

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

PRACTICAL ASSESSMENT

Participant name	Lucy Muston
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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	Select Date.	☐ 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
1.1B.	Specify how subcontractors were determined:
1.1B.	Specify (✓) how subcontractor availability was determined: ☐ Email sent ☐ Telephone call ☐ Other (please specify):
1.1C.	Specify how availability of materials was determined:
1.1D.	Specify location of site and site access requirements and limitations determined when organising site entry:
1.1E.	Specify how commencement date was determined:
1.1H.	Specify how WHS requirements were implemented:
1.2A.	Specify workplace strategies to be applied to the project:
1.3E. 1.3F.	Specify revisions made and/or contingencies applied during the project:

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Practical Task 1

Description of task:

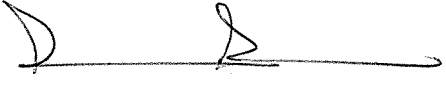
The participant must demonstrate the skills and knowledge required to plan on-site activities, employ human resources and obtain physical resources for one (1) residential or commercial building and construction project. The participant must be a contributing part of the team, before and during construction, researching and applying legislated and quality requirements applicable to the project, including:

- Identify operational requirements.
 - Read contract documentation to determine if there are any unusual aspects of construction, use of materials or penalties that apply.
 - Select subcontractors and determine availability to suit the job requirements.
 - Locate supplier records and assess and confirm availability of materials with suppliers.
 - Identify site access requirements and limitations and organise site entry.
 - Determine project commencement date
 - Prepare and submit documentation for authorities controlling construction work.
 - Implement procedures for accepting and recording site deliveries.
 - Identify and implement relevant work health and safety (WHS) requirements.
- Plan for construction operations.
 - Identify workplace strategies for implementing construction operations.
 - Review documented procedures for recording the hire of plant and equipment.
 - Review procedures for the removal of existing services.
 - Review hazardous materials in accordance with Environment Protection Authority (EPA) requirements.
- Prepare project schedule.
 - Develop a project schedule
 - Sequence construction operations applying milestones and deliverables using workplace approved scheduling.
 - Create project schedule using appropriate approved technology.
 - Define critical path of the project and timeframes.
 - Revise schedule and critical path during the life of the project.
 - Adjust project timeframes, applying contingencies to account for anticipated delays.
- Determine required resources.
 - Determine and document temporary services and site accommodation requirements.
 - Determine and document delivery of materials, plant and equipment documenting availability dates according to contract documentation.
 - Determine and document on-site labour and contractor commencement dates and requirements according to contract documentation.
- Prepare and submit condition reports.
 - Negotiate access with adjoining properties to inspect condition of external structure and internal finishings.
 - Compile and complete reports on the condition of existing buildings and structures on adjacent site boundaries.
 - Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.

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:

Construction site; Access to: current relevant government legislation; current relevant building and construction codes and standards; construction drawings, site plans and specifications; workplace policies, procedures and quality documentation; digital devices, applications and software to create project schedules and documentation.

Practical Task 1	
Observer details	
Name of observer:	BERNARD TRAVERS
Role of observer (Confirm suitability to sign)	PROJECT MANAGER
Email address of observer	BERNARD@GABRIEL CONSTRUCTION.COM
Signature of observer:	
Date:	19.03.2025

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify operational requirements	
1.1A. Read contract documentation to determine unusual aspects, use of materials or penalties.	☒
1.1B. Select subcontractors and determine availability to suit the job requirements.	☐
1.1C. Locate supplier records and assess and confirm availability of materials with suppliers.	☒
1.1D. Identify site access requirements and limitations and organise site entry.	☐
1.1E. Determine project commencement date	☒
1.1F. Prepare and submit documentation for authorities controlling construction work. (attach copy/screenshot as evidence)	☐
1.1G. Implement procedures for accepting and recording site deliveries. (attach copy as evidence)	☒
1.1H. Identify and implement relevant work health and safety (WHS) requirements.	☐
2 Plan for construction operations	
1.2A. Identify workplace strategies for implementing construction operations.	☐
1.2B. Review documented procedures for recording the hire of plant and equipment. (attach copy as evidence)	☒
1.2C. Review procedures for the protection/ removal of existing services. (attach copy as evidence)	☐
1.2D. Review site requirements for hazardous materials handling and disposal in accordance with Environment Protection Authority (EPA) requirements. (attach copy of waste management document as evidence)	☐
3 Prepare project schedule	
1.3A. Develop a project schedule (attach copy as evidence)	☒
1.3B. Sequence construction operations applying milestones and deliverables using workplace approved scheduling.	☒
1.3C. Create project schedule using appropriate approved technology.	☒
1.3D. Define critical path of the project and timeframes.	☐
1.3E. Revise schedule and critical path during the life of the project.	☒

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1.3F. Adjust project timeframes, applying contingencies to account for anticipated delays.	☒
4 Determine required resources	
1.4A. Determine and document temporary services and site accommodation requirements. <i>(attach copy as evidence)</i>	☒
1.4B. Determine and document delivery of materials, plant and equipment documenting availability dates according to contract documentation. <i>(attach copy as evidence)</i>	☒
1.4C. Determine and document on-site labour and contractor commencement dates and requirements according to contract documentation. <i>(attach copy as evidence)</i>	☒
5. Prepare and submit condition reports	
1.5A. Negotiate access with adjoining properties to inspect condition of external structure and internal finishings.	☒
1.5B. Compile and complete reports on the condition of existing buildings and structures on adjacent site boundaries. <i>(attach copy as evidence)</i>	☒
1.5C. Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒

