

CPCCBBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCCBBC4007A Plan building or construction work* 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	Michael Lewis
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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.

CPCBC4007A

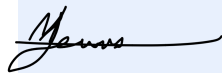
PLAN BUILDING OR CONSTRUCTION WORK

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 Michael Lewis

Participant signature



Date 15/06/2021

Assessor name

Assessor signature

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

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
45		☐	☐

ASSESSOR COMMENTS

Q1. Name one (1) document you might read alongside the contract to identify the following aspects:

- Material requirements
- Plant requirements
- On-site labour requirements
- Any unusual aspects of construction

Answer

☐

Q2. Name the Act and identify the section that outlines the maximum deposit amounts that may be accepted by a builder before services are provided. Identify the maximum deposit amounts and the penalties for breaching such requirements.

Answer

Section of Act	Requirements and penalties
QBCC ACT 1991 Section 1B Division 2 33	The building contractor under a regulated contract must not, before starting to provide the contracted services at the building site, demand or receive a deposit under the contract of more than— (a) for a level 1 regulated contract (other than a contract mentioned in paragraph (c))—10% of the contract price; or (b) for a level 2 regulated contract (other than a contract mentioned in paragraph (c))—5% of the contract price; or (c) for a level 1 or 2 regulated contract under which the value of the off-site work is more than 50% of the contract price—20% of the contract price. Maximum penalty—100 penalty units.

☐

Q3. Identify three (3) subcontractors you may engage for a job and the type of work they may undertake.

Answer

Subcontractor	Work
Electrician	All aspects of electrical work – Installing/Upgrading switchboards etc.
Plumber	All aspects of plumbing work – roughing in and fitting off bathrooms/kitchens etc.

☐

Roofer	Installing roofing iron or tiled roofs, incl metal fascia and guttering.
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Q4. Which of the following methods may be used to find subcontractors for a project? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Advertising	
	☒	Networking	
	☒	Online searches	
	☐	Tenders	
	☒	Word of mouth	

Q5. Explain the importance of determining subcontractor or plant availability for a job.

Answer	If a subcontractor or materials are not available when needed this will cause major delays on your project and will cost a significant amount of money.	☐
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Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer	Liaise with known suppliers that are resourceful and reliable Phone around to find out who has good supplies	☐
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Q7. Name two (2) factors that may impact on the availability of materials.

Answer	Materials not being delivered from interstate/overseas Material shortages due to natural causes (bushfires/flooding)	☐
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Q8. Australian Standards must be considered when selecting materials. Identify the Australian Standard (referenced in the National Construction Code) which relates to the requirements for interior lighting.

Answer	AS/NZS 1680	☐
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Q9. Identify two (2) types of plant that may be used for a building project and identify the type of work they may be used for.

Answer	<table border="1"><thead><tr><th>Plant</th><th>Work</th></tr></thead><tbody><tr><td>Genie Lifter</td><td>Lifting beams into place</td></tr><tr><td>Floor Grinder</td><td>Removing excess glue once tiles have been removed</td></tr></tbody></table>	Plant	Work	Genie Lifter	Lifting beams into place	Floor Grinder	Removing excess glue once tiles have been removed	☐
Plant	Work							
Genie Lifter	Lifting beams into place							
Floor Grinder	Removing excess glue once tiles have been removed							

Q10. Identify two (2) types of equipment that may be used for a building project and identify the type of work they may be used for.

Answer	<table border="1"><thead><tr><th>Equipment</th><th>Work</th></tr></thead><tbody><tr><td>Ladder</td><td>Installing timber cornice/architraves</td></tr><tr><td>Wheelbarrow</td><td>Moving soil or concrete around site</td></tr></tbody></table>	Equipment	Work	Ladder	Installing timber cornice/architraves	Wheelbarrow	Moving soil or concrete around site	☐
Equipment	Work							
Ladder	Installing timber cornice/architraves							
Wheelbarrow	Moving soil or concrete around site							

Q11. Identify two (2) of the records you should keep when hiring plant and/or equipment.

Answer Invoices, receipts & record details of inspection

☐

Q12. Name five (5) temporary services that need to be organised for a building site.

Answer Temp power pole
Toilet
Skip Bins
Temp Fencing
Silt barrier

☐

Q13. True or False (Tick your response): Site accommodation should be provided where construction work occurs in a remote area.

Answer

☒	True
☐	False

☐

Q14. What is required of a builder before any person is allowed on a building site? Tick all that apply.

Answer

Choice	Possible Answers
☒	To check the person has a Construction Induction Card
☐	To check the person has the approval of the local council
☐	To check the person is wearing appropriate signage
☒	To keep a record of all inductions and all personnel on the site

☐

Q15. Who issues a construction induction card? Tick your response.

Answer

Choice	Possible Answers
☐	Australian Parliament upon fee payment

☐

☐	Each site at the conclusion of a site induction
☒	Registered Training Organisations at the conclusion of training

Q16. Identify one (1) action you might take to facilitate site access for machinery.

Answer Check if traffic control is required, especially if large pieces of equipment such as cranes are required.

☐

Q17. Identify the Volume and Sections of the NCC that relate to access to buildings for Classes 1 and 10, and Classes 2 to 9.

Answer	Classes 1 and 10	Classes 2 to 9
	NCC Volume 2 Section D	NCC Volume 1 Section D Part D3.2

☐

Q18. You should contact your local council to be approved for out of hours construction. Identify the required documentation for an application and the timeframe for approval.

Answer Out of hours construction approval –

The fastest and easiest way to submit your application is by using Council's Operational Works/Compliance Assessment SmartForm.

A minimum of 10 working days is required for Council to assess an application.

☐

Q19. In addition to the permit from Q18. identify two (2) other permits you may need to obtain to undertake a building project.

Briefly describe the documents required for approval and who these should be submitted to for approval.

Answer	Permit	Documentation and approval body
	Planning approval – Development application	Development application – approved by Brisbane city council (submitted through town planner)
	Builder over sewer permit	Build over sewer plan – urban utilities to approve of this documentation

☐

Q20. True or False (Tick your response): Project commencement date is always at the date the contract is signed.

Answer

☐	True
☒	False

☐

Q21. What document should be developed when purchasing supplies or construction materials?

Answer

Purchase Order

☐

Q22. True or False (Tick your response): Every delivery should be physically checked against the delivery sheet.

Answer

☒	True
☐	False

☐

Q23. Who should be contacted if items are missing from a delivery?

Answer

The company who delivered them

☐

Q24. Name the Act and identify the section that outlines the requirement to implement hazard and risk management on site. Briefly describe the requirements.

Answer

Section of Act	Requirements
WHS Act 2011 Sections 17 - 18	Sections indicates that risks should be identified and eliminated so far as is reasonably practical.

☐

Q25. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer

WHS Act

☐

Q26. What document should be followed when disposing of hazardous materials?

Answer

☐

Q27. An asbestos removal control plan is required when more than ____m² of asbestos containing material is to be removed.

Answer

☐

Q28. True or False (Tick your response): A site assessment should be undertaken if contamination is known or likely to be present from the removal of existing services.

Answer

☒	True
☐	False

☐

Q29. True or False (Tick your response): Multiple projects can be planned using a single Gantt Chart.

Answer

☒	True
☐	False

☐

Q30. What are the advantages of hiring subcontractors to work across multiple nearby projects? Explain with an example.

Answer

☐

Q31. Provide one (1) example to explain why construction operations must be sequenced.

Answer ☐ They must be sequenced to be the most efficient and cost effective they can be.

Q32. Which of the following should be considered as part of task sequencing? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Holidays
☒	Labour availability
☒	Plant availability

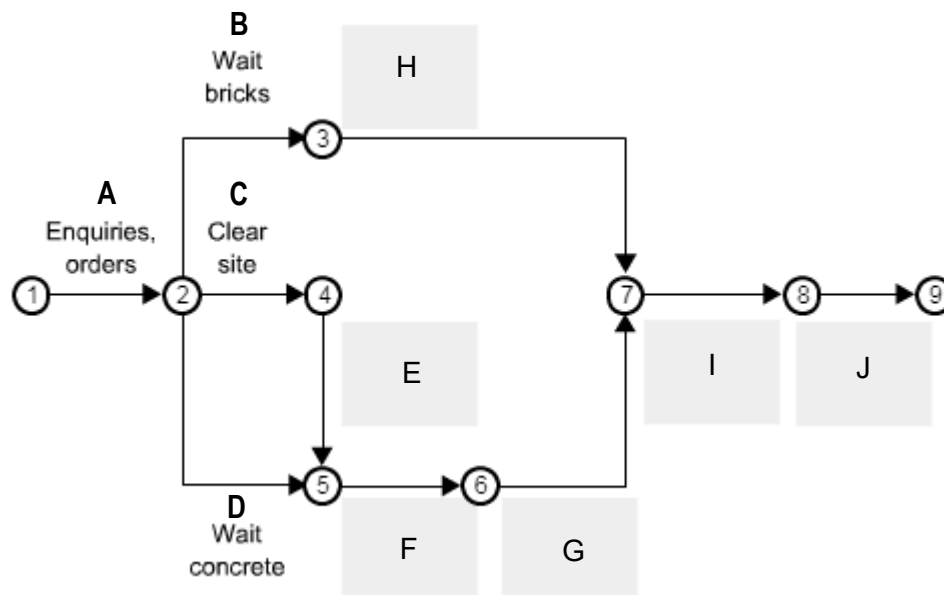
Q33. Order the following construction operations from 1 to 6 to form the most efficient sequence.

Answer ☐

Step Number	Steps
2	Excavation of footings
4	Floor frame
3	Installing brick base
6	Roof trusses
1	Set out
5	Wall frames

Q34. Refer to the table below to complete the chart shown. Label the blank boxes with the appropriate Task ID letters.

Task ID	Task	Preceding event	Nodes
A	Make enquiries and order all materials required	Start	1
B	Wait for bricks, sand and cement to arrive	A	2
C	Clear vegetation from the site	A	2
D	Order concrete to be delivered	A	2
E	Dig the trench	C	4
F	Pour the footings	E	5
G	Footings curing time	F	6
H	Load the bricks on the site	B	3
I	Mix the mortar and lay the bricks	H	7
J	Clean rubbish from the area	I	8
	Finish	J	9



Answer

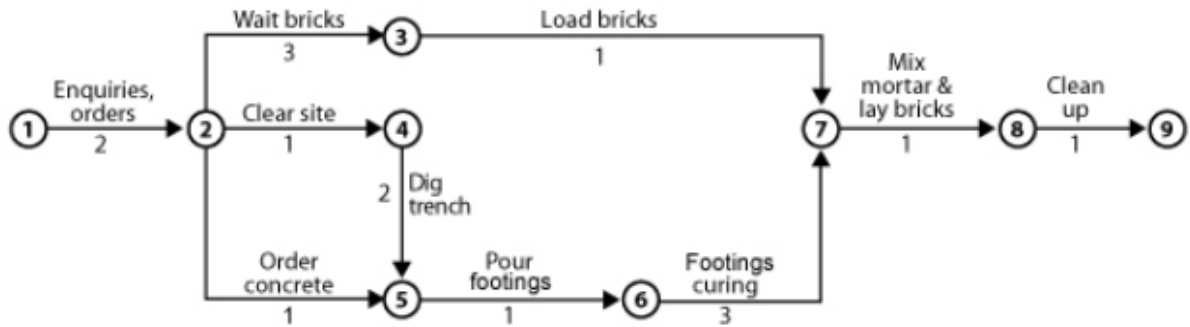


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Builder trend or Microsoft projects



Refer to the chart below to respond to Q36. to Q40. This chart shows the task sequence for building a brick fence.



Q36. What is the total time for the process if the top path is taken?
Tick your response.

Choice	Possible Answers	☐
☒	8 days	
☐	9 days	
☐	11 days	

Q37. What is the total time for the process if the path through nodes 2, 4 and 5 is taken? Tick your response.

Choice	Possible Answers	☐
☐	8 days	
☐	9 days	
☒	11 days	

Q38. What is the total time for the process if the path through nodes 2, 5 and 6 is taken? Tick your response.

Choice	Possible Answers	☐
☐	8 days	
☒	9 days	
☐	11 days	

Q39. Describe the critical path.

Answer Taking the path of 1 – 2 – 3 – 7 – 8 – 9

☐

Q40. True or False (Tick your response): Even if the brick delivery in the top path was late by two (2) days, it is possible that the job will still run on schedule.

Answer

☒	True
☐	False

☐

Q41. Identify three (3) factors that may impact on the critical path of a project and cause it to need revision.

Answer Delays in receiving the bricks
Not enough labour to complete the job
Weather

☐

Q42. Which major point(s) should you note when carrying out an inspection of neighbouring properties? Tick all that apply.

Answer

Choice	Possible Answers
☐	If the neighbours drive the right kind of car for that neighbourhood
☒	Structure and condition of any boundary fences
☒	Type and condition of all structures on the boundary
☐	Whether the houses are of Victorian heritage

☐

Q43. Why should you take photographs of site boundaries with neighbouring properties?

Answer As a dilapidation report to ensure once the works have been completed that nothing has damaged or affected the neighbouring boundaries or properties.

☐

Q44. When should a condition report be given to owners of adjacent buildings? Tick your response.

Answer

Choice	Possible Answers
☒	Before construction commences
☐	During construction
☐	After construction completes

☐

Q45. When might a neighbouring property owner be required to refer to a condition report?

Answer

If any damage has occurred during construction.

☐

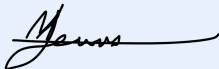
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PLAN BUILDING OR CONSTRUCTION WORK

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 Michael Lewis

Participant signature 

Date 15/06/2021

Assessor name Kieran Lewis

Assessor signature 

Date 15/06/2021

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

ASSESSOR COMMENTS

CPCCB4007A PLAN BUILDING OR CONSTRUCTION WORK

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities:

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

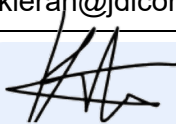
- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- WHS policy

The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.

Resources required:

Computer (ideally with project scheduling software), Building Contract, Organisational policies, Telephone, Facsimile.

Assessment of task

Name of participant:	Michael Lewis	
Name of observer:	Kieran Lewis	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	kieran@jdlconstruction.com.au	
Signature of observer:		
Date:	15/06/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Appraise contract documentation		
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒
1.1B. Determine availability of selected subcontractors to suit the job requirements.	☒	☒
1.1C. Assess availability of materials and confirm with suppliers.	☒	☒
1.1D. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☒
1.1E. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒

1.1F.	Implement procedures for controlling and recording site deliveries.	☒	☒
2 Construction operation strategies			
1.2A.	Identify organisational strategies for implementing construction.	☒	☒
1.2B.	Implement procedures for recording the hire of plant and equipment.	☒	☒
1.2C.	Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☒
1.2D.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☒
1.2E.	Follow procedures for the control of multiple projects.	☒	☒
3 Project schedule			
1.3A.	Sequence construction operations.	☒	☒
1.3B.	Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☒
1.3C.	Define critical path of the project, revising as required.	☒	☒
1.3D.	Adjust project timeframes to account for anticipated delays.	☒	☒
4 Required resources			
1.4A.	Determine and document temporary services and site accommodation requirements.	☒	☒
1.4B.	Determine and document plant requirements and availability, with reference to contract documentation.	☒	☒
1.4C.	Determine and document on-site labour requirements, with reference to contract documentation.	☒	☒
5 Condition reports			
1.5A.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☒
1.5B.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☒
1.5C.	Effectively communicate using the following methods: • Telephone, facsimile, email and in writing • Language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS