

CPCCBBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCCBBC4007A Plan building or construction work* 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	Courtney Stallard
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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.

CPCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

THEORY EXAM INSTRUCTIONS

1. This exam will occur under standard assessment conditions.
 1. 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)
2. Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
3. Please fill in the details below, providing your name, signature and date of assessment.
 1. Your signature acknowledges that this is your own work.
4. Assessors are to complete marking in pen of a different colour to the Participant.
5. If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 1. If a Participant changes their response in writing, they must put their initials next to the written change.
 2. If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Courtney Stallard

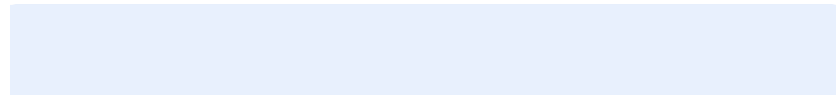
Participant signature



Date 15/10/2019

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
45		☐	☐

1. Name one (1) document you might read alongside the contract to identify the following aspects:
 2. Material requirements
 3. Plant requirements
 4. On-site labour requirements
 5. Any unusual aspects of construction

Answer Specifications

☐

6. Name the Act and identify the section that outlines the maximum deposit amounts that may be accepted by a builder before services are provided. Identify the maximum deposit amounts and the penalties for breaching such requirements.

Answer

Section of Act	Requirements and penalties
Queensland Building and Construction Commission Act 1991 Schedule 1B Division 2 Payments relating to contracts	The building contractor under a regulated contract must not, before starting to provide the contracted services at the building site, demand or receive a deposit under the contract of more than— (a) for a level 1 regulated contract (other than a contract mentioned in paragraph (c))—10% of the contract price; or (b) for a level 2 regulated contract (other than a contract mentioned in paragraph (c))—5% of the contract price; or (c) for a level 1 or 2 regulated contract under which the value of the off-site work is more than 50% of the contract price—20% of the contract price. Maximum penalty—100 penalty units

☐

7. Identify three (3) subcontractors you may engage for a job and the type of work they may undertake.

Answer

Subcontractor	Work
Electrician	Arranges electricity to be connected; places wiring for lighting and power cables; Fixes switches, installs power points, wires electrical systems.
Plumber	Organises water supply; installs pipes and drains; installs roof and guttering; fits taps, hot water systems and toilets; ensures that downpipes are fitted and the sewer is connected.

☐

Carpenter	Installs flooring, wall frames, roof trusses, windows, external doors and frames, decking and steps; attends to joinery and mouldings.
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8. Which of the following methods may be used to find subcontractors for a project? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Advertising	
	☒	Networking	
	☒	Online searches	
	☒	Tenders	
	☒	Word of mouth	

9. Explain the importance of determining subcontractor or plant availability for a job.

Answer	To ensure that your supplier or subcontractor doesn't let you down in terms of supplies, their quality, quantity and timeliness. A reliable contractor or supplier is more important than price because constant and timely supply of the right materials every time is what makes or breaks the efficiency of the whole building project.	☐
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10. Identify two (2) methods you might use to find a supplier for materials.

Answer	• Phone around to find out who has good supplies • Liaise with known suppliers that are resourceful and reliable	☐
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11. Name two (2) factors that may impact on the availability of materials.

Answer ☐ -Imported materials which need to be transported from interstate or overseas.
-Discontinued items that are out of stock.

- 12. Australian Standards must be considered when selecting materials. Identify the Australian Standard (referenced in the National Construction Code) which relates to the requirements for interior lighting.**

Answer ☐ AS/NZS 1680.0:2009 Interior lighting

- 13. Identify two (2) types of plant that may be used for a building project and identify the type of work they may be used for.**

Answer ☐

Plant	Work
Crane	Lift the trusses onto the roof
Bobcat	Earthworks to level Building Pad

- 14. Identify two (2) types of equipment that may be used for a building project and identify the type of work they may be used for.**

Answer ☐

Equipment	Work
Ladder	Climb up to higher levels
Wheelbarrow	Move materials easily around site

15. Identify two (2) of the records you should keep when hiring plant and/or equipment.

Answer

- Written confirmation that the items have been designed, constructed and tested in compliance with applicable WHS legislation and relevant Australian Standards, and will be supplied with the necessary safe-use information in English
- Inspect plant/equipment with the hire company upon arrival to site and record the details of the inspection.

☐

16. Name five (5) temporary services that need to be organised for a building site.

Answer

- **Temporary electrical pole** or power box built into its permanent position. If a slab is being poured on the ground, the power is brought on-site and the power board is put into its permanent place. Sometimes the location of the existing service will determine this. The set back distance and overhead or underground supply need to be considered
- **Water tapping** to supply water to the site. This may be a short tapping (on the same side of the street) or a long tapping which requires piping under the road (if supply is on the other side of the street)
- **Temporary fencing** around the site so that the public does not have access
- **Barricades** to meet the local municipal by-laws. If the site cut is over one metre, a barricade is erected to prevent public access. If the site cut is less than one metre, a temporary fence is erected.
- **Waste bin**

☐

17. True or False (Tick your response): Site accommodation should be provided where construction work occurs in a remote area.

Answer

☒	True
☐	False

☐

18. What is required of a builder before any person is allowed on a building site? Tick all that apply.

Answer

Choice	Possible Answers
☒	To check the person has a Construction Induction Card
☐	To check the person has the approval of the local council
☐	To check the person is wearing appropriate signage

☐

☒	To keep a record of all inductions and all personnel on the site
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19. Who issues a construction induction card? Tick your response.

Answer

Choice	Possible Answers
☐	Australian Parliament upon fee payment
☐	Each site at the conclusion of a site induction
☒	Registered Training Organisations at the conclusion of training

☐

20. Identify one (1) action you might take to facilitate site access for machinery.

Answer	• Ensure there is adequate room for trucks to stop and use lifting equipment such as forklifts from the side of the road onto the site.	☐
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21. Identify the Volume and Sections of the NCC that relate to access to buildings for Classes 1 and 10, and Classes 2 to 9.

Answer	Classes 1 and 10	Classes 2 to 9	☐
	<u>NCC 2019 NCC 2019 Volume One Section D Access and Egress</u>	<u>NCC 2019 NCC 2019 Volume One Section D Access and egress</u>	

22. You should contact your local council to be approved for out of hours construction. Identify the required documentation for an application and the timeframe for approval.

Answer	<i>Local Law No. 8 (Public Health, Safety and Amenity) 2008</i> allows Council to issue a permit to carry out building work and associated noise including delivery of plant, material and equipment to building sites outside of the regulated timeframes set out in the <i>Environmental Protection Act 1994 (EPA) section 440R</i>. An after hours building and delivery permit may be obtained by making an application to the City on the prescribed application form. This form is also available from our customer service centres. An application processing fee is payable. Please note: submitting an application for a permit does not guarantee that a permit will be issued. It is the responsibility of the applicant/property owner to ensure compliance of the after hours building and delivery permit. Non-compliance has a maximum penalty of 50 units. Failure to comply with the conditions of an after hours building and delivery permit may also result in amendment or cancellation of the permit.	☐
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23. In addition to the permit from 22 identify two (2) other permits you may need to obtain to undertake a building project.

Briefly describe the documents required for approval and who these should be submitted to for approval.

Answer	Permit	Documentation and approval body	☐
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Water & Sewerage	Plumbing Approval from Local Council
Setback Relaxation	Request for a Congruency Agency Application from Local Council

24. True or False (Tick your response): Project commencement date is always at the date the contract is signed.

Answer

☐	True
☒	False

☐

25. What document should be developed when purchasing supplies or construction materials?

Answer

☐

26. True or False (Tick your response): Every delivery should be physically checked against the delivery sheet.

Answer

☒	True
☐	False

☐

27. Who should be contacted if items are missing from a delivery?

Answer

☐

28. Name the Act and identify the section that outlines the requirement to implement hazard and risk management on site. Briefly describe the requirements.

Answer

Section of Act	Requirements
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☐

Work Health and Safety Act 2011, section 274	Regulation 297: A person conducting a business or undertaking must manage risks associated with the carrying out of construction work. Regulation 32–38: In order to manage risk under the WHS Regulations, a duty holder must: • identify reasonably foreseeable hazards that could give rise to the risk • eliminate the risk, so far as is reasonably practicable • if it is not reasonably practicable to eliminate the risk, minimise the risk so far as is reasonably practicable by implementing control measures • maintain the control measure so that it remains effective, and • review, and if necessary revise, control measures so as to maintain, so far as is reasonably practicable, a work environment that is without risks to health and safety.
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29. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer ☐

30. What document should be followed when disposing of hazardous materials?

Answer ☐

31. An asbestos removal control plan is required when more than ____ m² of asbestos containing material is to be removed.

Answer ☐

32. True or False (Tick your response): A site assessment should be undertaken if contamination is known or likely to be present from the removal of existing services.

Answer

☒	True
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☐

☐	False
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- 33. True or False (Tick your response): Multiple projects can be planned using a single Gantt Chart.**

Answer

☒	True
☐	False

☐

- 34. What are the advantages of hiring subcontractors to work across multiple nearby projects? Explain with an example.**

Answer

You should try to minimise skilled labour from moving off-site when there is work to be done on nearby constructions. This can save a great deal of time. If sub-contractors move to another location it can be difficult to ensure their return for the next stage of the project.

☐

35. Provide one (1) example to explain why construction operations must be sequenced.

Answer ☐

Plumbing and electrical fit-offs can be done at the same time. This has the advantage of saving total job time and therefore saving money. All the electrical work needs to be finished before painting starts but the plumbing needs to be completed prior to the floor finishing job.

36. Which of the following should be considered as part of task sequencing? Tick all that apply.

Answer ☐

Choice	Possible Answers
☒	Holidays
☒	Labour availability
☒	Plant availability

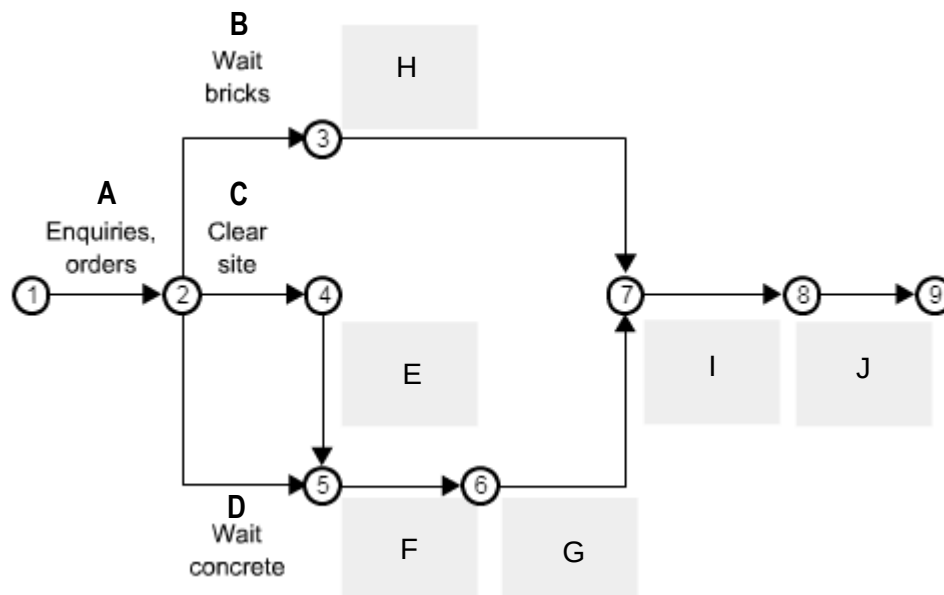
37. Order the following construction operations from 1 to 6 to form the most efficient sequence.

Answer ☐

Step Number	Steps
2	Excavation of footings
4	Floor frame
3	Installing brick base
6	Roof trusses
1	Set out
5	Wall frames

38. Refer to the table below to complete the chart shown. Label the blank boxes with the appropriate Task ID letters.

Task ID	Task	Preceding event	Nodes
A	Make enquiries and order all materials required	Start	1
B	Wait for bricks, sand and cement to arrive	A	2
C	Clear vegetation from the site	A	2
D	Order concrete to be delivered	A	2
E	Dig the trench	C	4
F	Pour the footings	E	5
G	Footings curing time	F	6
H	Load the bricks on the site	B	3
I	Mix the mortar and lay the bricks	H	7
J	Clean rubbish from the area	I	8
	Finish	J	9



Answer

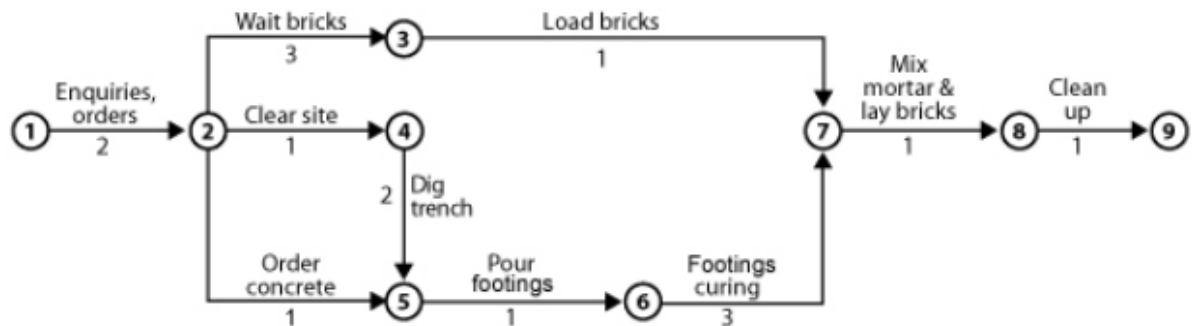


39. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer OnSite Companion



Refer to the chart below to respond to 40 to 44. This chart shows the task sequence for building a brick fence.



40. What is the total time for the process if the top path is taken? Tick your response.

Choice	Possible Answers	
☒	8 days	☐
☐	9 days	
☐	11 days	

41. What is the total time for the process if the path through nodes 2, 4 and 5 is taken? Tick your response.

Choice	Possible Answers	
☐	8 days	☐
☐	9 days	
☒	11 days	

42. What is the total time for the process if the path through nodes 2, 5 and 6 is taken? Tick your response.

Choice	Possible Answers	
☐	8 days	☐
☒	9 days	
☐	11 days	

43. Describe the critical path.

Answer ☐

The 'critical path' is defined as the shortest completion time possible to complete a job. Critical path information:

- Sets out the build and its stages
- Details and records the build timelines
- Shows when sub contractors are due on site and for how long
- Structures the supply chain of materials
- Allows for delays and other supply chain problems
- Caters for things like inclement weather cycles, other unpredictable problems and issues causing deferment and changes in the timelines, deferring supply of materials and labour

Depending on the path you take will depend on how much float is in the job. Delays in your critical path can cause an increase in time and money.

44. True or False (Tick your response): Even if the brick delivery in the top path was late by two (2) days, it is possible that the job will still run on schedule.

Answer ☐

☒	True
☐	False

45. Identify three (3) factors that may impact on the critical path of a project and cause it to need revision.

Answer ☐

-Product or Material is out of stock
 -Tradesperson is booked out and can't get to site when you want them
 -Rainy or Windy weather stops tradepeople from being able to do their job

46. Which major point(s) should you note when carrying out an inspection of neighbouring properties? Tick all that apply.

Answer ☐

Choice	Possible Answers
☐	If the neighbours drive the right kind of car for that neighbourhood
☒	Structure and condition of any boundary fences
☒	Type and condition of all structures on the boundary
☐	Whether the houses are of Victorian heritage

47. Why should you take photographs of site boundaries with neighbouring properties?

Answer Because photos showing the conditions of the neighbouring boundaries BEFORE construction has commenced will be helpful in the event of a dispute with a neighbor later in the build when conditions have changed.

☐

48. When should a condition report be given to owners of adjacent buildings? Tick your response.

Answer

Choice	Possible Answers
☒	Before construction commences
☐	During construction
☐	After construction completes

☐

49. When might a neighbouring property owner be required to refer to a condition report?

Answer If they have noticed damage to their property or shared structures such as fences, they would refer to the Condition Report to check if there have been changes to those structures.

☐

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

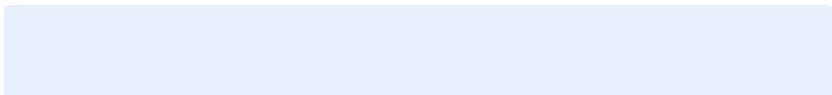
50. The following practical assessment will require the Participant to complete work related activities.
51. The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
52. Please fill in the details below – providing your name, signature and date of assessment.
 1. The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
53. The Assessor may substitute a Practical Task with an alternate task of equal value.
 1. Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Courtney Stallard

Participant signature 

Date 15/10/2019

Assessor name _____

Assessor signature 

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

ASSESSOR COMMENTS

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities: 54. Occasion 1: Residential projects 55. Occasion 2: Commercial projects 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. Evidence to be submitted may include: 56. A construction program/schedule for a project showing: 1. The sequencing of the trades, etc. 2. Working and non-working days, etc. 57. Local authority construction commencement notices 58. Pre-construction site inspection reports or dilapidation reports 59. WHS policy The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer (ideally with project scheduling software), Building Contract, Organisational policies, Telephone, Facsimile.		
Assessment of task		
Name of participant:	Courtney Stallard	
Name of observer:	Aletha Walters	
Role of observer (Confirm suitability to sign)	Manager	
Email address of observer	aletha.walters@stroudhomes.com.au	
Signature of observer:		
Date:	15/10/2019	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Appraise contract documentation		
1. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒
2. Determine availability of selected subcontractors to suit the job requirements.	☒	☒
3. Assess availability of materials and confirm with suppliers.	☒	☒
4. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☒
5. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒

6.	Implement procedures for controlling and recording site deliveries.	☒	☒
2 Construction operation strategies			
1.3A.	Identify organisational strategies for implementing construction.	☒	☒
1.3B.	Implement procedures for recording the hire of plant and equipment.	☒	☒
1.3C.	Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☒
1.3D.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☒
1.3E.	Follow procedures for the control of multiple projects.	☒	☒
3 Project schedule			
1.4A.	Sequence construction operations.	☒	☒
1.4B.	Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☒
1.4C.	Define critical path of the project, revising as required.	☒	☒
1.4D.	Adjust project timeframes to account for anticipated delays.	☒	☒
4 Required resources			
1.	Determine and document temporary services and site accommodation requirements.	☒	☒
2.	Determine and document plant requirements and availability, with reference to contract documentation.	☒	☒
3.	Determine and document on-site labour requirements, with reference to contract documentation.	☒	☒
5 Condition reports			
1.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☒
2.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☒
3.	Effectively communicate using the following methods:	☒	☒
4.	Telephone, facsimile, email and in writing		
5.	Language/concepts appropriate to cultural differences		
6.	Non-verbal communication		
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS