CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4013 Prepare and evaluate tender documentation* 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	Rex Henderson
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment
☑ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Workbook	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	Select Date.	☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4013	Select Date.	☐ **Competent**	☐ **Not Yet Competent**

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)	
☐ Theory Exam	☐ Completed tender documentation
☐ Workbook	☐ Client Acceptance Forms
☐ Practical Assessment	☐ Tender Submission Evaluation Checklist
☐ Bill of Quantities created	☐ Completed client contract
☐ Tender Submission Draft	

Assessor name	
Assessor signature	

CPCCBC4013
PREPARE AND EVALUATE TENDER DOCUMENTATION

THEORY EXAM

Participant name	Rex Henderson

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.
   o An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
   o 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. **Discuss what information is needed to prepare tender documents.**

Answer	Tender documentation: The set of documents prepared by a quantity surveyor to invite bids from contractors, including drawings, specifications, bills of quantities, and contractual terms.	☐

Q2. **Explain how you determine which tender documents and contracts to select.**

Answer	Examples of selection criteria include: • relevant experience; • appreciation of the task; • past performance; • management and technical skills; • resources; • management systems; • methodology; and • price.	☐

Q3. **Briefly outline the following Australian Standards that are relevant to tender and contract documentation.**

Answer ☐

Australian Standard	Description
AS 4120	Code of Tendering Outlines the ethics and the obligations of the principal and tenderers in the tendering process in the construction industry, including the selection of contracts and subcontractors.
AS 4000	General Conditions of Contract Outlines general contract terms and conditions that can be used in building and construction contracts
AS 4950	Provides a model for a formal instrument of agreement to be used in conjunction with Australian Standard General Conditions of Contract.

Q4. **How do you determine the structure and operations of workplace costing, tendering and contracting system?**

Answer ☐

Estimation and tendering are critical components of the construction industry, involving the process of accurately assessing project costs and securing contracts. With the advancements in technology, bid estimating software and online construction estimating software have emerged to streamline these processes.

Q5. **How is the NCC relevant in preparing and evaluating tender documentation?**

Answer

As the NCC sets out the technical provisions for design, construction, and performance of buildings and plumbing and drainage systems, the requirements provided must be reflected in the construction drawings and specifications, both of which are essential supporting documents to be attached to the tender

☐

Q6. **Discuss three (3) risks associated with tendering that must be considered and recorded during the evaluation of contracts and tender documents.**

Answer

1. financial,

2. reputational,

3. operational

☐

Q7. **Listed below are circumstances that pose risks associated with tendering. Explain how each circumstance can impact project time and/or cost.**

Answer

Circumstances	Impact on project time and/or cost
Delivery delays that extend project completion dates	Even a single day's delay waiting for deliveries can lead to additional costs that were not originally part of the budget. Inadequate Planning:
Labour shortages	For the construction industry, a labour shortage can lead to a swarm of avoidable issues, such as increased workplace injury, extensive project delays, risky quality control and higher builder risk costs.
Weather	Weather is unavoidable, during tendering allowances are made to claim for down time on weather related events
Failure to adequately anticipate labour costs	In the tendering phase we must create detailed timelines , allocating resources efficiently, and allowing for buffer time to accommodate minor delays that may arrive

☐

Q8. **Listed in the table below are tender documents. Explain the significance of each document in preparing a tender.**

Answer

Document	Significance
A letter of invitation to tender	An invitation to tender is a really important document in construction and other project-based industries. It is the main instrument which companies in these industries use to garner interest amongst and eventually choose the vendors who will work on their projects.
Form of tender	The Tender Form and Schedules include a formal statement of the tender participant's offer to supply the Works or Construction Services. These documents request specific information from tender participants and set out how the information should be provided.
Pre-construction information	Pre-construction information document is a document provided by the client which contains information relevant to construction work, including health and safety hazards, design and construction standards, and ways they can be addressed
Site waste management plan	Site waste management plan describes how materials will be managed efficiently (i.e. reduced, disposed, re-used, recycled), this can be used as a basis in allocating resources for processes relevant to waste management and reflecting these in the tender.
Contract conditions	The Conditions of Tender sets out the rules of the tender process and relationship to the model form. They detail the overall tender process including the delivery method, probity issues, communication issues and the evaluation criteria

Q9. **What is the likely impact on the project cost if you fail to adequately anticipate the material costs?**

Answer	Cost Overruns and Budgetary Constraints: Inefficient estimating often leads to cost overruns, meaning the actual expenses exceed the estimated budget. This scenario can result from underestimating material costs, labour expenses, or unforeseen challenges during construction.	☐

Q10. **What is likely to occur if you allocate too much funding for materials and not enough for labour costs?**

Answer	As a project need structure and planning to meet deadlines and Cost projections, excess material ordered or materials not required until later in the project will take away funds that could be utilised in other areas, especially if there is insufficient labour to install. And vice versa.	☐

Q11. **What is the likely impact on the project cost if you fail to adequately anticipate funding amounts?**

Answer	The impact of cost overruns can be substantial, potentially leading to financial losses, the need for additional funding, project scope reduction, or even project abandonment of the entire project.	☐

Q12. **Discuss the risks related to industrial disputes caused by misunderstandings or overt actions.**

Answer	The common consequences of industrial disputes are loss of production, income, and employment and increase in inflation and cost of living.	☐

Q13. **What is likely to occur if a key player in the project defaults or is not performing according to their responsibilities?**

Answer

The Contractor and key player in question will be called into meeting, they will be cautioned about their contractual agreement and if this cannot be resolved their contract will be terminated.

☐

Q14. **Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.**

Where failure to perform or any delay in the part of the building organisation is caused by events outside the building organisation's control (e.g. civil commotion, acts of god, war, inability to acquire raw materials), duties and obligations of the building organisation shall be suspended for the duration of the event provided that both parties arrive at a mutually acceptable compromise; however, if such a reasonable compromise cannot be reached, either party may terminate this Agreement upon thirty (30) days written notice.

Answer

As the Builder you are at the mercy of the sub-contractor, if you have a disagreement or for any reason that the sub-contractor wants out, they can use any of the (e.g. civil commotion, acts of God, war, inability to acquire raw materials) as a way of exiting the contract leaving the Builder out of pocket.

☐

Q15. **Read the following clause of an agreement between the client and builder and discuss the key risk exposed through the clause that works against the builder.**

The builder must compensate and hold harmless the client from liabilities, damages, and costs that the client is legally obligated to pay as a result of death, injury to any person, or damage to any property, caused by the builders wilful misconduct, negligent act, error, or omission. Reimbursement for the client shall be based on the percentage of the builder's liability.

Answer

This is a very dangerous position to be in for the Builder. To basically promise that you will not hold the other party responsible if the other party carries out the contract in a way that causes damage to the first party is leaving the builder open to legal prosecution should any unforeseen circumstances arise

☐

Q16. **Discuss how labour shortages can contribute to delays in achieving milestones and consequently delays in progress payments.**

Answer

The primary reasons behind labour shortages in construction include: Aging workforce: Many skilled workers are nearing retirement, and more young workers must enter the field to replace them.

☐

Q17. **Why would you include an artist's impression with supporting documentation in preparing a tender?**

Answer

An artist's impression, artist's conception, artist's interpretation, or artist's rendition is the representation of an object or a scene created by an artist when no other accurate representation is available. It could be an image, a sound, a video or a model.

☐

Q18. **Explain how building information modelling (BIM) can assist when wanting to present tender documents.**

Answer

Building Information Modelling (BIM) is a process for creating and managing information on a construction project throughout its whole life cycle. It is a collaborative way of working, underpinned by the digital technologies which unlock more efficient methods of designing, creating and maintaining our assets.

☐

Q19. **Explain why a concise list of products selected for the project should be added in the tender support documentation.**

Answer	A professional tender with all of the correct documentation submitted on time serves as the first indication of a tenderer's reputation	☐

Q20. **Why might you decide to include the workplace industry profile and promotional material in the tender support documentation?**

Answer	A good track record with workplace Health and safety will provide some assurance to a prospected client. This demonstrates a commitment to continuous improvement in health and safety performance.	☐

Q21. **Discuss what types of reports or findings you should add to the tender supporting documents.**

Answer	Tender documentation: The set of documents prepared by a quantity surveyor to invite bids from contractors, including drawings, specifications, bills of quantities, and contractual terms	☐

Q22. **Explain why you would attach the site plan to the tender documentation.**

Answer

Attaching the site plan to the tender documentation ensures tenderers have a clear visual understanding of the project scope, enabling accurate cost estimation and risk management. It facilitates informed and competitive bidding by providing essential details about site-specific conditions and regulatory requirements. This enhances communication, reduces misunderstandings, and leads to better project outcomes.

☐

Q23. **Discuss why you would attach floor plans and detail drawings to the tender documentation.**

Answer

Attaching floor plans and detail drawings to the tender documentation is crucial because it provides tenderers with precise information about the project's design and specifications. This allows for accurate cost estimation, ensuring that all aspects of the project are considered and priced correctly. Additionally, it helps in understanding the technical requirements and quality standards, leading to more informed and competitive bids, and reducing the risk of discrepancies during construction.

☐

Q24. **Discuss how using employees differs to including sub-contractors when determining costing for the tender application.**

Answer

Having external input is more realistic especially if it’s a specific trade and it’s in the pricing pool so they’re usually competitive (or too expensive). Good to compare different subbie prices.

☐

Q25. **Discuss when you must organise and confirm sub-contractors instead of employees for construction projects.**

Answer	Organisations can have more flexibility when hiring contractors. Hiring per project means you can hire people for specific needs depending on what is coming up for your business. It also means that if your company needs to re-work your budgets and costs, you aren't obligated to renew a contract after it ends.	☐

Q26. **Discuss amendments and how these must be attached to tender applications.**

Answer	Amendments to tender documents can manifest in multiple forms, from the alteration of contractual terms to modifications in design specifications. Among these are: Specification Amendments: Changes in the scope of work or the quality of materials and services.	☐

Q27. **What is a client acceptance form?**

Answer	This form can be used to record the client's sign-off and officially bring the project to a close. Use this form when the project outcome has been measured against its acceptance criteria and has been formally accepted on behalf of the client. It offers a place to record: additional comments about the project.	☐

Q28. **Discuss checks you should take before submitting completed tender documents to the client.**

Answer

The scope (what the builder has included & excluded)
Ensuring that the tender covers what the client wants and their requirements
Trade costs, preliminaries and margin costs
Good presentation of the tender (format, spelling, errors etc.)
Subcontractor quotes & scopes
Complete drawings & specifications from the client or architect

☐

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WORKBOOK

Participant name	Rex Henderson

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.
  o An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
  o 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.

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.

ACTIVITY 1
a) Research and list four (4) examples of costing software programs used in building and construction projects. b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system. c) Outline the workplace stakeholders involved in tendering processes.

a) Research and list four (4) examples of costing software programs used in building and construction projects.
1) CostX
2) Bluebeam- rev
3) Adobe PDF editor
4) Auto desk construction cloud
b) Using your workplace hierarchy, list the stakeholders involved in the workplace construction costing system.
These include the client, project sponsor, project manager, members of the project team, technical and financial services providers, internal or external consultants, material and equipment suppliers, site personnel, contractors and subcontractors as well as end users. They are also known as internal stakeholders
c) Outline the workplace stakeholders involved in tendering processes.
Identifying stakeholders at the outset can determine the success of a tender process. Stakeholders are individuals or groups with a vested interest in the project's outcome. Key stakeholders typically include clients, sponsors, partners, and end users.

Satisfactory Outcome ☐

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PRACTICAL ASSESSMENT

Participant name	Rex Henderson

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. o 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. o 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. o 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). o 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. o 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 (Occasion 1)	Select Date.	☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)	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: OCCASION 1 Residential tender	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	**Provide detail**
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation:
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☐ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents:
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes:
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments:
1.1F.	Specify where determined risks were documented:
1.3B.	Specify supporting documents attached/ inserted to tender application:

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2 Commercial tender	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	**Details**
1.1A.	Specify information collected from current and approved project plans, specifications and project documentation:
1.1B.	Was the participant able to understand the documentation sufficiently to extract information relevant to the tendering process. ☐ Yes ☐ No
1.1C. 1.2C. 1.4C. 1.4D.	Specify equipment and programs used to extract and send information and confirm compliance and to develop documents:
1.1D. 1.3A.	Specify workplace forms, contracts and documents accessed to achieve required outcomes:
1.1E.	Specify plans, specifications and tender documentation checked for currency and amendments:
1.1F.	Specify where determined risks were documented:
1.3B.	Specify supporting documents attached/ inserted to tender application:

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Practical Task 1 (2X)

Description of task:
The participant must prepare tender documents for two (2) contracts, one (1) for a residential project (Occasion 1) and one (1) for a commercial project (Occasion 2). Workplace or created documents must be used for this assessment although a template is available for the Tender Submission Evaluation Checklist. The participant must demonstrate:

- Research project requirements.
  - Collect relevant information for tender preparation from current and approved project plans, specifications and project documentation.
  - Read and understand documentation sufficiently to extract relevant information from complex text.
  - Use equipment and programs to access and extract information to develop relevant documentation.
  - Select contracts and tender documents appropriate to the situation and requirements.
  - Source and check relevant plans, specifications and tender documentation for currency and amendments.
  - Evaluate and document risks associated with contracts and tender processes.
- Prepare tender documentation.
  - Collate all information for tender preparation and check for accuracy.
  - Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.*(Create bill of quantities; Costing documents for materials and labour)*
  - Use appropriate equipment and programs to develop relevant documentation.
- Attach supporting documentation.
  - Select appropriate forms and format to accurately complete relevant documentation required to submit with the tender *(Tender Submission Draft).*
  - Attach vital information, drawings, specifications or other supporting evidence to the tender document.
  - Develop a client acceptance form to forward to the client with a request for any amendments and conditions to the tender or contract *(Client Acceptance Forms)*
- Obtain tender approval or endorsement.
  - Check all completed tender documentation for compliance to requirements and workplace processes *(Tender submission evaluation checklist template available).*
  - Develop an appropriate client contract for the project ready for approval. *(Completed client contract)*
  - Provide tender documentation to relevant staff member for approval or endorsement. *(Completed tender documentation).*
  - Use tools and devices to communicate and collaborate effectively with others.

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:
One residential and one commercial contract for tendering; Access to government legislation; building and construction codes, NCC and standards; construction contracts and associated tender documentation; organisational procedures and quality documents, templates; business technology, applications and software to produce tender documentation.

Observer details

Name of observer:	Adrian Wyatt
Role of observer (Confirm suitability to sign)	Site Manager
Email address of observer	adrian.wyatt@mcnab.net.au
Signature of observer:	[signature]
Date:	Select Date. 08/08/2024

When completing the task, did the Participant:		Tick if satisfactorily completed. Provide comments if left unticked. 1st Occasion	2nd Occasion
1 Research project requirements.			
1.1A.	Collect relevant information for tender preparation from current and approved project plans, specifications and project documentation.	☑	☐
1.1B.	Read and understand documentation sufficiently to extract relevant information from complex text.	☑	☐
1.1C.	Use equipment and programs to access and extract information to develop relevant documentation.	☑	☐
1.1D.	Select contracts and tender documents appropriate to the situation and requirements.	☑	☐
1.1E.	Source and check relevant plans, specifications and tender documentation for currency and amendments.	☑	☐
1.1F.	Evaluate and document risks associated with contracts and tender processes.	☑	☐
2 Prepare tender documentation.			
1.2A.	Collate all information for tender preparation and check for accuracy.	☑	☐
1.2B.	Prepare tender documentation to correspond with selected contracts and organisational processes and procedures.*(Create bill of quantities; Costing documents for materials and labour)*	☑	☐
1.2C.	Use appropriate equipment and programs to develop relevant documentation.	☑	☐
3 Attach supporting documentation.			
1.3A.	Select appropriate forms and format to accurately complete relevant documentation required to submit with the tender *(Tender Submission Draft).*	☑	☐
1.3B.	Attach vital information, drawings, specifications or other supporting evidence to the tender document.	☑	☐
1.3C.	Develop a client acceptance form to forward to the client, requesting any amendments and conditions to the tender or contract. *(Client Acceptance Forms)*	☑	☐
4 Obtain tender approval or endorsement.			
1.4A.	Check all completed tender documentation for compliance to requirements and workplace processes *(Tender submission evaluation checklist template available).*	☑	☐
1.4B.	Develop an appropriate client contract for the project ready for approval. *(Completed client contract)*	☑	☐
1.4C.	Provide tender documentation to relevant staff member for approval or endorsement. *(Completed tender documentation).*	☑	☐
1.4D.	Use tools and devices to communicate and collaborate effectively with others.	☑	☐

Observer comments:
Great work Rex. A good understanding of this module.