

CPCCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4005A produce labour and material schedules for ordering* 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	Rebecca David
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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.

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Rebecca David

Participant signature

RDavid

Date 28/08/2020

Assessor name

Assessor signature

Date Click here to enter a date.

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

ASSESSOR COMMENTS

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Commencement date	
	☒	Completion date	
	☒	Contract price	

Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer	Suppliers	Contractors	☐
	Timber Suppliers	Carpenter	
	Site Shed and Ablution Hire	Concreter	
	Plumbing Fixtures and Fittings	Plumber	

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer	An employee is paid for by the builder and works under the direction of the builder. The builder can tell the employee when and for how long they need to work.	☐
	A contractor is self employed and can decide when to work and for how long.	

Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Council And QBCC	☐
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Q5. Why should colour selections be included on the schedules?

Answer	Some colour choices may require a special order and therefore may have a longer lead time. Often colour selections can change leading to a variation and to avoid disputes it is good to have the selections in writing and signed off.	☐
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Q6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.

Answer

☒	True
☐	False

☐

Q7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.

Answer

6.30am to 6.30pm Monday to Saturday
Delivery days and times may be affected as well as contractor's availability during these times. For example, in the summer months contractors may want to start work before 6.30am however fines apply to builders if their contractors work outside these hours. Builders need to get permission off the council to work outside these hours.

☐

Q8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.

Answer

Drawing/Specification	Information provided for labour and material schedules
Material Specification	This outlines the type, strength and size of material to be used. For example, whether the structure is steel or timber etc. Lead times for different types of material varies and therefore has to be taken into consideration when scheduling contractors to undertake the works.
Colour Specification	This outlines the colour selection for internal and external areas. This will outline areas, colours, quantities, supplier. Lead times once again need to be factored in so as to ensure they paints are ready for when the contractor is assigned to carry out the works.
Plans	Plans are used for measuring and establishing quantities of materials. From these you can work out time to undertake the works as well as the timing of each trade.

☐

Q9. What three (3) things should a builder do when variations are made to a contract for a project?

- Answer**
1. Ensure the variations are in writing. Only exception is where it is not practical to produce the document before work commences but must be done within 24 hours.
 2. Signed by all parties.
 3. All subsequent documentation must be completed within 5 business days of variation being signed and addend to the contract.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Colour Selections	Colour selections are one of the most common variations by a client. Changes in colour may cause issues if the colour chosen is unique and could have a long lead. Thus delaying the program.
Redesign Kitchens & Kitchen Layouts	Depending on the selection it may effect the lead times for receiving the joinery. If changes to layout then this may effect plumbing and electricity supplies which will then need to be considered when scheduling the plumber and electrician onsite.



Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
If rock is found when digging the footings	This will require different machinery hire hence increasing cost of excavation. It may also delay the program.
If something unexpected happens which requires local authority approval.	Increased cost for council approval, delay in progress as approval needs to be given prior to continuing works.



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5	Builder to note supplier/contractor details and ordering times on schedule
3	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement

☐

Q13. What is an 'overlay drawing'?

Answer

Overlay drawings show further detail on top of any existing plans and specifications. They provide:

- visual clarity regarding the building process
- advice if there have been changes that require subsequent engineering redesign/specialist changes

☐

**Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers

☐

Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

1 Work to be carried out by the subcontractor.
2. Time period.
3. Work rates.

☐

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

1. Order date and delivery date
2. Purchase order number
3. Supplier details
4. Delivery Details
5. Supplier contact information
6. Project manager details
7. Product description
8. Terms and conditions
9. Total order cost

☐

Q17. What is a 'call forward sheet'?

Answer

A call forward sheet is a tool that allows personnel to schedule and coordinate activities on site. It tracks when materials are needed and when they should be ordered. .

☐

Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☒	True
☐	False

☐

Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

Council Approved Plumbing Plans
Architectural Plans

☐

Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer	Document	Answers	Definition	
	1	Permits	1 - B	A May include engineering data
	2	Quotes	2 - E	B Council inspectors may issue a stop work notice until these documents are produced
	3	Reports	3 - A	C Changes requested using a standard form in writing. Need to be signed by both builder and client.
	4	Specifications	4 - D	D List the materials to be used, fittings and fixtures to be installed, and types of finishing required.
	5	Variations	5 - C	E Used to ensure purchase orders are developed using the correct price.

Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer	Trade	Estimate	Actual cost	Cost difference	
	Carpentry	10,000	8,500	-1,500	
	Electrical	3,000	4,250	1,250	
	Painting	4,000	3,900	-100	
	Plumbing	8,000	8,000	0	
	Tiler	4,500	4,750	250	

Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer	Item	PC sum	Actual cost	Cost difference	
	Basin taps	100	130	30	
	Oven	2,500	1,500	-1000	
	Rangehood	500	900	400	
	Shower bases	250	265	15	
	Shower screen	400	350	-50	
	Shower taps	150	120	-30	
	Stove	900	1,200	300	

- Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer	Choice	Possible Answers	☐
	☐	Builder	
	☒	Client	
	☐	Supplier	

- Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer	Choice	Possible Answers	☐
	☒	Builder	
	☐	Client	
	☐	Supplier	

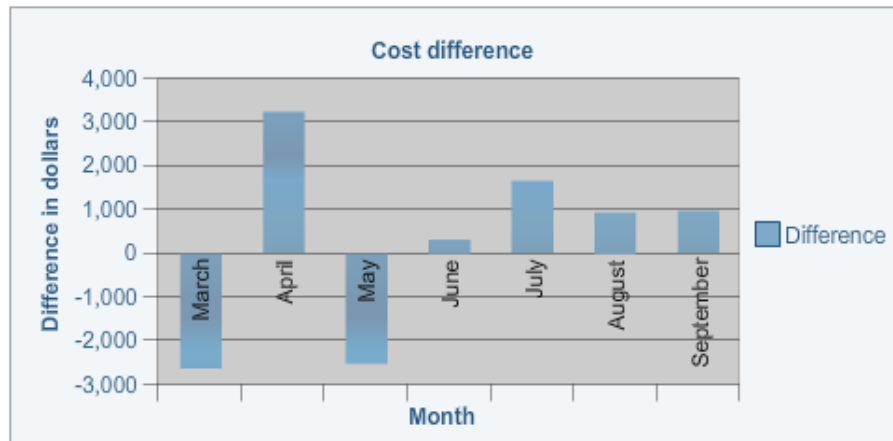
- Q25. You are given the following table containing the costs for each month of the project.

Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer	Choice	Possible Answers	☐
	☐	Plot both the estimated and actual costs on a graph	
	☒	Plot the actual cost on a graph	
	☐	Work out the difference between the estimated and actual costs	

Q26. The following graph is a visual representation of the difference in each month.



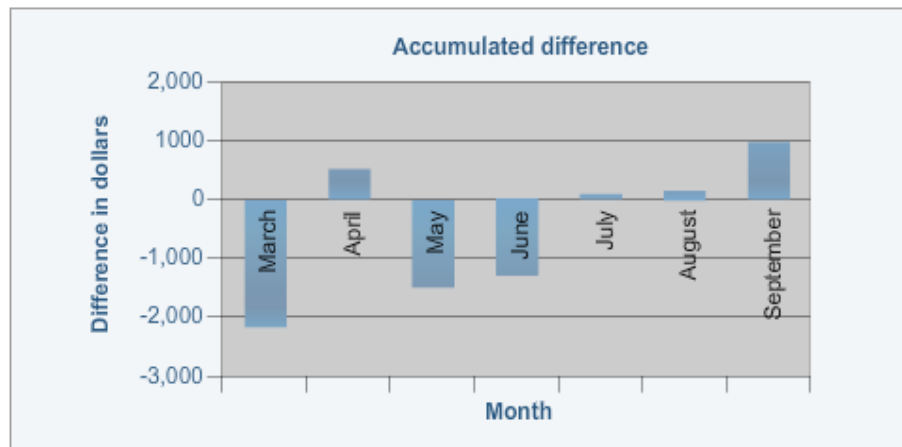
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☐	No, you cannot see this directly from the graph
☒	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated?
Tick your response.

Answer

Choice	Possible Answers
☐	Overestimated
☒	Underestimated

☐

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

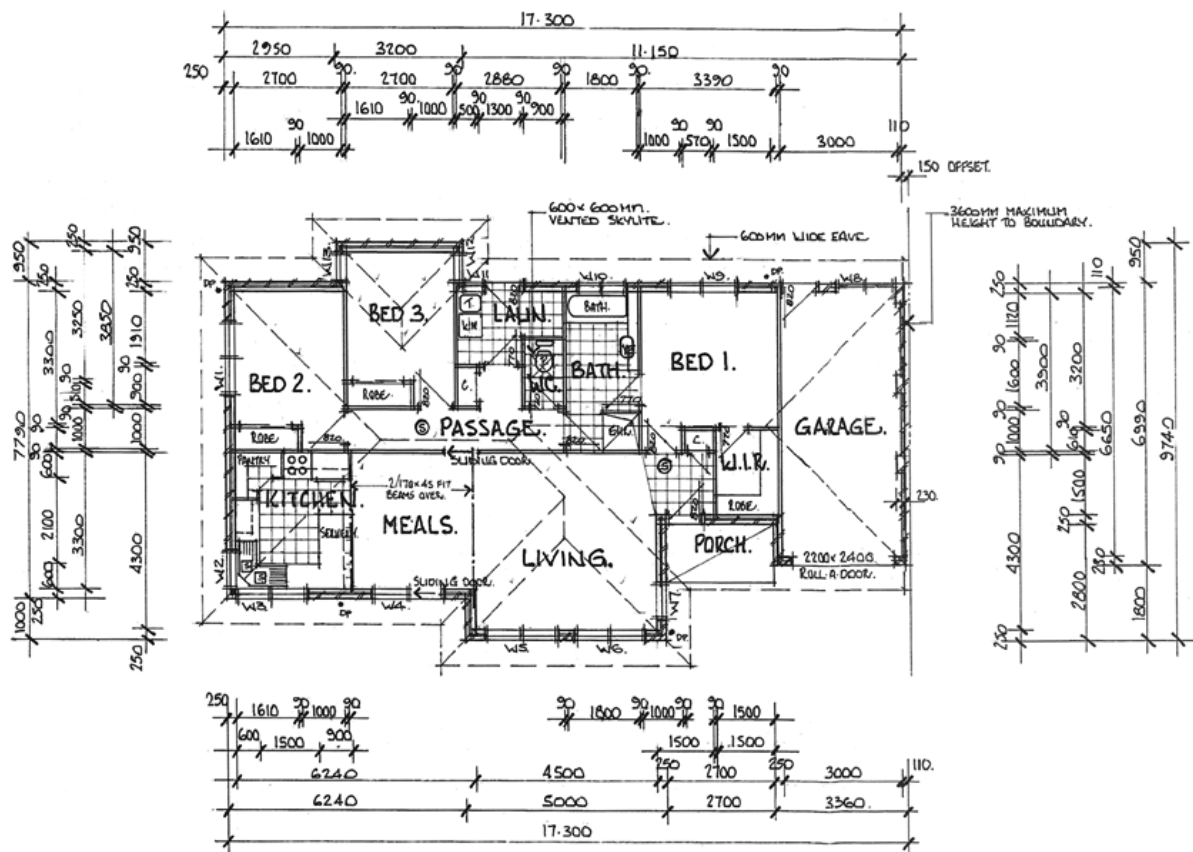
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA:

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT.
PROPOSED GARAGE	21.74 SQ.M.	234 SQ. FT.



Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Aluminium Windows	6 weeks	27/07/2020	15/06/2020	Delivery to site with crane truck to laydown area as directed by Site Foreman.
Brick Veneer	2 weeks	29/06/2020	15/06/2020	Shop drawings to be approved prior to manufacturing. Delivered to laydown area as directed by Site Foreman.
Roof Trusses	5 weeks	20/07/2020	08/06/2020	Shop drawings to be approved prior to manufacturing. Crane truck on delivery to laydown area as directed by Site Foreman.
Cement Roof Tiling	2 weeks	27/07/2020	13/07/2020	Supplier to provide forklift upon delivery to site laydown area as directed by Site Foreman.



Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	Obtain m2 rate from 3 different suppliers, complete a full take off of the area to be installed and ensure you allow for 5% wastage.	Read the manufacture specifications for fixings and waterproofing, ensure you have order al installed as per the recomendations. Warranty may be void if not followed
Wall frame	Complete a full take off and allow for 5% wastage, obtain 3 lm rates from different suppliers, once you have the best rates issue a purchase order and included delivery if required.	Review the structural drawings and check the wall framing you have order meets all the specifications, nails, glues and the alike.
Windows	Obtain 3 tender prices, ensure you have provided all the specifications required for windows. e.g section J. make sure the subcontractor has included domestic frames and timber reveals.	Ask for a window fixing detail, make sure waterproofing and flashing's have been followed as per manufactures specificaltons. consider lead times before placing the order



Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer

Attached.



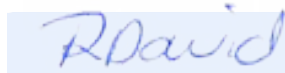
CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Rebecca David

Participant signature



Date 28/08/2020

Assessor name

Assessor signature

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

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

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred. Occasion 1: Residential project Occasion 2: Commercial project 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 copy of a material/labour schedule or supplier list for a project - A copy of a purchase order for purchasing materials or other resources - A cost report - Site condition reports or dilapidation reports - Contract documents - Call forward sheets - Variations 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: Contract documentation (including plans and specifications), computer.		
Assessment of task		
Name of participant:	Rebecca David	
Name of observer:	Mitchell Hamrey	
Role of observer (Confirm suitability to sign)	Contracts Manager	
Email address of observer	Mitchell.hamrey@paynters.com.au	
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Consider all contract conditions in the schedules, including: - All contractual requirements - Local government and regulatory bodies' conditions of approval - Colour selections - Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

