

CPCCBC4013A PREPARE AND EVALUATE TENDER DOCUMENTATION

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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.
 - Your 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 another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Eah Man Chon

Participant signature 

Assessor name _____

Assessor signature _____

Date _____

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1 (2X)			

[illegible]

CPCBC4013A

PREPARE AND EVALUATE TENDER DOCUMENTATION

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to prepare and evaluation tender documentation, including calculation of labour and material requirements using costing software programs. These tasks may be simulated or real.		
The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Fah Man Chan	
Name of observer:	Linda Hudahon	
Role of observer (Confirm suitability to sign)	Finance Administrator	
Email address of observer	Linda.Hudahon@Sydneymetro2.com.au	
Signature of observer:		
Date:	25/10/2019	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Evaluate contract risk by: - Selecting contracts according to company policy - Evaluating tender documents, identifying risks for tender preparation	✓	✓
1.B. Prepare tender and supporting documentation by: - Identifying and obtaining necessary information (including vital information, drawings, specification) - Calculating material quantities and costs - Calculating labour hours and costs, considering types, scope and usage of labour through employee and subcontractor systems - Using appropriate costing software programs - Following company procedures and instructions	✓	✓
1.C. Consult with industry professionals, ensuring clear and direct verbal and non-verbal communication appropriate to cultural differences.	✓	✓
1.D. Conduct a preliminary evaluation of completed tender documentation, ensuring conformity with legislation, and company financial and administrative guidelines.	✓	✓
1.E. Provide tender documentation to appropriate staff member for approval or endorsement.	✓	✓
1.F. Prepare final documents (including amendments) for submission to the client.	✓	✓
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.