

CPCCBC4003

SELECT, PREPARE AND ADMINISTER A CONSTRUCTION CONTRACT

WORKBOOK

Participant name	Leah Hellewell
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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 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. - 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.

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

Read the example building contract (HO5) and respond to the following:

- What methods can the builder use to confirm the owner's consent to the contract?
- When can the builder demand or receive any of the contract price?
- What provides the builder with evidence of the owners entitlement to build on the site?
- How long is the defect liability period for this contract?

a) What methods can the builder use to confirm the owner's consent to the contract?

To confirm owners' consent to a contract, a builder can provide:

- A signed Contract
- Letter of Intent
- Verbal or Written agreement

b) When can the builder demand or receive any of the contract price?

A builder can demand a specific stage in a project which is typically outlines in the contract.

- Progress Claims/Payments
- Initial Deposit
- Completion of Project

c) What provides the builder with evidence of the owners entitlement to build on the site?

The builder can confirm the owner's entitlement to build on the site through documents: Title Deed, Permits or Land survey

d) How long is the defect liability period for this contract?

The DLP for a contract usually ranges from 6 to 12 months after projects completion but can vary based on project details (size, cost, duration)

**Satisfactory
Outcome**



