

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:	Danielle Henderson		
Name of observer:	David James		
Role of observer (Confirm suitability to sign)	Director		
Email address of observer	david.james@perigon.com.au		
Signature of observer:			
Date:	29/09/2020		
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

Danielle has provided more than enough evidence to satisfy the requirements of the Practical Task.

The requirements of evidence for the 1st and 2nd occasion are easily satisfied in many of the tasks Danielle does on a day to day basis.

I have sited the evidence and believe it covers the 5 tasks required. The items sited are provided below

- Labour spreadsheet/labour schedule
- Temp board SLD
- Emails scheduling subbies
- Inductions/policies sent to employees
- Emails to and from suppliers requesting lead times / when materials and plant/equipment are needed
- Email to advise site delivery or if not available redirect to warehouse
- PR 011 – Purchasing Process
- Induction Record