

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	Melissa Robertson
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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

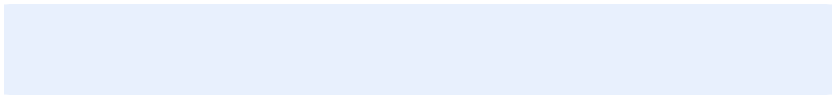
- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants 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 Melissa Robertson

Participant signature 

Date 8/08/2021

Assessor name _____

Assessor signature 

Date Click here to enter a date.

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

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	☐
	Concrete	Concreter	
	Trusses	Carpenter	
	Glass & Mirrors	Tiler	

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

Answer	An employee works in the business as part of the business, a contractor is a separate business that carries out work for a business under an agreement	☐
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Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Local council is a Local government authority, Australian Building and Construction Commission is a regulatory body	☐
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Q5. Why should colour selections be included on the schedules?

Answer	Covers what finishes are, what colours they are and where they go	☐
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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

Moreton Bay Regional Council only allows construction noise Monday-Saturday between 6:30am and 6:30pm so works must only be scheduled between 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
Colour specifications	Include the colour selection for internal and external areas. If the project is in a heritage protected area, the colour specifications would come from the council stating the colours that should be used
Plans	Plans for the building from a bird's eye view
Floor and wall covering specifications	Include details of the type and colour of material used for floors and walls

☐

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

Answer Put them in writing, ensure it's dated and signed, check how it may impact schedules



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
Moving internal walls prior to erecting wall frames without changing the external dimensions or envelope of the original	May require extension of time, may have increased costs if frames already onsite or in production
Changes to Fittings like lights and switches	If captured before electrical rough in then delays may be minimal however if caught at rough in stage or later then delays and costs will increase to adjust works.



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
Something is found on site after construction begins which was concealed or unexpected given the information at the time of tender	Increased costs the client will need to sign off, may add time to the works depending on how much more is involved with the works
Weather has delayed work	Extensions of time have a flow on impact on most aspects of work, if one area is delayed it impacts the schedule for everything that follows.



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 are drawings that show further detail on top of any existing plans and specifications

☐

**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

Work, time period and agreed rates¹.

☐

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

Answer

Order date and delivery date
Purchase order number
Supplier Details
Delivery Details
Supplier Contact Information
Project Manager Details
Product Description
Terms & Conditions
Total Order Cost

☐

Q17. What is a 'call forward sheet'?

Answer

A call forward sheet is a sheet used to track 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

Site Plan
House 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	

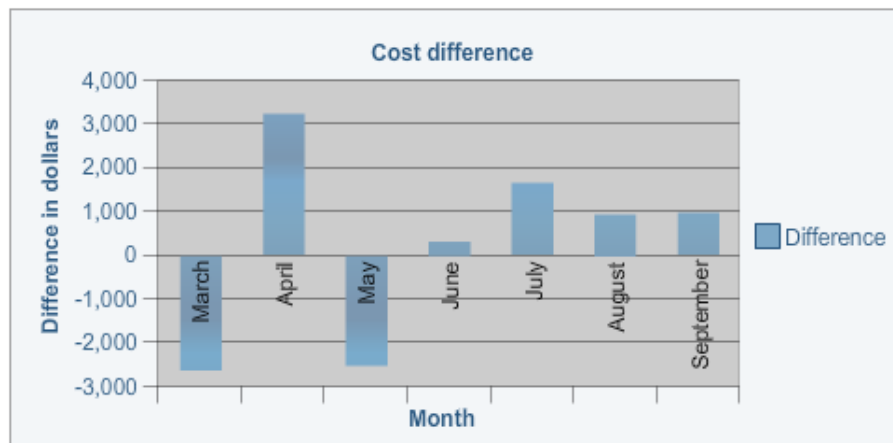
- Q25. You are given the following table containing the costs for each month of the project.

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.



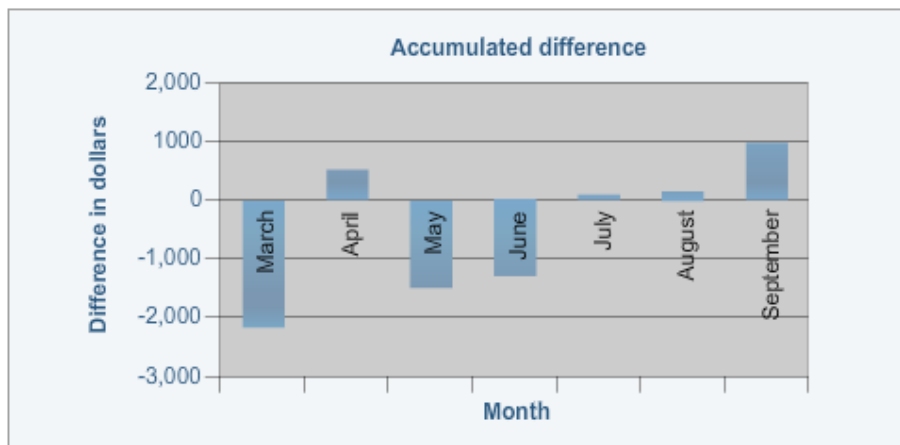
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

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

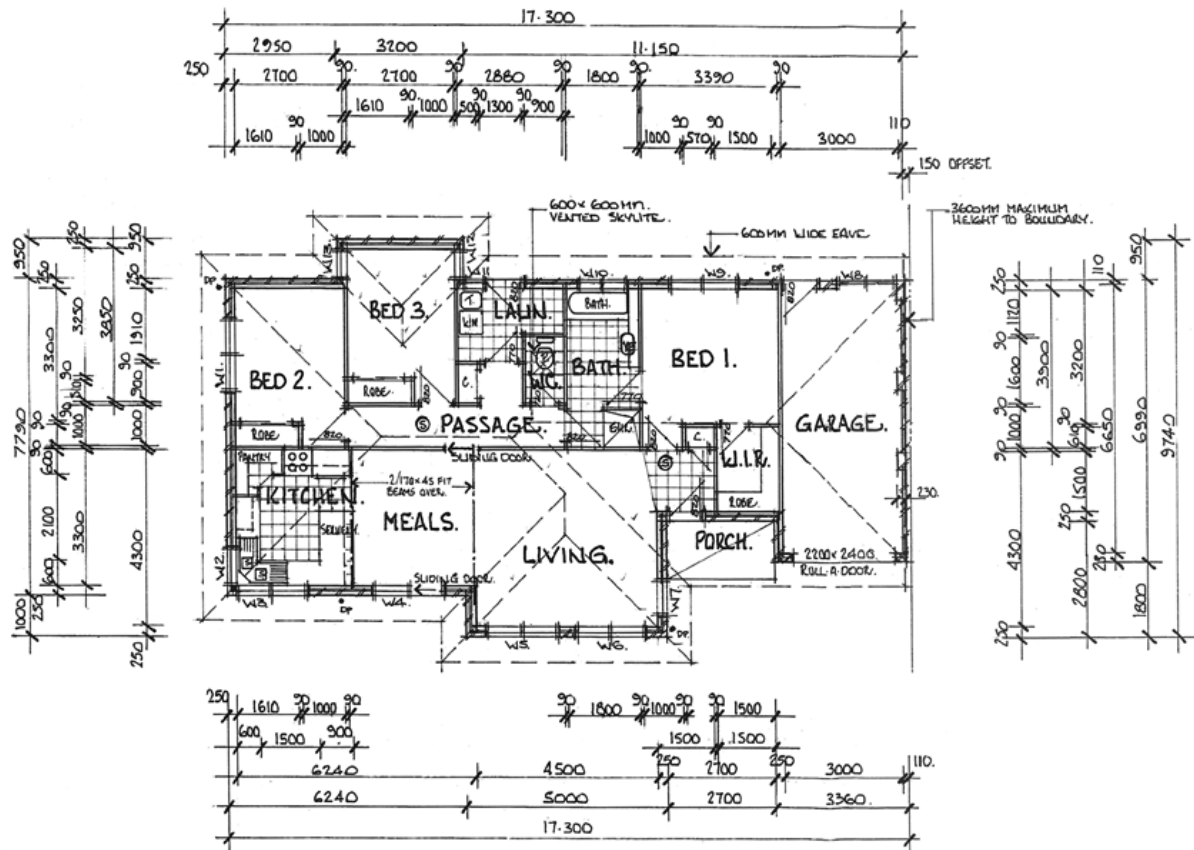
You are a site supervisor of a small residential project, as outlined below:

- 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
Bricks	8 weeks	10/11/2021	08/08/21 (we issue all orders prior to commencement then supervisors call up with sufficient leadtime)	Slab and frame to be complete, can be delivered prior to roof if sufficient space on site
Prefab Trusses	12 Weeks	01/11/21	08/08/21	Slab and timber frame to be complete prior to delivery, crane required
Cement Roof Tiles	10 weeks	04/11/2021	08/08/21	Frame and trusses to be complete prior to delivery
Aluminium windows	4 weeks	09/11/2021	08/08/21	Roof, Frame and trusses to be complete prior to delivery



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	Check plans, colours, specs to know type, finish and quantity	Storage onsite, where it goes on the dwelling, what order it needs to be done in relative to other items.



Wall frame	Check plans and engineering as well as schedule for slab	Storage onsite, lead time, slab date
Windows	Check plans, colours and engineering	Storage onsite, lead time, frame install and roof install dates.

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 As attached



FORM 4

VARIATION DOCUMENT

(Condition 16 of the General Conditions of QBCC Level 1 Renovation, Extension and Repair Contract)

NOTE TO CONTRACTOR: This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) _____
(insert name and postal address of Owner/s)

From: (Contractor) _____

Site Address: _____
(insert Site address)

This document is for a variation: ☐ required by law
(tick whichever is applicable) ☐ for extra excavation and foundations
☐ requested by the Owner/Owner's Representative
☐ requested by the Contractor/Contractor's Representative for the following reasons: _____

(insert reasons)

The change to the Works is as follows: _____

(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: _____ business days.

NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE

If the variation causes you actual delay you must also submit a QBCC Form 1 - *Extension of Time Claim and Owner's Response to Claim* within 10 business days of the earlier of when you became aware of the cause and extent of the delay, or when you reasonably ought to have become aware of the cause and extent of the delay (see Condition 17).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

☐ **increase** the price by: \$ _____
(incl. GST)

☐ **no change** to price

☐ **decrease** the price by: \$ _____
(incl. GST)

☐ **increase/decrease** (delete whichever is not applicable) the price by an amount that will be calculated as follows:

(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Contract Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 8:

(insert description of Stage from Schedule Item 8)

NOTE: The Contractor cannot seek payment for an increase in the Contract Price due to a variation before the variation work has been completed.

SIGNED: _____
(Owner/Owner's Representative to sign)

DATED: ____/____/____
(day) (month) (year)

SIGNED: _____
(Contractor/Contractor's Representative to sign)

DATED: ____/____/____
(day) (month) (year)

When form completed, Contractor to retain original and give 1 legible copy to Owner.