue, fracture or buckling due to manufacturing inconsistencies.

6. Do the following for each component of a structure in construction listed below:
 - i. Identify one property of each component
 - ii. Briefly explain the application of the component
 - iii. Identify one limitation of the component

Component	Properties	Application	Limitation
Hardwood flooring	Solid hardwood comes in lengths from 12 to 84 inches and generally measures 3/4 inches in thickness and 2 1/4 to 4 inches in width. Engineered wood floors feature a thinner appearance and measure 3/8 to 9/16 inches thick, 2 1/4 to 7 inches wide, and 12 to 60 inches long.	Hardwood is most commonly used for flooring, but can also be used for a range of things including cladding, panelling, buildings, fencing, boats and outdoor decks. It works well in residential and commercial projects, and can be used for indoor or outdoor application.	• Prone to Termite Damage. If you are installing wooden floorboards in your home, it pays to know how to prevent termites. ... • More Expensive. If you are on a tight budget, hardwood flooring just might not fit into it. ... • Easily Scratched. ... • Prone to Water Damage. ... • Becomes Noisy Overtime. ... • High Maintenance.
Steel framings	Steel framing provides excellent design flexibility due to the high strength-to-weight ratio of steel, which allows it to span over long distances, and also resist wind and earthquake loads.	In modern construction, steel structures is used for almost every type of structure including heavy industrial building, high-rise building, equipment support system, infrastructure, bridge, tower, airport terminal, heavy industrial plant, pipe rack, etc.	• High Maintenance Costs. • Higher Initial Cost. • Thermal Conductivity. • Reduced Flexibility On-Site. • Supporting Structures

Component	Properties	Application	Limitation
Asphalt shingles roofing	It is available in a range of different shapes, styles and colours. They also work well on homes with steep, sloping structures and are pretty compatible with most roof types. Another great feature is that the mineral granules on the shingles help to deflect harmful, roof-damaging UV rays.	An asphalt shingle is a type of wall or roof shingle that uses asphalt for waterproofing. It is one of the most widely used roofing covers in North America because it has a relatively inexpensive up-front cost and is fairly simple to install.	Drawbacks of Asphalt Shingle Roofing • It's not the most durable roofing option. ... • Shingles can be damaged by high winds. ... • Mildew is a common problem. ... • It isn't the most energy-efficient option.

7. Answer the following questions about structural insulated panel systems (SIPs).

- i. Briefly describe what SIPs are.

Structural insulated panels (SIPs) are high-performance building panels used in floors, walls, and roofs for residential and light commercial buildings.

- ii. Why are SIPs a good sustainable alternative to traditional timber framed construction? Give two reasons.

- a. SIPs construction has less wastage than traditional building methods, resulting in less landfill and the waste from panel production is 100 per cent recyclable.
- b. SIPs deliver energy efficiency through their high insulation, air tightness and low thermal bridging properties, significantly reducing energy costs.

- iii. List down two structural design requirements that must be satisfied for all purposes that the SIPs are used for.

- a. made for internal and external wall structures but can also be used for roof and floor surfaces.

- iv. What makes a SIP building sustainable?

SIPs construction has less wastage than traditional building methods, resulting in less landfill and the waste from panel production is 100 per cent recyclable. SIPs deliver energy efficiency through their high insulation, air tightness and low thermal bridging properties, significantly reducing energy costs.

8. Listed below are alternative materials used in building and construction. Briefly explain what makes each material sustainable.

Material	What makes the material sustainable
i. Mud bricks	As they are made from natural materials they are a sustainable, recyclable, non-toxic and healthy form of building construction. When building, mudbricks require suitable footings such as a course of regular fired bricks or concrete footings or slab.
ii. Straw bale	Straw-bale constructions are environmentally sustainable: the raw material is fully natural and is locally available. Moreover, once you have your straw bales, the construction is really fast, and the material can completely be recycled when no longer in use. These are few of the environmental advantages
iii. Hemp	It has low environmental impact; it is a renewable material, and hemp crops generally have low water and fertiliser needs. They also absorb carbon during the growing process. To construct a hemp masonry wall, wet hemp mix is placed directly into a timber frame.

9. Answer the following questions about supply chains in Australia.

- i. Indicate in proper order all the three processes under the building supply chain according to the ABCB.
 - a. Objectives
 - b. Functional statements
 - c. Performance requirements
- ii. Outline in proper order the supply chain for wood in Australia.
 - a. Tree harvested (potential chipping on site)
 - b. Haulage of chips or roundwood logs (mill or port)
 - c. Pulp logs and chips (chip at mill). (Flow 1 and 2)
 - d. Saw logs to Sawmill or panel mill. (Flow 1 and 2)
 - e. Export (flow 3 and 4)

10. Answer the following questions about materials compliance in the business supply chain according to the Australian Building Codes Board (ABCB).

- i. Differentiate non-conforming building products (NCBPs) and non-compliant products (NCP), by explaining what each one is.

Non-conforming building products are:

These are products and materials that do not actually meet the characteristics and standards for their intended use. These products may be supplied or marketed with the goal to deceive their clients. For instance, a building product that is advertised as highly corrosion-resistant but is actually easily corrosive is a non-conforming building material.

Non-compliant products are:

These are products and materials that are used in conditions and situations that do not adhere with the requirements and standards of the NCC. For example, a combustible building material that is used in a situation in which the NCC requires a non-combustible product is a non-compliant product and is not fit for purpose.

- ii. List down the six different types of evidence that verify that a non-conforming building material and/or product is suitable for use, according to the NCC.

- a. Certificate of conformity by CodeMark or WaterMark
- b. Certificate of Accreditation from a State or Territory Accreditation authority
- c. Certificate from an appropriately qualified person such as an engineer
- d. Certificate from a product certification body accredited by [JAS-ANZ](#)
- e. Report registered by a registered testing authority
- f. Other documentary evidence.

11. Listed below are the processes for assessing materials compliance for selection. Briefly describe each process.

Process	Description
i. Testing	Testing involves the essential examination of all structural materials used in the construction of a project. Industry players need to ensure that their products can withstand certain conditions and comply with increasingly complex national and international building standards and regulations
ii. Inspection	The main aim of the inspection is to prevent the production of non-standard items. As such, an inspection of materials is of the utmost importance; both quality and quantity must be checked and inspected systematically
iii. Declarations	Declarations involve manufacturers or suppliers providing formal statements about the qualities or performance of products or materials.
iv. Certification	The CodeMark Certification Scheme (the Scheme) is a voluntary third-party building product certification scheme, administered by the Australian Building Codes Board (ABCB).

12. Outline the process of ordering/procuring compliant materials in proper order.

i.	Creating the Purchase Requisition (PR)
ii.	Issuing the PO.
iii.	The supplier approves the PO.
iv.	Purchaser records and files the PO, awaiting delivery.
v.	Approval and payment.

13. Answer the following questions about external quality testing.

- i. How do you determine if a supplier is qualified to conduct construction materials testing?

Certificate of Conformity by CodeMark or WaterMark.

Certificate of Accreditation from a State or Territory Accreditation authority.

Certificate from an appropriately qualified person such as an engineer.

- ii. Identify three standards that provide techniques/methods for testing construction materials.
- a. Slump test
 - b. Test cubes
 - c. Rebound hammer test

14. Answer the following questions about handling non-compliant or substandard materials.

- i. Draft a standard process that should be followed when you receive non-compliant or substandard materials from a supplier.

Include how you would refuse to accept the materials.

You can check compliance of materials through the following methods:

- **Testing** – This involves performing tests on samples of materials.
- **Inspection** – This means actual inspection of the design, production, installation or performance of materials in place.
- **Declarations** – They include formal statements provided by the suppliers on the quality or performance of products or materials based on the tests they have done to them.
- **Certification** – It involves an assessment body performing formal statements if compliance based on its evaluation of the product or material.

- ii. How do you report non-compliant materials?

If you think a product or material may be non-conforming you can contact the relevant authorities by visiting the Jurisdictional contacts page and select your state or territory

- **Certificate or report from a professional engineer, recognised expert, or other appropriately qualified person as appropriate**

For this evidence option, the supplier or manufacturer would need to enlist the involvement of either a professional engineer, or any recognised expert and appropriately qualified person in the industry.

15. Access and review the Work Health and Safety (WHS) legislation enforced in your state/territory and answer the following questions.

i. What is the title of the WHS legislation currently enforced in your state/territory?

Work Health and Safety Act 2011 Queensland

ii. Provide one example of how WHS legislation affects building and construction projects in general.

Under WHS laws you must provide a safe working environment and keep your workers safe in extreme weather

16. List five general WHS regulations that apply to building and construction.

i. Minimise and manage risk.

ii. Site security

iii. Safe work method assessment

iv. Use clear signage throughout the site.

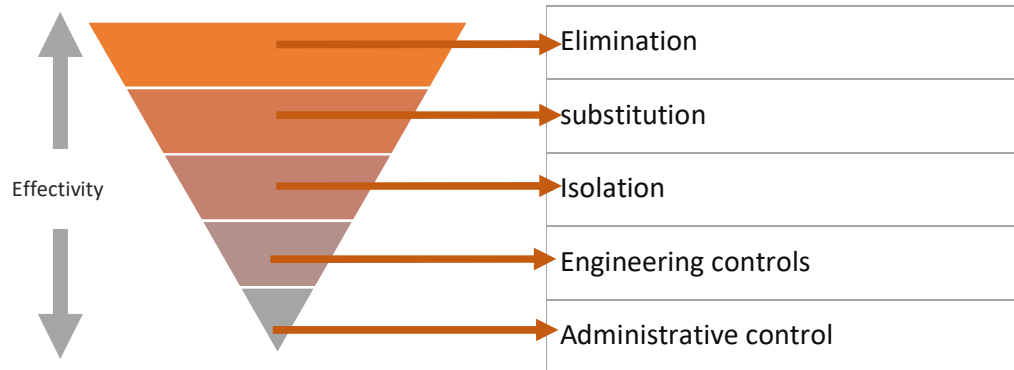
v. Entry and exit points

17. Answer the following questions about the Hierarchy of Control Measures.

i. What is the Hierarchy of Control Measure?

The hierarchy of control is a step-by-step approach to eliminating or reducing risks and it ranks risk controls from the highest level of protection and reliability through to the lowest and least reliable protection.

ii. Complete the diagram below by indicating all the five controls in the Hierarchy of Control Measure.



iii. Explain how the level of effectivity of the controls in managing risks change as you move up or down the hierarchy.

Eliminating the hazard and risk is the highest level of control in the hierarchy, followed by reducing the risk through substitution, isolation and engineering controls, then reducing the risk through administrative controls

18. Answer the following questions about hazardous manual tasks.

i. What is a hazardous manual task?

Hazardous manual tasks include using the body to lift, lower, push, pull, carry or otherwise move, hold or restrain any object, person or animal and involves one or more of the following: repetitive or sustained force. High or sudden force. F Repetitive movement. Sustained or awkward posture.

ii. How can you identify hazardous manual tasks present in the project site?

Does the task involve any of the following: repetitive movement? ...

Does the task involve long duration? If a yes response is given to Question 1 then the duration of the task should be determined. ...

Does the task involve high or sudden force? ...

Does the task involve vibration? ...

Is there a risk?

iii. What are three examples of hazardous manual tasks common on a building and construction site?

- a. Repeated, sustained or high force.
- b. sustained awkward posture
- c. Loads that are unstable, unbalanced or hard to hold

19. Answer the following questions about mechanical material handling.

- i. Briefly describe mechanical material handling.

When you think of what material handling is, we include lifting, carrying, or moving materials, articles or things. A lot of this is used via mechanical handling equipment like lift trucks, conveyors, cranes or hoists

- ii. Give one WHS risk due to manual material handling.

Lifting

- iii. List three possible licenses needed to be obtained before operating mechanical material handling equipment.

- a. Dogging licence
- b. Basic rigging licence
- c. Forklift High risk licence

- iv. Aside from a licence, what other measure of competency is there for operating mechanical material handling equipment?

The review of the user manual on features and proper use and maintenance of the equipment

20. Listed below are different materials used in building and construction. For each one, identify the following:
- i. Two environmental effects on the material
 - ii. One preservation method
 - iii. One protection method

Material	Environmental Effect	Preservation Method	Protection Method
Timber	Shrinkage Insects	Brushing of Timber Preservatives	Brushing of Timber Preservatives
Steel	Toxin during Manufacturing process Wastewater contaminants	Powder coating	coating the steel with zinc phosphate primers
Cast Iron	Oxidises slowly Toxin during Manufacturing process	Prime and paint	Prime and paint
Copper	Does not break down. Can accumulate in soil and plants	Mineral oil to slow tarnishing	Waxing or oiling periodically

Material	Environmental Effect	Preservation Method	Protection Method
Aluminium	Mining and refining bauxite smelting aluminium is immensely energy intensive	Painting, anodizing or any surface treatment that forms a coating on the aluminium surface	Painting, anodizing or any surface treatment that forms a coating on the aluminium surface

Practical Assessment

Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to selecting, procuring and storing construction materials for building and construction projects.

The Practical Assessment includes the following:

1. Case Study

Includes detailed scenarios and simulated environments, providing all necessary information required to complete relevant tasks and activities.

2. Workplace Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Preliminary Assessment Information

The tasks in this practical assessment must be completed in a workplace (or a similar environment) and in the context of a building and construction project which you are currently a part of.

E.g. You are a builder, a site manager in training, foreperson, or an apprentice in this project, etc.

Before starting the practical assessment, record the following information for your assessor's reference.

When completing the tasks in this practical assessment ensure that your responses and performance must align with the information you have provided below.

For example (but not limited to):

- If the task asks you to refer to building and construction legislation and regulatory requirements, refer to the requirements that apply to the state/territory where your nominated building and construction project is undertaken.
- If the task requires you to follow organisational policies and procedures, refer to the policies and procedures in your nominated organisation/workplace.

Work role/title	Leading hand
Organisation/workplace	McNab developments
Building and construction project	150 room aged care facility
Project overview	5 story concrete slabs with block walls external and light weight ceilings and partitions internally.
Building classification	9a
Project site address	Lot 90 spitfire banks road
State/territory where this project is being undertaken	Queensland

Case Study

Mapping: CPCCBC4006 PE1.0 (p)

New Street Coast Town Construction Project

SCENARIO



You are a builder, and you have been contracted as the principal contractor to build a house on a vacant block of land.

The details of this building and construction project are as follows:

- Your trading name: Cascade Peak Construction Pty Ltd.
- The contract price for the entire project is \$313,800.
- Owner: John Jones
- Address: PO Box 44444 Coast Town [QLD] 4444
- Site address: 60 New Street Coast Town
- Lot no 60 RP 123456
- Local authority: Coast Town Municipal Council
- A deposit of 5% was paid on signing the contract.

- This project must comply with relevant national, state/territory, local legal and regulatory requirements, including but not limited to:
 - Building contracts
 - Construction insurance
 - Industrial relations
 - Payroll systems and taxation
 - Environmental, sustainability, and waste management
 - Work health and safety

The site plan can be accessed and viewed through the link below:

[YourHome Design For Place - 3BR + Study All plans and elevations](#)

For the purpose of this assessment, this case study scenario is based in your state/territory.

Task 1 – Project Plans and Specifications

1. Answer the following questions about the project plans and specifications.

i.	How many storeys does the building have? New single story residence
ii.	How big will the area of the building be in square meters? 194 m2
iii.	Based on the working drawing, how many bedrooms does the house have? 2 bedrooms + 1 study
iv.	Based on the working drawing, in which cardinal direction is the deck oriented? North face

Task 2 – Building Codes and Construction Requirements

1. What is the building classification for this project? Tick the box that corresponds to your answer.

☒	Class 1a
☐	Class 1b
☐	Class 5
☐	Class 7a
☐	Class 10b

2. Answer the following questions about the building codes relevant to the building classification of this project.

i. In which volume of the NCC 2019 can you find the building codes and standards for this building classification?

☐ Volume 1

☒ Volume 2

☐ Volume 3

ii. List all additions to the building codes that this project must comply with as required in your state/territory.

The Building Act 1975. QLD.

iii. List all state/territory laws used as reference in determining the additions to the building codes.

Plumbing laws and regulations, Decks and Balconies, Sustainable housing, Fire Walls, Insulation/section j, Waterproofing.

3. Answer the following questions about the construction requirements in your state/territory.

- i. What act specifies the requirements to undertake building and construction work in your state/territory?

Queensland Building act 1975

- ii. Outline the section in the act which lists the requirements for undertaking building and construction work in your state/territory.

National Construction Code 2022

QLD Development Code

Task 3 – Construction Materials

1. Identify three properties for each of the construction materials listed below.

Construction Material	Properties
i. Masonry wall	a. Compressive strength b. Durability c. Structural strength
ii. Burnished concrete	a. Shine b. Durability c. Toughness
iii. Aluminium sunshades	a. Excellent spanning characteristics. b. Ideal for operable screens c. Creates an excellent facade screen
iv. Timber deck	a. Increases property value. b. Stunning visual appeal. c. Practical for the indoor-outdoor family.
v. Metal roof sheeting	a. Proven performance expectation of 50+ years. b. Interlocking panels for maximum wind resistance. c. Fire resistance.
vi. Glass windows and doors	a. Weather Resistance. . b. Transparency. c. Insulation
vii. Plant-based (PB) ceiling tiles	a. Light weight b. Easy to cut c. Good sound deadning

2. Given the climate of your state/territory, explain the suitability of the following materials in the region.

i. Metal sheet roofing

Easy to maintain and can be considerably cheaper than tile options in most cases, metal roofing is a great choice for roofing in areas with frequent storms like Brisbane. They're relatively shatter-proof and can survive impacts from falling objects like branches and hail.

ii. Timber

Timber is a cost efficient building material which has many great characteristics for outdoor structures and products. It is often chosen due to its good lasting performance and natural appearance, depending on timber type/grade.

iii. Aluminium

Aluminium is widely used in building because of its intrinsic properties of lightness and corrosion resistance. Aluminium is used in external facades, roofs and walls, in windows and doors, in staircases, railings, shelves, and other several applications.

3. Below is a list of materials and their specifications.

Material	Specifications
Glass	2000 x 3000 12mm toughened glass
Timber	90 x 35 5.1 metre MGP10
Concrete	20kg bag GP concrete - UV stabilised polyethylene bag.
Aluminium	100 x 60 50mm G Line Aluminium sunshades

Based on the information provided, do the following:

- Access relevant standards/NCC references to each material
- Evaluate each material's quality according to the relevant standards you accessed.
- Evaluate each material's compatibility according to the relevant standards you accessed.
Compatibility here refers to a material's resistance to chemicals.
- Evaluate each material's compliance according to the relevant standards you accessed.

Glass		
Quality	Compatibility	Compliance
Source: Part 8.2 Windows and external doors	Source: 8.2.2	Source: Figure 8.2.2

Timber		
Quality	Compatibility	Compliance
Source: Part 3.4.0	Source: 3.4.3	Source: 3.4.3.0
Concrete		
Quality	Compatibility	Compliance
Source: Part 4.1	Source: Part 4.2	Source: 4.2.10
Aluminium		
Quality	Compatibility	Compliance
Source: Part 3.5.5	Source: A2.2(3)	Source: A2.4 (3)

4. Explain the environmental impact of the following construction materials.

Construction Material	Environmental Impact
i. Aluminium sunshades	Mining and refining bauxite and smelting aluminium is immensely energy intensive, uses large amounts of water, and generates air, water, and soil pollution. Making aluminium is harmful to the environment and the people who live near mining, refining, or smelting operations.
ii. Metal sheet roofing	A metal roof can go a long way to reducing your impact on the environment. Less energy used means less greenhouse gases being emitted, reducing your impact on the atmosphere
iii. Plant-based (PB) ceiling tiles	How do we do it? To create our new line of 98% post-industrial recycled tiles in Tin, Copper, Bronze, and Cherry Wood finishes, we take leftover material from making the original tiles and carefully handle it to ensure cleanliness and consistency. Then we feed it into specialized granulators, which convert it to confetti-like bits of plastic - a process that produces zero waste. This 100% recycled feedstock is finally processed into sheet form and laminated resulting in material that is 98% recycled.

Task 4 – Allowable Tolerances

1. Consider the following scenario:

You are part of the procurement team for an organisation. You are given the task to purchase timber for the building project. In the project specifications, it is stated that the allowable tolerances for timber is +/- 3mm

Answer the following questions.

- i. The building project asks for 90 × 35 5.1 metre MGP10 and the timber you purchased measures 5.4 metres.

- a. Will you be able to use it for the project?

Yes

- b. Explain why.

You are within the +/-3mm tolerance

- ii. Determine the impact of allowable tolerances on naturally occurring materials.

Refer to attached Standards and Tolerances Guide

Task 5 – Material Assembly and Installation

1. Access and review project diagrams in your workplace relevant to material assembly and installation, including but not limited to the following:

- Bill of Materials for a Building Project
- Material Assembly Diagram
- Material Assembly Installation

Using these documents as reference, answer the following questions about material assembly and installation tolerances.

- i. Identify the material components of the sample wall assembly:

Gypsum board.

Steel studs.

Exterior sheeting.

Primer.

Air/vapour barrier.

Continuous exterior insulation.

Attachment system: rails and clips or brick ties.

Exterior cladding.

- ii. Outline the process of building the sample wall assembly:

Set out, Install bottom track, and install ceiling head track plum with bottom track.

Cut and install studs and noggings to required centres. Sheet both sides with fixings as per manufacturer's recommendations. Set and sand walls ready for painting.

- iii. Outline the installation tolerances for the sample wall assembly

Refer to attached QBCC standards and tolerances guide.

AS/NZS 2589 - 2007

iv. How do the mentioned material assemblies and installation tolerances comply with AS 1530.4:2014 Fire resistance tests for elements of construction?

a. Sample wall assembly

Systems tested to AS 1530.4 prior to 1 January 1995 need not be retested to comply with the provisions in AS 4072.1

b. Sample wall assembly installation tolerances

Refer to attached QBCC standards and tolerances guide.

AS/NZS 2589 - 2007

Workplace Assessment

Overview

The goal of this assessment is to assess your practical knowledge and skills in:

- Identifying and evaluating building materials.
- Selecting and procuring building materials
- Supervising on-site delivery and storage of materials.

This workplace assessment is made up of four workplace tasks:

Task 1 – Select Building Materials

Task 2 – Consult about Building Materials

Task 3 – Procure Building Materials

Task 4 – Supervise On-site Delivery of Building Materials

Task 5 – Supervise Inspection and Testing of Delivered Building Materials

Task 6 – Maintain Records of Deliveries and Materials

Each task comes with a set of instructions. You are to follow and perform these instructions and submit any required documentation.

You are required to:

- Complete the tasks within the time allowed.
- Review the instructions in each task.
- Select and procure building materials
- Supervise on-site delivery and storage of materials
- Perform the workplace task according to the instructions provided
- Complete and submit any required documentation.

Resources required for assessment:

To complete this assessment, you will need access to the following:

- A workplace or a similar environment that will allow you access to:
 - Building and construction project
 - At least one (1) of the following personnel:
 - Architects
 - Designers

- Engineers
- Other project stakeholders
 - Organisational policies and procedures
 - Materials List documentation template
 - Current relevant government legislation
 - The NCC and other relevant codes and standards
 - Construction drawings, site plans and specifications
 - Organisational policies, procedures and other quality documentation to undertake the performance criteria
 - Manufacturer reports on materials
 - Digital devices, applications and software to research, transmit and receive information electronically.

Task 1 Select Building Materials

Select quality materials suitable for the building project for one (1) construction project for a residential or commercial building up to a maximum of two storeys including selecting and procuring alternate materials.

Use your organisation's template for preparing a Materials List or use the **Materials List** template provided along with this workbook to record materials required to complete the building project.

You will be assessed on:

- Practical knowledge of building materials and their safety, fire resistance rating, suitability, durability, serviceability, cost effectiveness, short and long-term degradation, and availability.
- Practical skills in selecting quality and suitable materials for the building project.

Before starting this task, review the **Workplace Assessment Task 1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your Materials Quality Checklist submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Materials List you completed
- Copies of relevant documents that they accessed and reviewed for this task, e.g. material reports, manufacturer specifications, reference material regarding material technologies, sustainability and environmental efficiency, etc.

Task 2 Consult about Building Materials

Consult with the following people relevant to the building project and finalise the selected building materials. This must include at least one (1) verbal and one (1) written interaction, seeking advice on alternative materials:

- At least one (1) of the following personnel:
 - Architects
 - Designers
 - Engineers
 - Other project stakeholders

You will be assessed on:

- Practical knowledge of consultations with professionals relevant to the project, and the client.
- Practical skills in consulting with professionals and the client regarding the selected building materials.

Before starting this task, review the **Workplace Assessment Task 2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the evidence of consultations (at least one (1) written and one (1) verbal) to your assessor, e.g. email correspondence, chat messages, phone call recordings, video call recordings, etc.

Task 3 Procure Building Materials

Procure the finalised building materials from Task 2. This will require the candidate to include one (1) verbal and one (1) written interaction with suppliers and/or manufacturers.

You will be assessed on:

- Practical knowledge in procuring and ordering building materials.
- Practical skills in procuring and ordering building materials.

Before starting this task, review the **Workplace Assessment Task 3 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of procuring and ordering the finalised building materials, e.g. email correspondence, chat messages, phone call recordings, video call recordings, etc.
- Evidence of material suitability collected from suppliers and manufacturers, e.g. relevant certification, reports from testing agencies, etc.

Task 4 Supervise On-site Delivery of Building Materials

Supervise the on-site delivery of building materials, including:

- Identifying the potential challenges of transporting materials (e.g. limitations, site access, potential safety hazards etc).
- All delivered materials are checked.
- Suitable on-site storage space for delivered materials.
- Supervision of safe handling of materials

You will be assessed on:

- Practical knowledge regarding the on-site delivery of the building materials.
- Practical skills in supervising the on-site delivery of the building materials.

Before starting this task, review the **Workplace Assessment Task 4 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Manufacturer specifications used as reference in checking the delivered materials, plus any delivery invoices and delivery checklists
- Email confirmation with the supplier identifying material limitations and any potential safety hazards
- Email confirmation with the supplier identifying site access requirements (e.g. site map with instructions)
- Storage space documentation, (e.g. site plan showing allocation of on-site storage space, photos of material storage spaces, etc).

Task 5 Supervise Inspection and Testing of Delivered Building Materials

Supervise the inspection, testing and measuring of the delivered building materials.

You will be assessed on:

- Practical knowledge of the inspection and relevant standards of delivered materials.
- Practical skills in supervising the inspection, testing and measuring of delivered materials.

Before starting this task, review the **Workplace Assessment Task 5 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit a copy of the relevant industry standards you used as reference in testing and measuring the materials to your assessor. Also, communications with other parties regarding actions relating to delivered building materials (e.g. inconsistencies in quality and/or quantity, any defects or damaged materials).

Note: This task can be simulated with the candidate’s supervisor.

Task 6 Maintain Records of Deliveries and Materials

Maintain records of deliveries and materials, including damaged materials, inferior materials and variations to specified materials.

You will be assessed on:

- Practical knowledge of delivery and material records.
- Practical skills in maintaining records of deliveries and materials.

Before starting this task, review the **Workplace Assessment Task 6 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the records of deliveries and materials to your assessor.

Assessment Workbook Checklist

TO THE CANDIDATE

When you have completed this assessment workbook, review your work, and ensure that:

- ☐ **You have completed all the Knowledge Assessments Questions.**
- ☐ **You have completed the Practical Assessments in this workbook**
 - ☐ Case Study
 - ☐ Task 1 – Project Plans and Specifications
 - ☐ Task 2 – Building Codes and Construction Requirements
 - ☐ Task 3 – Construction Materials
 - ☐ Task 4 – Allowable Tolerances
 - ☐ Task 5 – Material Assembly and Installation
 - ☐ Workplace Assessment
 - ☐ Task 1 – Select Building Materials
 - ☐ Task 2 – Consult about Building Materials
 - ☐ Task 3 – Procure Building Materials
 - ☐ Task 4 – Supervise On-site Delivery of Building Materials
 - ☐ Task 5 – Supervise Inspection and Testing of Delivered Building Materials
 - ☐ Task 6 – Maintain Records of Deliveries and Materials
- ☐ **You have saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned
- ☐ **You have saved and submitted the following evidence:**
 - ☐ Workplace Assessment Task 1
 - ☐ Materials list
 - ☐ Workplace Assessment Task 2
 - ☐ Evidence of consultations
 - ☐ Workplace Assessment Task 3
 - ☐ Evidence of suitability
 - ☐ Evidence of procurement

- ☐ Workplace Assessment Task 4
 - ☐ Manufacturer specifications
 - ☐ Email confirmation with the supplier identifying material limitations and any potential safety hazards
 - ☐ Email confirmation with the supplier identifying site access requirements (e.g. site map with instructions)
 - ☐ Storage space documentation
- ☐ Workplace Assessment Task 5
 - ☐ Copies of relevant industry standards
- ☐ Workplace Assessment Task 6
 - ☐ Records of deliveries and materials

IMPORTANT:

You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor.

TO THE ASSESSOR

When you have completed assessing the assessment workbook, review the candidate's submission against the checklist below:

- ☐ **The candidate has completed all the Knowledge Assessments Questions.**
- ☐ **The candidate has completed the Practical Assessments in this workbook**
 - ☐ Case Study
 - ☐ Task 1 – Project Plans and Specifications
 - ☐ Task 2 – Building Codes and Construction Requirements
 - ☐ Task 3 – Construction Materials
 - ☐ Task 4 – Allowable Tolerances
 - ☐ Task 5 – Material Assembly and Installation
 - ☐ Workplace Assessment
 - ☐ Task 1 – Select Building Materials
 - ☐ Task 2 – Consult about Building Materials
 - ☐ Task 3 – Procure Building Materials
 - ☐ Task 4 – Supervise On-site Delivery of Building Materials
 - ☐ Task 5 – Supervise Inspection and Testing of Delivered Building Materials
 - ☐ Task 6 – Maintain Records of Deliveries and Materials
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ Workplace Assessment Task 1
 - ☐ Materials list
 - ☐ Workplace Assessment Task 2
 - ☐ Evidence of consultations
 - ☐ Workplace Assessment Task 3
 - ☐ Evidence of suitability
 - ☐ Evidence of procurement
 - ☐ Workplace Assessment Task 4

- ☐ Manufacturer specifications
- ☐ Email confirmation with the supplier identifying material limitations and any potential safety hazards
- ☐ Email confirmation with the supplier identifying site access requirements (e.g. site map with instructions)
- ☐ Storage space documentation
- ☐ Workplace Assessment Task 5
 - ☐ Copies of relevant industry standards
- ☐ Workplace Assessment Task 6
 - ☐ Records of deliveries and materials

IMPORTANT:

The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

Record of Assessment (Assessor's Use Only)

RECORD OF ASSESSMENT	
Candidate's Name	
RTO Name	
RTO Contact Number	
RTO Email Address	
Assessor's Name	
Unit of Competency	CPCCB4006 - Select, procure and store construction materials for building and construction projects (Release 1)

Knowledge Assessment	S	NYS
Question 1	☐	☐
Question 2	☐	☐
Question 3	☐	☐
Question 4	☐	☐
Question 5	☐	☐
Question 6	☐	☐
Question 7	☐	☐
Question 8	☐	☐
Question 9	☐	☐
Question 10	☐	☐
Question 11	☐	☐
Question 12	☐	☐
Question 13	☐	☐
Question 14	☐	☐
Question 15	☐	☐
Question 16	☐	☐

Knowledge Assessment	S	NYS
Question 17	☐	☐
Question 18	☐	☐
Question 19	☐	☐
Question 20	☐	☐

Practical Assessment		
Case Study	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Workplace Assessment	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Task 6	☐	☐

Rules of Evidence	S	NYS
All knowledge and skills evidence submissions are valid	☐	☐
All knowledge and skills evidence submissions are authentic	☐	☐
All knowledge and skills evidence submissions are sufficient	☐	☐
All knowledge and skills evidence submissions are current	☐	☐

Signature Authentication Checklist	
This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions. Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.	
Checklist	Completed
I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider.	☐
I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider.	☐
I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider.	☐

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance and evidence submissions and to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Contact No.2

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Contact No.3

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Assessor Declaration	
I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate.	
Assessor's name	Assessor's signature
Date signed	

End of Record of Assessment (For the Assessor's Use Only)