

CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4005 Produce labour and material schedules for ordering* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

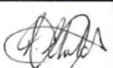
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, 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	Tyanna Childs
Participant signature	

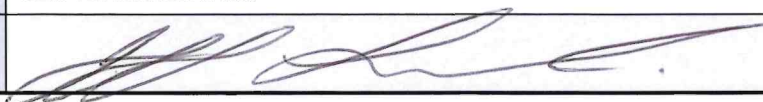
Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☐ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	28/06/2024	☒ Satisfactory	☐ Not Satisfactory
Workbook	2/07/2024	☒ Satisfactory	☐ Not Satisfactory
Practical Assessment	19/07/2024	☒ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4005	19/07/2024	☒ Competent	☐ Not Yet Competent

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

☒ Theory Exam	☒ Electronic Call Forward Sheet (HO4)
☒ Workbook	☒ Material Inspection Checklist (HO5)
☒ Practical Assessment	☒ Procurement Specifications (HO6)
☒ Project Start Record (HO1)	☒ Project Schedule (HO7)
☒ Supplier List (HO2)	☒ Cost Analysis Report (HO8)
☒ Contractor List (HO3)	

Assessor name	Jeff Lewandowski
Assessor signature	

CPCCBC4005
PRODUCE LABOUR AND MATERIAL SCHEDULES
FOR ORDERING
THEORY EXAM

Participant name	Tyanna Childs
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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.

As usual only a couple of minor adjustments required, most answers were even more detailed than I would go to the extent of doing normally. Some of these forms are different to the way I would approach a comparison but still achieve the same result.

Overall great work.

Q1. What dictates how buildings must be constructed in Australia and how may this differ in your State or Territory?

Answer

In Australia, the construction of buildings is governed by a system of building codes and regulations that operate at both federal and state/territory levels. At the core of this regulatory framework is The National Construction Code, which dictates how buildings should be constructed in Australia and provides a principal set of technical building standards that regulate the design, construction and performance of buildings. It consists of three volumes: Volume one covers Class 2 to 9 buildings (commercial, industrial, and multi-residential buildings). Volume two covers Class 1 and 10 buildings (houses, apartments, and other residential buildings), and Volume three covers plumbing and drainage requirements.

Each state and territory have their own variations to address specific local conditions and needs. In Queensland, this means additional guidelines under the Queensland Development Code, overseen by the Queensland Building and Construction Commission (QBCC). Additionally, local councils may also impose additional planning and building requirements through their local planning schemes and development regulations.



Q2. Explain why it is important to understand references the NCC makes to Australian Standards.

Answer

Understanding the references to Australian Standards within the National Construction Code (NCC) is essential for ensuring legal compliance, achieving high-quality construction outcomes, and effectively managing risks. Australian Standards provide clear criteria for safety, performance, durability, and sustainability in construction materials and practices. Adhering to these standards as outlined in the NCC helps mitigate risks associated with safety incidents, structural integrity issues, and regulatory non-compliance. They provide detailed technical guidance that helps with giving an accurate interpretation and application of NCC regulations. Using these standards consistently across the industry ensures that everyone is on the same page and boosts confidence in construction projects.



Q3. What are some indications that a construction company is abiding by environmental protection laws?

Answer

If a construction company is abiding by environmental protection laws they will have documented Environmental Management Plans (EMP's) that outlines how environmental risks and impacts associated with their activities are identified, managed and mitigated. These plans detail measures for soil erosion control, sedimentation, water management, and waste disposal in compliance with local regulations.

As a construction company should also have all necessary permits and approvals through the Department of Environment and Science.

Additionally, a construction company abiding by environmental protection laws would monitor and report activities that may have an impact on the environment and as such should have company policies and procedures in place for the monitoring and reporting.



Q4. What do you check for to confirm product compliance with NCC requirements?

Answer

To confirm product compliance with National Construction Code requirements, it's essential to follow a structured verification process. Start by checking documents like Certificates of Conformity and test reports to ensure they match the relevant Australian Standards referenced in the NCC. Look for compliance markings or labels on the product itself that show it meets specific standards or NCC requirements. Confirm that the product has undergone necessary performance tests as outlined by the NCC, covering things like structural integrity, fire resistance, and thermal efficiency. Get a manufacturer's declaration confirming compliance with the applicable NCC provisions. Also, make sure the installation guidelines align with NCC standards and take into account any variations specific to the state or territory where the product will be used.



Q5. Where do you record checks that you have made on products and materials that have arrived on-site?

Answer

The first thing we do is acquire a delivery docket at the time of acceptance of the products and materials. This delivery docket will then be provided to accounts with the invoice and payment certificate so that this information can be recorded on Jobpac. During delivery of the products and materials, we do an inspection report and log the materials/products on a material register on ProCore, where we confirm details such as compliance and quantities, and note any discrepancies or issues observed. If any Non-Compliance issues are identified, we then document them in a Non-Conformance Report, outlining corrective actions required and resolutions achieved.



Q6. Briefly explain what 'conditions' are in the context of building applications.

Answer

'Conditions' within building applications refer to specific requirements set by planning authorities and regulatory bodies as prerequisites for approving construction projects. These conditions, stipulated in the development approval or building permit, must be fulfilled by applicants to proceed lawfully. They encompass environmental management, architectural adjustments, infrastructure contributions, zoning compliance, and adherence to national and state building codes. Their purpose is to ensure developments meet regulatory standards, minimise environmental impact and integrate effectively within communities. Meeting these conditions is crucial for securing final approval and commencing construction in compliance with Australian regulations.



Q7. Discuss information that may need to be shown in the site plans according to the regulations.

Answer

Block Identification
Boundary and boundary length
Proposed building
Adjacent properties
Existing trees (the site plan will advise if these are to be retained or removed)
Road Identification
Verg
North Point
FLL (Finish floor level)
Existing fences
Easement (if any)
Contour lines and level
Datum
Angle of boundary intersection
Location of power connection
Setback
Offset
Driveway
Crossover
Path
Clothes hoist



Q8. What are three (3) grounds that can be used to decide if a services contract is unfair according to the Independent Contractors Act?

Answer

1. The contract is against public interest
2. The contract is contradictory to Australian Industrial laws, or another modern award or enterprise agreement
3. Payment terms in the contract specify a rate less than what would be appropriate for an employee doing similar work.



Q9. Provide one (1) example of how WHS legislation affects building and construction projects in general.

Answer

WHS legislation mandates the preparation of Safe Work Method Statements (SWMS) for high-risk construction activities. These documents detail the risks associated with specific tasks, outline safety measures and ensure that workers are adequately informed and protected. Compliance with SWMS requirements is crucial to avoiding penalties and maintaining a safe working environment on construction sites. As such, WHS legislation is essential for safeguarding worker health and safety on construction sites.



Q10. Explain the difference between a contract and a workplace agreement.

Answer Contracts and workplace agreements differ significantly in their regulatory processes and scope. Workplace agreements require approval by the Fair Work Commission or other government body to ensure compliance with the Fair Work Act 2009 and fairness to employees. In contrast, contracts are privately negotiated agreements between specific parties (e.g contractors and clients) and do not require formal approval or registration. They offer flexibility in tailoring terms and conditions to suit the unique needs of projects and ongoing business relationships within the construction sector. ☒

Q11. What information can you expect to see included in a supplier contract? List three (3) examples.

Answer

1. Delivery and Performance requirements. This includes details such as delivery location, installation or assembly requirements, milestone for project completion (if applicable) etc.
2. Scope of Work or Services that the supplier will provide. This includes information such as quantities, specifications, quality standards etc.
3. The pricing and payment terms for the goods or services, including unit prices, total contract value, due dates, methods of payment etc.

☒

Q12. Discuss why variations can occur in the contract that will affect the scope of works.

Answer Variations in a construction contract can affect the scope of works due to factors like design modifications, unforeseen site conditions, client requests and fluctuations in material costs. These variations often require adjustments in the planned tasks, methodologies and timelines outlined in the original contract. Managing these changes effectively involves clear communication, thorough documentation and following formal approval processes to ensure that the scope adjustments are implemented while maintaining project quality and staying within budget constraints. ☒

Q13. Discuss what is generally provided in the contract clause relating to variations.

Answer

The variation clause in a construction contract defines changes to the project's scope, outlining procedures for requesting and approving modifications. It specifies how contractors assess impacts on costs and timelines, proposes adjustments and details valuation methods for pricing variations. The clause also includes resolution procedures and emphasises thorough documentation to ensure transparency and contractual integrity throughout the project.



Q14. Explain why you should compile a list of nominated and approved suppliers and contractors.

Answer

Compiling a list of nominated and approved suppliers and contractors is essential for efficient construction project management. This practice ensures that only qualified and reliable companies are engaged, maintaining high standards of quality across materials, equipment and services.

Pre-approved lists streamline the procurement process, allowing for quicker sourcing of quotes, issuance of purchase orders and contract initiation. Additionally, working with established suppliers and contractors reduces project risks by ensuring timely delivery and adherence to safety and regulatory standards. Ultimately, maintaining such lists promotes efficiency, compliance, accountability and overall success in the project execution.



Q15. Why is it a good idea to document and track communications with suppliers, employees, and sub-contractors?

Answer

It is a good idea to document and track communications with suppliers, employees and subcontractors as it ensures clarity, accountability and legal protection. It provides a clear record of agreements, instructions and commitments, reducing misunderstandings and disputes. These records serve as valuable evidence in case of legal challenges, demonstrating compliance with contract terms, safety regulations and project specifications. Effective documentation also facilitates project oversight and coordination by enabling timely monitoring of progress, milestones and deadlines. It also supports proactive risk management by identifying issues early and allows for continuous improvement through learning from past experiences. Overall, maintaining thorough documentation enhances transparency, mitigates risks and promotes efficient project execution.



Q16. Why do you enter critical project information into a project schedule?**Answer**

Critical project information is entered into a project schedule for efficient project management and successful outcomes. The project schedule serves as a roadmap, detailing milestones, tasks and deadlines, which helps in planning and coordinating activities effectively. By documenting critical project information, such as task dependencies, durations and resource requirements, project managers can ensure tasks are sequenced correctly and resources are utilised optimally. The approach facilitates effective time management by setting realistic timelines, identifying critical paths and tracking progress against plans to minimise delays and adjustments as needed.

**Q17. Explain what an electronic call forward sheet is.****Answer**

An electronic call forward sheet is a digital tool that assists in managing the timely delivery and coordination of building materials required for project activities. It serves to organise and schedule the procurement of materials according to the project's task sequence. This sheet ensures that each task has the necessary materials available on-site when needed, facilitating efficient workflow and preventing delays.

To prepare a call forward sheet, tasks are listed chronologically, with corresponding materials identified and linked by reference numbers. The sheet specifies the date materials should be ordered, the desired or latest delivery dates and includes comments or special instructions for clarity. Supplier details are also noted, ensuring seamless communication for timely deliveries.

Examples of an electronic call forward sheet is a Procurement Schedule or Trade Letting Schedule.



Q18. Clarify site documents that must be organised into a site file (to be held on-site).

Answer

Site documents that must be organised into a site file and kept on-site include the signed contract, permits and approvals such as building permits and environmental clearances.

Other documents that you should keep in the site file include the design and engineering drawings for architectural, structural, mechanical and electrical aspects, health and safety documentation (including project-specific plans, risk assessments and safety induction records), quality assurance reports, inspection certificates and material compliance documents, Emergency procedures, contact information and training records for personnel.



Q19. What is a Gantt chart used for?

Answer

A Gantt chart is used to visually outline the schedule of tasks and activities necessary for completing the construction project. It presents tasks along a timeline, showing their start and end dates, as well as dependencies between tasks. Resource allocation, including labour, materials and equipment is often detailed, alongside milestones that mark significant project achievements. Project managers, and other construction personnel, are able to track progress against planned schedules, allowing the early identification of delays or issues. They serve as important communication tools, ensuring understanding and alignment on project timelines and deliverables throughout the construction process.



Q20. Discuss the difference between workplace employee labour costs and the costs of engaging sub-contractors.

Answer

Workplace employees, directly hired by a construction company, involve predictable costs such as wages, superannuation contributions, benefits, training expenses and insurance coverage. They offer stability and are integral to maintaining workforce continuity and compliance with labour regulations. In contrast, sub-contractors are independent entities contracted for specific tasks or projects, billing based on negotiated service fees. They manage their own insurance, taxes and equipment expenses, offering flexibility in workforce management and access to specialised skills. This approach allows construction companies to adjust their workforce as needed while maintaining cost-efficiency and complying with industry standards.



Q21. Briefly discuss what the following terms indicate when related to employment.

Answer

Term	What this indicates
Daily hire employee	A daily hire employee is engaged for one day of work under full-time employment status. Their employment can be terminated with just one day's notice.
Full-time weekly hire employee	Employees hired on a full-time weekly basis are guaranteed a minimum number of weekly ordinary hours. They are entitled to a longer notice period before termination, the duration of which is determined by the National Employment Standards
Part-time weekly hire employee	Part-time weekly hire employees received comparable conditions and pay to full-time employees, but their entitlements are calculated based on the hours they work.
Casual employee	Casual employees do not have a fixed employment period and typically work irregular hours. They are not entitled to leave benefits.



Q22. Discuss the importance of monitoring the construction stage progression costs.

Answer

Monitoring construction stage progression costs is extremely important because it helps keep everything on track financially and helps with forecasting future costs. By keeping an eye on costs as the project moves forward, project managers can ensure adherence to budgetary constraints and promptly identify any instances of overspending. It also facilitates effective schedule management, thereby promoting timely project completion. Additionally, watching costs closely ensure that the quality of the work doesn't suffer and that everyone gets paid on time as per their contracts.

Beyond financial management, this practice helps mitigate risks and being ready for unexpected expenses or delays.



Q23. Discuss what workplace overheads are.

Answer

Workplace overheads are indirect costs necessary for business operations, distinct from direct expenses tied directly to specific projects. These include rent, utilities, salaries for administrative staff, insurance premiums, legal fees, licenses, marketing expenses, software and programs and general administrative expenses.



Q24. What is public liability insurance?

Answer

Public liability insurance is essential coverage that protects businesses and contractors from claims related to third-party injury or property damage arising from their operations. It covers legal costs, compensation payments and other expenses associated with defending against such claims or lawsuits.

This insurance is crucial because construction sites can pose risks to the public, such as accidents involving falling debris, slips and falls or damage to neighbouring properties.



Q25. Why would someone take out professional indemnity insurance?

Answer

A company or contractor would take out professional indemnity insurance to protect them from legal costs and claims resulting from errors or negligence in their professional services. This insurance is particularly important in the construction industry because construction projects involve complex planning, design and management, where mistakes can lead to significant financial losses for clients.



Q26. What is worker's compensation insurance?

Answer

Worker's compensation insurance is a mandatory coverage that provides financial support to employees who suffer work-related injuries or illnesses. It covers medical bills, rehabilitation costs, and even some lost wages while an employee recovers. Each state and territory manages its own scheme, aimed at promoting workplace safety and ensuring assistance to injured employees. In Queensland, the worker's compensation scheme is managed by WorkCover Queensland.



Q27. Discuss the responsibilities of the worker who is assigned the task of project scheduling.

Answer

As the individual overseeing Labour and material schedules, the primary role is to ensure the construction project meets its deadline. The project scheduler develops detailed schedules outlining activities, timelines and milestones, aligning them with project needs and resource availability. They look at sequencing, relationships and durations of tasks, whilst monitoring progress, updating schedules and managing resources efficiently. The role of project scheduler may be assigned to various key personnel involved in a construction project, including the project manager, site manager, foreperson and builder.



Q28. Why may you need to add the cost of temporary electrical, plumbing, and/or drainage services to the costing sheets?

Answer

Adding the cost of temporary electrical, plumbing and drainage services to construction costing sheets is important for accurate budgeting and operational readiness. These services are required for site functionality and provide essential utilities like power, water and waste management during construction. Including these costs enables effective management of project resources and ensures adequate funds are allocated to essential infrastructure needs.



Q29. What are site facilities or storage facilities that may need to be added to the site costs?

Answer

- Site Offices
- Toilets and washing facilities
- Drinking Water
- Lunch room / rest areas
- Storage containers
- Temporary Fencing
- Waste management – skip bins and containers
- First Aid Room



CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

WORKBOOK

Participant name	Tyanna Childs
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FOR THE PARTICIPANT	
Instructions	
- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Plan, 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.

As noted above only a couple of minor adjustments required, most answers were even more detailed than I would go to the extent of doing normally. Some of these forms are different to the way I would approach a comparison but still achieve the same result.

Overall great work.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	Bundaberg
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ACTIVITY 1

Access your local authority to respond to the following regarding a new home building project:

- List the project requiring approvals.
- List fees applicable to a new development applications and approvals.
- How do you check the status of a development application?
- What can you do if approval has been rejected?

a) List the project requiring approvals.

Stage 1 – Design: Building proposal plans are drafted by the appropriate professionals (architects, builders, engineers etc).

Stage 2 - the application is lodged with a private building certifier. Copies may also be sent to other regulatory agencies, such as council.

Stage 3 – Procurement of materials, Labour and services needed to complete the project.

Stage 4 - Construction can begin. During construction, designated stages are inspected to verify adherence to approved plans. These stages for a class 1a building are:

- Excavations
- Footings
- Slab
- Frame

Stage 5 – Commissioning and a final inspection at completion, which covers aspects such as siteworks & drainage, termite management systems, damp & weatherproofing, fire safety, health & amenity, safe movement & access, construction of wet areas, glazing, subfloor

ventilation, energy efficiency, water saving measures.

Stage 6 – The issuance of an occupation certificate (Class 1b – 9 Only. Not required for Class 1a and 10).

Stage 7 – Owner Occupancy

Stage 8 – Project closeout

b) List fees applicable to a new development applications and approvals.

- Building works for a Dwelling House not including a Secondary Dwelling - \$655.00
- Lodgement of plans by a private certifier including all associated documentation - \$194.00
- Application for plumbing and drainage and the on-site sewerage facility – (Up to 10 fixtures) - \$1,480.00
- Qleave – 0.575% of the total cost of work.
- Infrastructure charge for building work – Charge for Bundaberg Fully Serviced (inside the PIA) - \$22,148.24

c) How do you check the status of a development application?

You can check the status of a development application by phoning or emailing the Bundaberg Regional Council at ceo@bundaberg.qld.gov.au or 1300 883 699.

The best way to check the status of a development application is by using PD Online via the following link - [Bundaberg Regional Council - Application Tracker](#)

d) What can you do if approval has been rejected?

Review the reasons behind the application rejection and if unclear, request additional feedback to assess if issues can be addressed. Collaborate with planners, architects and experts to address reasons for initial rejection and modify the application to meet approval criteria if possible.

If you disagree with the rejection, consider filing an appeal with a separate review group like QCAT or Queensland Courts, ensuring that your appeal is well-supported with evidence refuting the decision. Be mindful of appeal deadlines to avoid dismissal.

**Satisfactory
Outcome**



CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

PRACTICAL ASSESSMENT

Participant name	Tyanna Childs
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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	19/07/2024	☐ 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.

Works Satisfactory

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
1.1F.	Specify how availability of materials with suppliers and labour with contractors was confirmed: Since this is just a simulation Tyanna mentioned to me that she would stay in touch with suppliers and contractor to check if materials and labour is available. She also handled the procurement schedule and talked over contracts with me, pointing out terms to ensure timely delivery.
1.2A.	Specify site files collated: Tyanna demonstrated proficiency in organising project files according to Alder's policies and procedures, ensuring they adhere to the correct folder structure for projects.
1.2D.	Specify how communications were managed with between staff, contractors, and suppliers: Tyanna confirmed and ran through the use of our Project management software (ProCore), along with discussing the importance of regular meetings, site visits and reporting.
1.3B.	Specify how project progress was managed: Tyanna made sure to stay on top of the project's timeline and goals by closely monitoring key milestones and deliverables. She implemented a schedule for regular progress meetings and went through the process of updating our Program to see our progress. .
1.3E.	Specify issues resolved: Tyanna was able to identify any issues and concerns and to find a resolution. She then recorded her lessons learned.

CPCCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1

Description of task:

The participant must demonstrate the skills and knowledge to produce a schedule for the ordering of materials and allocation of labour for one (1) residential or commercial building and construction project including:

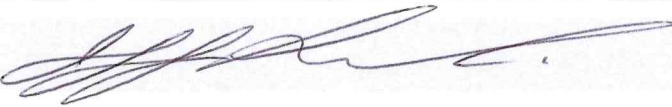
Note: Documentation is to be provided as evidence- Use workplace document templates, alternatively templates are available

- Assess physical and human resource requirements.
 - Determine the conditions of approval from local government and regulatory bodies. *(HO1-template)*
 - Document variations to the scope of works. *(HO1-template)*
 - Determine contractual terms and arrangements by the client and the commencement dates. *(HO1-template)*
 - Compile a list of nominated and approved suppliers and contractors. *(HO2 & HO3- template)*
 - Determine and document channels of communication suited to suppliers and contractors. *(HO2 & HO3- template)*
 - Confirm availability of materials with suppliers and labour with contractors.
 - Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. *(HO7- template)*
- Produce schedules.
 - Prepare electronic call forward sheet and site files containing necessary site documentation. *(HO4-template)*
 - Break down project into stages and tasks and set milestones and timeframes for commencement and completion. *(HO7- template)*
 - Itemise materials and labour required for the stages of construction.
 - Develop and manage efficient communications between staff, contractors and suppliers
 - Sequence material delivery dates and commencement times for labour.
 - Factor in unplanned delays.
- Monitor project costs and maintain project files.
 - Monitor construction stage progression costs and approved variation costs against estimated project cost. *(HO8- template)*
 - Manage and monitor project progress against scheduled timelines. *(HO5 template)*
 - Record monitored project progress and variations, estimated and increased costs.
 - Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. *(HO5 & HO6 – template)*
 - Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. *(HO8 – template)*

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:

Building and construction project; Current construction drawings and specifications; Workplace administration policies and procedures; Templates required to undertake assessment requirements (HO1-HO8); Access to PC and software to research requirements, set up electronic call forward sheets, compile site files and create channels of communication.

Observer details	
Name of observer:	Jeff Lewandowski
Role of observer (Confirm suitability to sign)	Senior Contract Administrator
Email address of observer	Jeff.lewandowski@aldercon.com.au
Signature of observer:	
Date:	19/07/2024

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Assess physical and human resource requirements.	
1.1A. Determine the conditions of approval from local government and regulatory bodies. <i>(HO1-template)</i>	☒
1.1B. Document variations to the scope of works. <i>(HO1-template)</i>	☒
1.1C. Determine contractual terms and arrangements by the client and the commencement dates. <i>(HO1-template)</i>	☒
1.1D. Compile a list of nominated and approved suppliers and contractors. <i>(HO2 & HO3-template)</i>	☒
1.1E. Determine and document channels of communication suited to suppliers and contractors. <i>(HO2 & HO3-template)</i>	☒
1.1F. Confirm availability of materials with suppliers and labour with contractors.	☒
1.1G. Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. <i>(HO7-template)</i>	☒
2 Produce schedules.	
1.2A. Prepare electronic call forward sheet and site files containing necessary site documentation. <i>(HO4-template)</i>	☒
1.2B. Break down project into stages and tasks and set milestones and timeframes for commencement and completion. <i>(HO7-template)</i>	☒
1.2C. Itemise materials and labour required for the stages of construction.	☒
1.2D. Develop and manage efficient communications between staff, contractors and suppliers	☒
1.2E. Sequence material delivery dates and commencement times for labour. <i>(HO7-template)</i>	☒
1.2F. Factor in unplanned delays. <i>(HO7-template)</i>	☒
3 Monitor project costs and maintain project files.	
1.3A. Monitor construction stage progression costs and approved variation costs against estimated project cost. <i>(HO8-template)</i>	☒
1.3B. Manage and monitor project progress against scheduled timelines. <i>(HO5-template)</i>	☒
1.3C. Record monitored project progress and variations, estimated and increased costs.	☒
1.3D. Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. <i>(HO5 & HO6-template)</i>	☒
1.3E. Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. <i>(HO8-template)</i>	☒

Observer comments:

I am satisfied with the work that Tyanna has done and submitted.