

CPCCBC4004

IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

THEORY EXAM

Participant name	
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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 response 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 unaided 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 is the construction industry in Australia regulated?

Answer

Should reflect but is not limited to: State and territory governments regulate building and construction activities in Australia.



The Australian Government collaborates with state and territory governments to promote nationally consistent regulations through the National Construction Code (NCC). The National Construction Code is the statutory reference for the minimum technical requirements for the design, construction, and performance of all new buildings and plumbing and drainage systems in Australia. State legislation is enforced around licensing requirements etc.

Q2. How do you determine which Australian Standards are mandatory and therefore enforceable?

Answer

Should reflect: All builders and contractors working in the residential building industry must follow the Australian Standards as set out in the National Construction Code (NCC). States and Territories may have additions or variations relevant to their own conditions. All Australian standards referred to in State and Territory legislation such as the Building Act are mandatory.



Q3. Discuss how builders and others on construction sites and ensure the safety of all on site.

Answer

Should reflect: By adhering to requirements set by The Work Health and Safety (WHS) Act. The Act defines strict health and safety requirements for the protection of all workers at work and other people who might be affected by the work. It is the legal obligation or duty of everyone to adhere to these requirements. All state/territories observe the WHS Act because it is Commonwealth law. However, State/Territory-specific WHS regulations are also enforced in each state/territory. These regulations are consistent with the WHS Act; however, some WHS requirements may differ in each state/territory.



Q4. Why do construction projects have to abide by environmental protection legislation and regulations?

Answer

Should reflect: To protect waterways, flora and fauna and people in the surrounding environment. Environmental protection laws cover pollution, noise and vibration which are all relevant to construction projects. Sites that do not abide by environmental protection laws can be prosecuted and/or fined which can do damage to a business and business reputation.



Q5. Describe the Environmental Protection Authority (EPA) and how environmental protection is monitored in the state/territory you work.

Answer

Should reflect but is not limited to: The EPA is an independent statutory body delegated to protect the environment and prevent and control environmental harm. They are in charge of enforcing regulations with an environmental concern. In Qld the Department of Environment and Science (DES) is the regulator and monitors environmental risk through a range of assessment, compliance, investigation and enforcement activities.



Q6. Explain why workplace policies and procedures are important in relation to legislation.

Answer

Should reflect: Well-written workplace policies comply with legislation relevant to the workplace and tasks. They assist in maintaining legal safety to workers and to the environment and demonstrate that the organisation is being operated in an efficient manner. By adhering to legislative requirements when writing policies and procedures, the workplace can ensure uniformity and consistency in decision-making and operational procedures. Adhering to legislative requirements when writing policies and procedures also assists the businesses in ensuring compliance, thus avoiding prosecution, fines and loss of reputation.



Q7. Why should you understand the 'scope' of the workplace when producing estimated costs for building and construction projects?

Answer

Should reflect The scope of an organisation defines the extent of the services that they offer. It describes the work the organisation is involved in and the key features and expected deliverables of the organisation. An understanding of the scope will help to determine which employees are suited to building and construction project tasks (especially if specific licences or qualifications are needed) and whether contractors are required for certain tasks and deliverables. It helps to determine labor needs and consequently those labor costs.



Q8. Explain the importance of construction schedules in relation to contracting tradespeople, material resourcing and inspections.

Answer

Should reflect but is not limited to: schedules such as Gannt charts are developed and used to enable allocation of trades for tasks and to help to determine material needs at specific times. The schedule adheres to the construction methods and follows the timeline required for the build. The schedule is useful in determining if specific parts of the build are compliant as they should include milestones for inspection and checks. The schedule helps to determine if all contractors are working on time, compliantly and whether variations need to be made.

☐

Q9. Discuss why builders should keep and maintain records of subcontractors, site supervisors and workers qualifications, competencies and licences.

Answer

Should reflect knowledge of level of work that can be undertaken by subcontractors site supervisors and workers. To ensure that the person doing the work tasks is sufficiently qualified and holds the required licence to undertake the task.
Level of qualification will help to inform correct payment requirements.

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Q10. Why is it important to identify the site conditions during planning?

Answer

Should reflect: The project site can heavily influence the construction cost of the project. Site conditions such as poor soil, presence of pipes, uneven land, archaeological site, water bodies and environmentally hazardous spaces could increase the cost of the project. They must be essentially covered in the construction cost.

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Q11. The 'Managing the work environment and facilities Code of Practice' states that a PCBU must so far as reasonably practicable provide adequate and accessible facilities for the welfare of workers. Discuss what must be organised to meet this requirement.

Answer

Should reflect: These facilities include toilets, drinking water, washing facilities, and eating facilities applicable to the size, location, and nature of the construction site, the number, and composition of the workers at the site at any one time, the nature of the construction works being done and the availability of power and services.



Q12. Why should you determine the temporary boundary fencing requirements for the site?

Answer

Should reflect: Temporary fencing around construction sites is used to manage the risk of unauthorised access to workplaces where construction work is occurring. This is a requirement of the Work Health and Safety Regulation in Qld. You must determine, the requirements for the site to enable you to determine or select a supplier and calculate the hire costs.



Q13. Why is it important to establish communication protocols for the site?

Answer

Should reflect: Construction projects require effective communication to ensure the coordination of construction activities. The project may need a variety of devices to ensure convenient and prompt communication with suppliers and sub-contractors. The project may also need to ensure workers' safety and comply with work health and safety requirements. All these communication tools comprise the communication requirements of your construction project that may need to be purchased or hired.



Q14. Discuss what must be determined when identifying waste removal requirements.

Answer ☐ Should reflect: Types of waste and receptacles needed, location of waste management sites and whether the site will have specific waste that requires specialised removal according to local council and environmental protection requirements. Waste disposal fees applicable to the site.

Q15. What are the different costs to be considered when determining waste removal requirements for the site?

Answer ☐ Should reflect: Cost of waste receptacles, cost of waste removal, cost to dump waste as local waste management site.

Q16. Discuss additional project-specific statutory, approvals or compliance costs that must be met.

Answer ☐ Should reflect but is not limited to: Statutory, approvals, or compliance costs may come from various sources, such as licencing, development applications, zoning approvals, permit applications, council building approvals, environmental management fees, permits to work on heritage listed properties, and the relevant costs.

Q17. Discuss what a quantity take off is.

Answer ☐ Should reflect: Creating a list of materials and consumables with the quantities of each required for the construction project as part of estimating how much of each building material is needed for a construction project.. The measurement of the materials, whether in number, length, volume, area, or weight, is also noted in the quantity list.

Q18. How can you make use of modern technology when producing a take off?

Answer

Should reflect: You can scan construction drawings or specifications into software such as AutoCAD. You can access Building materials calculators generally provided by suppliers Other digital technologies that aid in estimating quantities needed for a project include software specifically called electronic take off, some estimation software is synced with take off systems so that quantities are automatically linked to labour assignments. With this technology, you can account for what-if scenarios and adjust estimates accordingly.



Q19. Discuss how you would estimate the cost of precast concrete components.

Answer

Should reflect: Contact the manufacturer/supplier to determine the cost for the type of concrete needed and square metres needed. Additional cost can be expected for unusual shapes. Dimensions determine the total cost of a precast concrete product. Taller concrete walls mean the precast concrete contractor has to reset formwork several times while forming the precast shape. This extra work adds more time to the process and increases the labour needed and, ultimately, the price. If load bearing, A structural engineer must design the structure and the cost for the engineer must be included. Weight influences equipment needed for construction and also affects the cost of transport. All these factors must be considered.



Q20. Briefly discuss what is needed for the safe operation of the following physical resources at a current and active worksite in your state or territory.

Answer

Physical resource	Requirement for operation
Bulldozer	e.g. Availability in required timeframe. Meet conditions of use - No specific licencing in Qld however operator must demonstrate adequate skills and know-how to operate a dozer at the time of hire/operation. Specific licences relevant to the work such as High risk work (HRW) licence Logbook. SWMS may be required. PPE
Excavator	e.g. Availability in required timeframe. Meet conditions of use - No formal excavator licence however accredited training for excavator ticket may be required by workplace to demonstrate a competent operator. Specific licences relevant to the work such as High risk work (HRW) licence. Logbook. SWMS may be required. PPE
Hoist	e.g. Availability in required timeframe. Meet conditions of use -Materials hoist requires operator to hold HM high risk licence Personnel and materials hoist requires operator to hold HP high risk licence Reach stacker requires operator to hold RS high risk work licence (HRW). SWMS required for high risk work. Logbook and SWL plate. PPE
Forklift	e.g. Availability in required timeframe. Meet conditions of use -Operator requires a High Risk Work licence (LF) SWMS required for high risk work. Logbook and SWL plate. PPE
Mobile Crane	e.g. Availability in required timeframe. Meet conditions of use with a rated capacity of greater than 10 t must be registered; e.g. Operator requires a WP high risk licence; Slewing requires relevant licenced operator to weight capacity. SWMS required for high risk work. Logbook and SWL plate. PPE



Q21. Discuss what you need for the safe and effective operation of a compressor, generator or a pump at the work site.

Answer

Should reflect: Operator manual for safe operation, logbook if the plant supplier requires this, PPE, appropriate fuel if required. Competent operator or someone to supervise who is competent.

☐

Q22. Describe how you can obtain the supplier prices for physical resources such as the hire of earthmoving equipment or smaller equipment such as generators.

Answer

Should reflect: Typically, obtaining supplier prices may require sending the supplier a list of physical resources needed for a construction project using the internet. A schedule of usage for the physical resources is also sent with the list. Alternatively, the supplier may have appropriate calendars with their listings on the website for completion. It is best to gain the prices in writing to avoid misunderstandings that can occur when negotiations are made using only verbal communication. Adhere to workplace procedures and policies when contacting and communicating with suppliers.

☐

Q23. Discuss how you confirm additional transport costs that may apply to the hire of plant and equipment.

Answer

Should reflect: Suppliers will likely give you the cost to hire the specified plants and machinery per day of use. It is also important to discuss how the physical resources will be transported to the construction site. Additional transportation costs may apply to large plants and machinery such as bulldozers, mobile cranes, and excavators. Additional costs may apply per km depending on the supplier policy regarding delivery and pick-up distances.

☐

Q24. Discuss what is meant by 'overhead costs' and why these must be included when calculating and estimating costs for a job.

Answer

Should reflect: Overhead costs are fixed operational expenses not directly billable to a job and includes items such as office space rental, utilities, administrative salaries, employee taxes, insurance, accounting fees, telephone and technology bills, vehicle expenses, the cost of tools and equipment etc. You must include overheads when estimating or pricing jobs otherwise, the job and consequently the business can become unprofitable when the final numbers are applied.



Q25. How is an overhead margin calculated?

Answer

Should reflect: It is the total sum of your annual overhead costs divided by the sales you anticipate for the year. You can also calculate this using monthly costs and sales. Usually a business will add a percentage of working costs to determine the amount of overhead costs to charge. This set mark-up percentage is known as the overhead recovery rate. As a general rule, it's best to make sure your business doesn't exceed a 35% overhead rate, but there's no cut-and-dried answer to what your overhead should be.



Q26. Discuss risks associated with estimating project costs that you must manage and mitigate.

Answer

Should reflect: Risks to estimating costs include unreliable data, over-optimism, and unrealistic assumptions. These risks may come from underestimating how much of a resource is needed to complete a project. Risks include sudden unexpected price increases including increases in transport costs.



Q27. Describe how you manage and mitigate the risks associated with estimating costs?

Answer

Should reflect: You can manage these risks by adhering to organisational procedures. Your organisation's policies and procedures are likely based on historical data from previous projects. The software that your organisation uses to estimate quantities and calculate project costs also mitigates the risk of over-optimism by reducing reliance on manual calculations that are prone to human error.

You should also be aware of economic influences such as the recent COVID pandemic which caused an increase in costs and costs of transport of goods. Being aware of the economic influences and adding costs to the overheads can help to mitigate the risk of costs being more than income.



CPCCBC4004

IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

WORKBOOK

Participant name	
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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 Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted 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.
- If any written questions 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.

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** (State/ Territory or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications when required.

ACTIVITY 1

Access the internet and locate the project plan below:

[Case Study: Caloundra, Queensland](#)

After reviewing the project plan, answer the following questions:

- What is the size of the land?
- Based on the floor plan, how many bedrooms does the house have?
- In which cardinal direction is the living room oriented?
- What type of slab is required?
- What type of building is shown for this project?
- Specify the materials used to support the sustainability of this construction.

a) What is the size of the land?

e.g. 320m²

b) Based on the floor plan, how many bedrooms does the house have?

e.g. 3

c) In which cardinal direction is the living room oriented?

e.g. North

d) What type of slab is required?

Waffle Pod slab

e) What type of building is shown for this project?

New home using reverse brick veneer and insulation.

f) Specify the materials used to support the sustainability of this construction

e.g. New materials that contain recycled materials as well as materials that can be recycled. Insulation made from recycled glass bottles and cladding made partially from pinewood pulp. The steel roofing contains up to 25% recycled materials The concrete slab is recyclable as is the plasterboard

Satisfactory
Outcome



ACTIVITY 2

Following organisational procedure, you have contacted the appropriate supplier to enquire about the price to hire a bulldozer and an excavator for a construction project across a 30 day period.

You have clarified workplace requirements that the supplier transport the plant from the supplier to the construction site and collect after use. The supplier has responded to with the following quote:

Plant Hire	Cost /per day	Transport cost (Combined delivery and pick-up)
1 x Track-mounted excavator	\$120.60	\$234.50
1 x Track-mounted bulldozer	\$131.70	

Complete the costing sheets below for each item.

Plant for hire:	e.g. bulldozer	
Timeframe:	e.g. 30 days	
Operational Costs:	e.g. Competent operator rate	
Associated Costs:	Cost per day of use	Total
Fuel	\$42.60	\$1278.00
Operator's wage	\$84.20	\$2526.00
Maintenance	\$18.00	\$540.00
Hire costs	\$133.90	\$4017.00
Transport cost	\$350.00	
Total cost	\$8711.00	

Plant for hire:	e.g. excavator	
Timeframe:	e.g. 30 days	
Operational Costs:	e.g. Competent operator rate	
Associated Costs:	Cost per day of use	Total
Fuel	\$42.60	\$1278.00
Operator's wage	\$84.20	\$2526.00
Maintenance	\$18.00	\$540.00
Hire costs	\$158.70	\$4761.00
Transport cost	\$350.00	
Total cost	\$9455.00	

**Satisfactory
Outcome**



ACTIVITY 3

Swayze Construction recently built a new bedroom as an extension to an already-existing bungalow. These are the specifications and features of the new room:

- The room has a mat foundation that is 2 m deep.
- The room has four masonry walls:
 - Two walls are 4 m wide and 3.5 m tall.
 - Two walls are 3 m wide and 3.5 m tall.
- All walls are painted eggshell white.
- The steel tray roofing is 20 m² large.

Laying the mat foundation cost \$30,000.00. This includes labour and materials.
 Putting up all the masonry walls cost \$3,500.00. This includes labour and materials.
 Laying the steel tray roofing cost \$5,000.00. This includes labour and materials.
 Painting the masonry walls cost \$2,000.00. This includes labour and materials.

Given the information above, calculate for the following:

- a) Cost of laying the foundation per metre of depth.
- b) Cost of building the masonry walls per square metre.
- c) Cost of laying the steel tray roofing per square metre.
- d) Cost of painting the masonry walls per square metre.

*You must show the calculations to your answers.
 Round up your answers to the nearest dollar.*

a) Cost of laying the foundation per metre of depth

e.g.

$$= \frac{\$30000.00}{2 \text{ m}}$$

$$= \$15000.00 \text{ per m}$$

b) Cost of building the masonry walls per square metre

e.g.

$$\frac{\$3500.00}{2 \times (4 \text{ m} \times 3.5 \text{ m}) + 2 \times (3 \text{ m} \times 3.5 \text{ m})}$$

$$= \frac{\$3500.00}{28 \text{ m}^2 + 21 \text{ m}^2}$$

$$= \frac{\$3500.00}{49 \text{ m}^2}$$

$$= \$71.4285 \text{ per m}^2$$

$$= \$71.00 \text{ per m}^2$$

c) Cost of laying the steel tray roofing per square metre.

e.g.

$$\frac{\$5000.00}{20 \text{ m}^2}$$

$$= \$250.00 \text{ per m}^2$$

d) Cost of painting the masonry walls per square metre.

e.g.

$$\frac{\$2000.00}{2 \times (4 \text{ m} \times 3.5 \text{ m}) + 2 \times (3 \text{ m} \times 3.5 \text{ m})}$$

$$= \frac{\$2000.00}{28 \text{ m}^2 + 21 \text{ m}^2}$$

$$= \frac{\$2000.00}{49 \text{ m}^2}$$

$$= \$40.8163 \text{ per m}^2$$

$$= \$41.00 \text{ per m}^2$$

**Satisfactory
Outcome**



ACTIVITY 4

Swayze Construction recently built a new bathroom as an extension to an already existing bungalow. These are the specifications and features of the new bathroom:

- The foundation slabs cover an area of 12 m²
- A total of 20 m of pipes were installed as part of the bathroom's plumbing.
- There are eight new pieces of sanitary ware in the bathroom:
 - One toilet
 - Two washbasins
 - Two sink taps
 - Two shower taps
 - One shower outlet
- The floor area of the bathroom is 9 m². All of the bathroom floor is tiled.
- The bathroom has four walls.
 - Each wall is 3 m wide and 3 m tall.
 - Only half the height of the wall is tiled.
- Laying the slabs cost \$3,000.00. This includes labour and materials.
- Installing the pipes cost \$6,000.00. This includes labour and materials.
- Installing all the sanitary ware cost \$18,000.00. This includes labour and materials.
- Tiling the tiled sections of the bathroom (i.e. all of the bathroom floor and half the height of each wall) cost \$1,000.00. This includes labour and materials.

Given the information above, calculate for the following:

- a) Cost of laying of the slabs per square metre.
- b) Cost of installing the pipes per square metre.
- c) Cost of installing sanitary ware per unit.
- d) Cost of tiling per square metre.

*You must show the calculations to your answers.
Round up your answers to the nearest dollar.*

a) Cost of laying of the slabs per square metre

e.g.

$$= \frac{\$3000.00}{12 \text{ m}^2}$$

$$= \$250.00 \text{ per m}^2$$

b) Cost of installing the pipes per square metre.

e.g.

$$\frac{\$6000.00}{20 \text{ m}}$$

$$= \$300.00 \text{ per m}$$

c) Cost of installing sanitary ware per unit.

e.g.

$$\frac{\$18000.00}{8 \text{ pieces of sanitary ware}}$$

$$= \$2250.00 \text{ per piece of sanitary ware}$$

d) Cost of tiling per square metre.

e.g.

$$\frac{\$1000.00}{(3 \text{ m} \times 3 \text{ m}) + 4 \times (3 \text{ m} \times 1.5 \text{ m})}$$

$$= \frac{\$1000.00}{9 \text{ m}^2 + 18 \text{ m}^2}$$

$$= \frac{\$1000.00}{27 \text{ m}^2}$$

$$= \$37.03 \text{ per m}^2$$

$$= \$37.00 \text{ per m}^2$$

**Satisfactory
Outcome**



CPCBC4004

IDENTIFY AND PRODUCE ESTIMATED COSTS FOR BUILDING AND CONSTRUCTION PROJECTS

PRACTICAL ASSESSMENT

Participant name	
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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 assisted by the Assessor or other personnel, unless the step notes this assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an 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
1.1A.	Specify drawings, specifications and plans reviewed for compliance: e.g. residential low set house at xx St in YY suburb
1.2A. 1.3C.	Specify how supplier list was determined: e.g. determined local suppliers from approved workplace suppliers
1.2C. 1.2D.	Specify how contractors, sub-contractors and employees were selected: e.g. accessed HR files to determine most appropriate and availability. Work task review determined numbers and timeframes