

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4007 Plan building and construction work* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

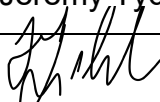
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor,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

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

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCBC4007		☐ Competent	☐ Not Yet Competent

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

☐ Theory Exam	☐ Procedures for recording plant and equipment hire
☐ Practical Assessment	☐ Procedures for the protection/ removal of existing services
☐ Documentation for authorities	☐ Waste management document
☐ Project schedule with labour & materials included	☐ Site facilities document
☐ Procedures for accepting and recording site deliveries	☐ Report specifying condition of existing buildings/structures on adjacent property

Assessor name	
Assessor signature	

CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

THEORY EXAM

Participant name	Jeremy Tydd
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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 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.

Q1. How can you recognise if a clause in the contract is a penalty?

Answer A penalty is a cluse that is monetary for breach of contract tearms. ☐

Q2. What should you read to determine any unusual aspects of the construction and the use of materials? Explain your answer.

Answer So you understand what material are being used and any futher information that my be needed ☐

Q3. Explain why site access requirements and limitations must be determined.

Answer Safe site access is needed for deliveries, workers, and people walking by ☐

Q4. Discuss what must be submitted to local authorities when the project commencement date has been determined.

Answer Any council forms needed ☐
plans and specs

Q5. Listed below are items concerning the project schedule of a building and construction project. Provide a brief description for each.

Answer

Project schedule	Description
Human resource schedule	Time frames contracts
Material delivery schedule	The schedule when material will be delivered
Project critical path	a way to complete a task as fast as possible and efficiently
Project timeframes	Time frames of when things need to be completed to keep the job running.
Scheduling plant use	knowing what plant is needed and for how long it is needed.
Scheduling equipment use	Knowing when equipment is needed and at what stage



Q6. Clarify the important points of site delivery procedures to be implemented.

Answer should document procedures

☐

receipts

deliveries must be checked

must be stored in the correct location

Q7. What information should be included in the site safety plan?

Answer site plans

☐

WHS responsibilities

Training

Hazards

SWMS

Q10. Describe what you would expect to see in the procedures for recording the hire of plant and equipment.

Answer

Ordering process
inspections
prestarts
operator manual

☐

Q11. How do you ensure the procedures for the removal of existing services meet current legislated requirements?

Answer

Follow the WHS act
Follow the local goverment guid lines

☐

Q14. Describe the critical path method and why you may need to revise this during the project.

Answer

You are able to do what is most critical first and set real time frames
that are achivable

☐

Q15. Discuss amenities that may need to be organised for the site and legislated requirements surrounding these.

Answer

Site toilet

Site office

Accommodation

☐

Q16. Discuss the importance of the following actions.

Answer

Action	Purpose
Request access to inspect adjacent properties	To see if there is anything there that will stop you down the track from doing your job.
Report on condition of adjacent properties	So that they cannot complain about false damage to their properties
Provide owners of adjacent properties with condition report	To show them of the current state before any work starts



Q17. Listed below are the different levels of the hierarchy of control measures. Provide a brief description for each.

Answer

Hierarchy of control	Description
Eliminate the hazard	Removing the hazard
Substitute the hazard	Replace with less hazardous
Isolate the hazard	Barrier between hazard and person
Control the hazard using engineering means	mechanical modifications to control the hazard
Control the hazard using administrative means	provide training
Provide PPE	provide PPE



CPCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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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		☐ 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:

CPCCBC4007

PLAN BUILDING AND CONSTRUCTION WORK

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:	Ayden Cooper
Role of observer (Confirm suitability to sign)	Supervisor
Email address of observer	admin@cooperconstructionsandrenovation.com
Signature of observer:	
Date:	15-4-25

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.	✓
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. (attach copy as evidence)	✓
1.4B. Determine and document delivery of materials, plant and equipment documenting availability dates according to contract documentation. (attach copy as evidence)	✓
1.4C. Determine and document on-site labour and contractor commencement dates and requirements according to contract documentation. (attach copy as evidence)	✓

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
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.	✓

