

CPCCBC4008

SUPERVISE SITE COMMUNICATION AND ADMINISTRATION PROCESSES FOR BUILDING AND CONSTRUCTION PROJECTS

Everybody on the site has a duty of care to be taken but the pcba must
P
make sure it is done in a safe and sound manner.

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008 Supervise site communication and administration processes for building and construction projects* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Jeremy Tydd
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☐ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4008		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|--|---|
| ☐ Theory Exam | ☐ Progress inspection checklist for trade for a section of building x 2 |
| ☐ Practical Assessment | ☐ Rectification plan |
| ☐ Quality Control plan including communication plan, monitoring inspection and recording. | ☐ Handover information (include guarantees, warranties and termite protection forms) |

Assessor name	
Assessor signature	

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SUPERVISE SITE COMMUNICATION AND ADMINISTRATION PROCESSES FOR BUILDING AND CONSTRUCTION PROJECTS

THEORY EXAM

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions
• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. • It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. • You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. ◦ An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. ◦ Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Describe how you would confirm the quality control compliance requirements for a private home building project.

Answer Read through all of the contracts before signing or engage a visitor ☐

Q2. Access the Queensland Building and Construction Commission (QBCC) website (if in Queensland) or your local authority and summarise the requirements for contracts priced at \$20,000 or more.

Answer All of the correct documents must be attached and read over to confirm everything is correct before signing, ☐

Q3. Explain the importance of construction schedules in relation to contracting tradespeople, material resourcing and inspections.

Answer

☐

Schedules are important because they can keep things running to a time frame and you know whats happening when and what you will need.

Q4. Describe the waterfall methodology used in project management.

Answer

It is several streps that you take through out the project that make the job contune to run.

☐

Q5. Discuss WHS 'duty of care' requirements located in site safety plans, and how site induction, as well as general construction induction training, contributes to this.

Answer

☐

Everybody on the site has a duty of care to be taken but the pcba must make sure it is a safe worksite for all workers.

Q6. Describe five (5) different methods of communication used to share quality control processes and industry requirements to site personnel.

Answer

☐

Emails

reports

face to face

inductions

calls

Q7. Discuss three (3) instances when you would be required to communicate with regulatory authorities in relation to the workplace quality management systems.

Answer

☐

Site inspections

Face to Face pre starts

plans and specks emails

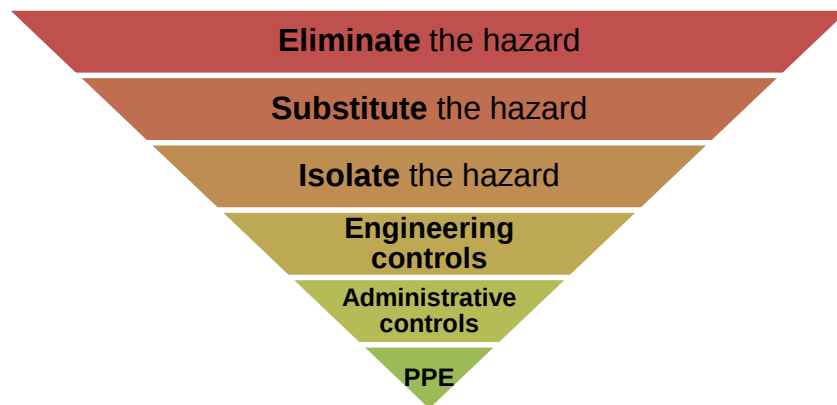
Q8. Describe the purpose and process of conducting a risk assessment when a work site hazard has been identified.

Answer

☐

A risk assessment must always be done to identify all of the hazard.

Q9. Describe in detail how the information in the image below is used.



Answer



This hierarchy is used to show the steps on how to reduce the hazard

Q10. Clarify the following steps in relation to managing WHS risks.

Answer

Steps	Description
Identify Hazard	what could be a hazard to the workers
Assess Risk	do a risk assessment
Control Risk	Use the hierarchy of controles to reduce risk
Review Controls	Talk to team on the resulets



Q11. Describe project documents you must refer to and why, when determining administration requirements related to payments and variations to contracts.

Answer

☐

project contracts

This is so you know the time frame of the job and when you should expect stages completed by so you can then make payments.

All variations must be put into a contract and signed.

Q12. What are five (5) tasks associated with authorising payment of invoices for supplied materials?

Answer

☐

1. schedule
2. correct payment amount for stage
3. satisfactory inspection report
4. subcontractor payments
5. receipt

Q13. After identifying the stakeholders' requirements for communication, what information is needed for an effective communication management plan?

Answer

☐

You must have a procedure for communication in the work place for

good communication.

Q14. When your subcontractors submit invoices to you for payment of their services, what four (4) details must you secure from these invoices for inclusion in a Taxable Payments Annual Report (TPAR)?

Answer

☐

ABN

Business name

Address

Amounts

Q15. Discuss the purpose and significance of maintaining a site diary.

Answer

☐

Keeps a record where you can go back and look what happened

it is a legal document

Read the scenario below to respond to Q16. and Q17.

The subcontractor (first-tier subcontractor) you hired for this project is carrying on a business that is primarily in the building and construction industry. He has engaged another subcontractor (second-tier subcontractor) to assist with their current workload.

Q16. What subcontractor payments are you required to report to the Australian Taxation Office (ATO)?

Answer

☐

payments made to the first tier subcontractor

Q17. Will the first-tier subcontractor also be required to report to the Australian Taxation Office (ATO)? Explain your answer.

Answer

☐

Yes, first tier must report payments to the second tier

Q18. As the principal contractor, you will be withholding tax from the payments you make to your workers and contractors through PAYG withholding. Provide the four activities that you must complete in compliance with the Australian Taxation Office's (ATO) requirements for those who make payments subject to withholding.

Answer

☐

1. PAYG withholding

2. withheld amounts

3. payment summaries

4. annual report

Q19. Soil contamination has been discovered during initial earthworks at the site. Clarify steps you will take to organise and authorise variations to the contract to include removal of contaminated materials.

Answer



provide a contract with the variations including costs and time involved.

Q20. The site has been affected by an after-hours break-in and theft of materials and subcontractor equipment; describe how you respond to this incident.

Answer

☐

call the police

contact insurance and notify them

take photos

Q21. Access your local council to determine which records of building construction approval and certification information they require and who is responsible for issuing and lodging these with the council. Give a brief outline of the requirements.

Answer

☐

council should have all previous approvals and plans that have been submitted

Q22. Complete the table describing the different documents and information that should be prepared to be issued to the client during handover.

Answer

Certificate/ Document	Description	☐
Certificate of Practical Completion	Proof that it meets discription in contract	
Building Inspection Certificates	Proof that all work mets required codes and standards	
Certificate of Occupancy	show that building is ready for occupancy	
Warranties	lasts 5-7 years after completed	
Guarantees	To ensure payments payments are made correctley	
Termite Protection Forms	What was used and who is responsible	
Defects Document	defects found and how they will be fixed	
Building Owner Manual	Infomation needed for maitence	
Health and Safety Documents	Infomation needed for maitence	

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PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions
• The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. • The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. • You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. ○ For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions
• The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. ○ For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. ▪ Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. ○ In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). • All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). ○ Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. ○ If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify (✓) websites and workplace documents accessed and reviewed: ☐ WorkSafe (state or national website) ☐ National Construction Code (NCC) ☐ Local Council ☐ State building regulator ☐ SAI Global or other site for Australian Standards ☐ Workplace intranet or files ☐ Project Scope document ☐ Site Safety Plan ☐ Schedule ☐ Project Performance Measurement baseline ☐ Communications plan ☐ Other (please specify):
1.1D. 1.4A.	Specify which trade work is to be inspected using the two (2) progress inspection checklists: 1. 2.
1.1E.	Specify type of schedule accessed/developed:
1.1F.	Specify how information relating to quality control standards was shared with quality team.
1.2A.	Specify how administrative requirements were determined and recorded:

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.2E.	Specify details of insurance claim made:
1.3A. 1.3B. 1.3C. 1.6C.	Specify communication systems implemented effectively:
1.4B.	Specify how site safety and workplace procedures were adhered to:
1.4C. 1.4D. 1.6A.	Specify area being inspected for defects/issues:
1.6A.	Specify area being inspected following notification by external parties:
1.6A.	Specify liabilities/remedial action undertaken following notification of work defects:
1.4D. 1.6B. 1.6C.	Specify who was notified of defect and rectification plan:
1.5H.	Specify how rectified work was monitored:
1.6D.	Who confirmed approval of contract achievement:
1.6F.	Specify handover paperwork prepared for client:

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Practical Task 1

Description of task:

The participant must demonstrate the skills and knowledge to develop a plan to supervise the administration processes including quality control for one(1) building and construction project which is either a Class 1 to a maximum of two storeys, OR Class 2 to 9, Type C building using workplace approved documentation and digital media. *Note: Copies of documents used or screen shots of technology used must be submitted as evidence. The following are required to be submitted- (Some templates available as handouts).*

- Quality Control plan including communication plan, monitoring inspection and recording.
- Progress inspection checklist for trade for a section of building x 2
- Rectification plan
- Handover information (include guarantees, warranties and termite protection forms)

The participant must be observed as collection of evidence during:

- Supervise the administration of quality control compliance
 - Determine quality control compliance requirements relevant to legislation and industry requirements.
 - Incorporate site safety as interpreted from site safety plan into work processes.
 - Create a plan to implement, administer, maintain and monitor site quality control for a building classified as above that meets safety and legislated requirements.
 - Communicate to team/others the quality control standards that will be used between onsite and offsite staff, contractors and suppliers that systematically gather onsite information.
 - Access or develop schedules and checklists detailing specific inspections to be conducted at appropriate stages of construction.
- Supervise the administration of projects
 - Determine project administrative requirements
 - Authorise payment of material and contractor invoices, drawing against contract allowances and back-charges, as required
 - Authorise variations to contracts and take corrective action as required.
 - Process insurance claims for site loss or damage.
- Supervise the use of site communications and record keeping systems
 - Effectively implement communication systems according to work site requirements
 - Adhere to workplace recording requirements to record project details including maintenance of diary and schedule (as applicable)
 - Document how systematic gathering of onsite information will be recorded including scheduling certifier inspections, union and legislative matters relevant to the site.
- Conduct onsite project monitoring and inspection of work quality
 - Develop and present as evidence a progress inspection checklist for two (2) trades for a section of building.
 - Adhere to site safety requirements and relevant project administration procedures during site visit.
 - Conduct a site inspection to evaluate safety, project progress and work quality for one (1) section of a building as classified above.
 - Inspect and record quality of work, notify relevant people of defects and prepare and issue rectification notice.
- Develop and present a rectification plan following inspection outlining:
 - i) What must be rectified.
 - ii) Why it must be rectified (with reference to appropriate standard, code or plan specification, etc)
 - iii) The recommended order in which rectifications should be done.
 - iv) Expected duration of each rectification and when they are expected to be rectified by.
 - v) Who will carry out the rectification and how they will be notified.
 - vi) Will any rectifications affect the work remaining schedule, if yes - who did you notify.
 - Monitor rectified work according to developed systems to ensure quality control, building standards and client satisfaction are achieved.

Practical Task 1

- Complete project administration processes
 - Record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist.
 - Notify client of rectification, and record client's response to completed work.
 - Instigate procedures that will result in client approval and acceptance where this was not the client's initial response.
 - Confirm contract requirements are fulfilled with relevant management and client.
 - Organise certifier for completion inspection.
 - Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Work site; work team; local safety legislation and regulations; building and construction codes and standards; relevant project plans and specifications; workplace quality control documentation relevant to supervising the administration of quality control compliance; site safety plan, communications and recording systems; work progress and quality systems and documents; business and safety equipment and materials.

Observer details

Name of observer:	Ayden Cooper
Role of observer (Confirm suitability to sign)	Supervisor
Email address of observer	cooperconstructionsandrenovation@admian.com
Signature of observer:	
Date:	19-8-24

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Supervise the administration of quality control compliance	
1.1A. Determine quality control compliance requirements relevant to legislation and industry requirements by accessing and reviewing relevant websites and workplace documents.	☒
1.1B. Read site safety plan and demonstrate understanding by incorporating information as interpreted from site safety plan into work processes.	☒
1.1C. Create or modify a workplace quality control plan to implement, administer, maintain and monitor site quality control for a building classified as either a Class 1 to a maximum of two storeys, OR Class 2 to 9, Type C building. (Note: plan to be attached.).	☒
1.1D. Create or modify two (2) progress inspection checklists to use for two(2) trades for a section of building as described in 1.1C. to ensure regulatory, jurisdictional and workplace compliance and quality control requirements have been met. (Note: Completed checklists to be attached.).	☒
1.1E. Access or develop schedules detailing when specific inspections are to be conducted at appropriate stages of construction.	☒

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1.1F. Communicate to team/others the quality control standards that will be used between onsite and offsite staff, contractors and suppliers that systematically gather onsite information.	✓
2 Supervise the administration of projects.	
1.2A. Determine project administrative requirements needed to supervise and monitor quality.	✓
1.2B. Authorise payment of material after first checking delivery against invoice/order and confirming quality/no defects.	✓
1.2C. Authorise payment of contractor invoices, drawing against contract allowances and back-charges, as required.	✓
1.2D. Authorise variations to contracts and take corrective action as required.	✓
1.2E. Process insurance claims for site loss or damage.	✓
3 Supervise the use of site communications and record keeping systems	
1.3A. Effectively implement communication systems according to work site requirements.	✓
1.3B. Adhere to workplace recording requirements to record project details including maintenance of diary and schedule (if applicable).	✓
1.3C. Document how systematic gathering of onsite information will be recorded including scheduling certifier inspections, union and legislative matters relevant to the site.	✓
4 Conduct onsite project monitoring and inspection of work quality	
1.4A. Develop and present as evidence a progress inspection checklist for two (2) trades for a section of building.	✓
1.4B. Adhere to site safety requirements and relevant project administration procedures during site visit.	✓
1.4C. Conduct a site inspection with inspection checklist to evaluate safety, project progress and work quality for one (1) section of a building as classified above.	✓
1.4D. Inspect and record quality of work, notify relevant people of defects and prepare and issue rectification notice	✓
5. Develop and present a rectification plan following inspection	
1.5A. Develop and present a rectification plan following inspection outlining information listed in 1.5.B to 1.5.G. (Note: Rectification plan with all information must be attached)	✓
1.5B. What must be rectified.	✓
1.5C. Why it must be rectified (with reference to appropriate standard, code or plan specification, etc).	✓
1.5D. The recommended order in which rectifications should be done.	✓
1.5E. Expected duration of each rectification and when they are expected to be rectified by.	✓
1.5F. Who will carry out the rectification and how they will be notified.	✓
1.5G. Will any rectifications affect the work remaining schedule, if yes - who did you notify.	✓
1.5H. Monitor rectified work according to developed systems to ensure quality control, building standards and client satisfaction are achieved.	✓
6. Complete project administration processes	
1.6A. Record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist.	✓
1.6B. Notify client of rectification, and record client's response to completed work.	✓
1.6C. Instigate procedures that will result in client approval and acceptance where this was not the client's initial response.	✓
1.6D. Confirm contract requirements are fulfilled with relevant management and client.	✓
1.6E. Organise certifier for completion inspection.	✓
1.6F. Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms (Note: copies to be presented as evidence)	✓

