



ASSESSMENT WORKBOOK



CPCCBBC4005

Produce labour and material schedules for ordering

Copyright

This document was developed by TotalVET Training Resources.

© 2021 TotalVET Training Resources.

All rights reserved.

No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or otherwise without the prior written permission of TotalVET Training Resources.

Version Control & Document History

Date	Summary of Modifications	Version
31 May 2022	Version 1.0 released for publishing	1.0
22 November 2022	Version 1.1 – Minor amendments	1.1

Table of Contents

Introduction	5
Competency-Based Assessments	6
Assessing Nationally-Recognised Training	7
Dimensions of Competency	8
Reasonable Adjustment.....	9
The Unit of Competency	10
The Context of Assessment.....	10
Assessment Methods	11
Resources Required for Assessment	12
Assessment Workbook Cover Sheet.....	15
Knowledge Assessment	16
Practical Assessment	40
Candidate Instructions	40
Preliminary Assessment Information	41
Practical Assignment	42
Overview	42
Workplace Assessment.....	49
Overview.....	49
Task 1 Prepare for Project Start	53
Task 2 Assess Physical Resource Requirements	54
Task 2.1 Compile Suppliers List.....	54
Task 2.2 Confirm Material Availability	55
Task 3 Assess Human Resource Requirements	56
Task 3.1 Compile Contractors List.....	56
Task 3.2 Confirm Labour Availability	57
Task 4 Prepare Project Documents	58
Task 5 Prepare Project Schedule	59
Task 6 Monitor Project Progress and Costs.....	60

Task 7 Resolve Issues.....	61
Task 8 Complete Cost Analysis Report	62
Assessment Workbook Checklist.....	63
Record of Assessment (Assessor’s Use Only)	69

Introduction

The assessments in this workbook are divided into three categories: Knowledge Assessment and Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

You must answer all Knowledge Assessment Questions using your own words. However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Practical Assignment** and **Workplace Assessment**. This assessment tests your practical skills with respect to the requirements of the unit of competency relevant in this workbook.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.

When completing the assessments included in this workbook:

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
2. Follow the steps provided in each task.
 - If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
 - Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

Competency-Based Assessments

Definition of Competency

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry, rather than compared with the skills and knowledge of other candidates.

The features of a competency-based assessment system are:

- It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
- Assessment should mirror the environment the candidate will encounter in the workplace.
- Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
- Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
- In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
- The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
- The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

Assessing Nationally-Recognised Training

Developing and conducting assessment, in an Australian Vocational Education and Training (VET) context, is founded on the Principles of Assessment and the Rules of Evidence:

Principles of Assessment

1. Assessment must be valid

- Assessment must include the full range of skills and knowledge needed to demonstrate competency.
- Assessment must include the combination of knowledge and skills with their practical application.
- Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.

2. Assessment must be reliable

- Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
- Assessors must be trained in national competency standards for assessors to ensure reliability.

3. Assessment must be flexible

- Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
- Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
- Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
- Assessment must be mutually developed and agreed upon between assessor and the assessed.
- Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.

4. Assessment must be fair

- Assessment process must consider the individual needs of the candidate.
- Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate's needs.

(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)

Rules of Evidence

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. Valid

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

2. Sufficient

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

3. Authentic

When evidence is gathered, the assessor must be satisfied that evidence is the candidate's own work.

4. Current

This relates to the recency of the evidence and whether the evidence relates to current abilities.

(Source: Training in Australia by M Tovey, D Lawlor)

Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

Why make a reasonable adjustment?

We make reasonable adjustments in VET to make sure that candidates with a disability have:

- The same learning opportunities as candidates without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure candidate needs continue to be met

Assistive/Adaptive Technologies

Assistive/Adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)

IMPORTANT:

Reasonable adjustment made for collecting candidate assessment evidence must not impact on the standard expected by the workplace, as expressed by the relevant unit(s) of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.

The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

CPCCBC4005 - Produce labour and material schedules for ordering (Release 1)

1. Assess physical and human resource requirements
2. Produce schedules
3. Monitor project costs and maintain project files

A complete copy of the above unit of competency can be downloaded from the TGA website:

<https://training.gov.au/Training/Details/CPCCBC4005>

The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge Assessment may be completed wholly at the candidate's home or chosen place of study. The Practical Assessment must be completed in a workplace or a simulated environment.

Assessment Methods

This workbook uses the following assessment method/s:

1. Knowledge Assessment

A set of general and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

2. Practical Assignment

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

3. Workplace Assessment

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Resources Required for Assessment

The student should have access to the following in their workplace:

- Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to:
 - Building and construction project
 - Access to the following:
 - Approved suppliers and contractors for the project that the candidate is undertaking
 - Colleagues who are also working on the building and construction project
 - Organisational policies and procedures, including:
 - Policies and procedures relevant to preparing for the start of a building and construction project
 - Policies and procedures relevant to material purchasing
 - Policies and procedures relevant to communicating with suppliers and contractors
 - Policies and procedures relevant to contractor engagement
 - Policies and procedures relevant to project documentation
 - Policies and procedures relevant to project scheduling
 - Policies and procedures relevant to monitoring project progress and costs
 - Policies and procedures relevant to resolving issues encountered
 - Policies and procedures relevant to conducting cost analyses
 - Documentation templates, including:
 - Electronic call forward sheet
 - Inspection checklist for materials delivered
 - Procurement specifications
 - Project schedules

- Documents relevant to approval conditions of:
 - Local government bodies
 - Regulatory bodies
- Workplace resources
 - The criteria used to come up with the final approved list of suppliers and contractors
 - Lists of suppliers and contractors the organisation worked with in previous projects
 - Template for documenting nominated and approved suppliers, and contractors
- Project documents
 - Quality documentation
 - Construction plans, drawings, and specifications
 - Various construction industry contracts
 - Project schedules and timelines
 - Scope of work
 - Work breakdown structure
 - Call forward sheets
 - Contingency plans
 - Approved budgets
 - Payroll documents
 - Receipts and invoices
 - Estimated project costs
 - Budget records
 - Finance reports

- Digital devices, applications and software to set up electronic call forward sheets, compile site files, and create channels of communication with internal and external stakeholders
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Computing programs
 - Intranet systems

The candidate will need access to:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader

Assessment Workbook Cover Sheet

To the candidate: Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **CPCCBC4005 Cover Sheet**

Workbook	CPCCBC4005
Title	Produce labour and material schedules for ordering (Release 1)
First and Last Name	Rex Henderson
Phone	0490785772
Email	Ric.Henderson2mcnab.net.au

Please read the Candidate Declaration below and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.

By submitting this work, I declare that:

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

Name: Rex Henderson

Signature:



Date signed: 27/07/2023

Knowledge Assessment

Preliminary Task

Questions 1, 2, 3, 9, and 19 of this Knowledge Assessment requires you to refer to the industry requirements, government bodies or authorities, processes, and laws of your state/territory.

For your assessor's reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.

When answering Questions 1, 2, 3, 9, and 19, you must refer to the industry requirements, government bodies or authorities, processes, and laws of the state/territory you ticked below.

The state/territory where you are currently based or located in:			
☐	Australian Capital Territory	☐	South Australia
☐	New South Wales	☐	Tasmania
☐	Northern Territory	☐	Victoria
☒	Queensland	☐	Western Australia

1. Answer the following questions about legislation applicable to building and construction.

- i. What are the commonwealth legislations that apply to the building and construction industry?

The National Construction Code (NCC) is a code issued by the Australian Building Codes Board (ABCB) that outlines the minimum requirements for the design and construction of new buildings. It lays particular emphasis on the health, safety, amenity and sustainable design of buildings.

- ii. According to the *Independent Contractors Act 2006*, what are five grounds that can be used to decide if a services contract is unfair?

- a. The terms of the contract when it was made
- b. The relative bargaining strengths of the contract parties and if applicable, anyone acting on their behalf
- c. Whether there was any undue influence or pressure, or any unfair tactics used against, a party to the contract
- d. Whether the contract provides remuneration that is less than that of an employee doing similar work
- e. Any other matters the court thinks is relevant

- iii. What is the exact title of the WHS act applicable in your state/territory?

The Work Health and Safety Act 2011 (Qld)

- iv. Provide one example of how WHS legislation affects building and construction projects in general.

The WHS Regulations require the person that commissions construction work to consult with the designer of a structure about safety matters and to give the designer and the principal contractor for the project information about safety matters

2. Answer the following questions about regulations applicable to building and construction.

i. What is the exact title of the WHS regulations applicable in your state/territory?
Work Health and Safety Regulation 2011.

ii. According to the WHS regulations applicable in your state/territory, when should a safe work method statement (SWMS) for high-risk construction work be prepared?
A copy of the SWMS must be given to the principal contractor before work begins. The principal contractor is also responsible for taking all reasonable steps to obtain safe work method statements from their subcontractors. Everyone involved in the work must be familiar with all safety procedures outlined in the SWMS.

iii. Outline all the information that should be included in the SWMS, according to the WHS regulations applicable in your state/territory.
A SWMS should be short and focus on describing the specific hazards identified for the high risk construction work to be undertaken and the control measures to be put in place so the work is carried out safely

3. Answer the following questions about government codes applicable to building and construction projects.

- i. How does the National Construction Code (NCC) apply to managing building and construction work?

The National Construction Code is Australia's primary set of technical design and construction provisions for buildings. As a performance-based code, it sets the minimum required level for the safety, health, amenity, accessibility and sustainability of certain buildings

- ii. What is the name of the government body that oversees developing the NCC?

The ABCB is a multi-jurisdictional standards writing body. It oversees development of the National Construction Code (NCC).

- iii. Differentiate NCC Volume 1, NCC Volume 2, and NCC Volume 3 from each other by identifying the application of each volume.

NCC Volume 1 covers:

- Multi-residential, commercial, industrial, and public buildings and structures (Class 2 to 9)

NCC Volume 2 covers:

- Residential (single-dwelling) and non-habitable buildings and structures (Class 1 & 10)

NCC Volume 3 covers:

- Plumbing and drainage for all building classes

- iv. What is the exact title of your state/territory's construction code of practice?

If your state/territory does not have a specific code of practice for general construction work, refer to one code of practice that is relevant to building and construction work, e.g. your state/territory's code of practice for demolition, excavation, or working from heights, etc.

[Qld codes of practice](#)

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

- v. How can you apply this code of practice in managing building and construction work?

An approved code of practice provides practical guidance on how to achieve the standards of work health and safety required under the WHS Act and the Work Health and Safety Regulations (the WHS Regulations) and effective ways to identify and manage risks.

4. Answer the following questions about standards applicable to building and construction projects.

- i. What is a building and construction industry standard?

Australian Standards **outline the rules, guidelines and specifications the building** industry needs to follow.

- ii. What are the three categories of standards?

- a. Current standards
- b. Attainable (expected) Standards
- c. Ideal (Theoretical) Standards

- iii. Why is it important to comply with standards during a building and construction project?

In the world of building and construction, standards help to codify best practices, methods and technical requirements to create a safe and sustainable built environment for the community. The Australian Building Codes Board (ABCB) develops one national building code that has been adopted by each state and territory

- iv. What are the four organisations that make up the standards infrastructure in the country?

- a. Department of industry, science and resources
- b. Standards Australia
- c. NATA
- d. JAS-ANZ

- v. List two current standards relevant to a building's sound insulation.

A [separating wall](#) between Class 1 buildings, or a wall that separates a Class 1 building from a Class 10a building which is not associated with the Class 1 building must—

(i)

have an $R_w + C_{tr}$ (airborne) not less than 50; and

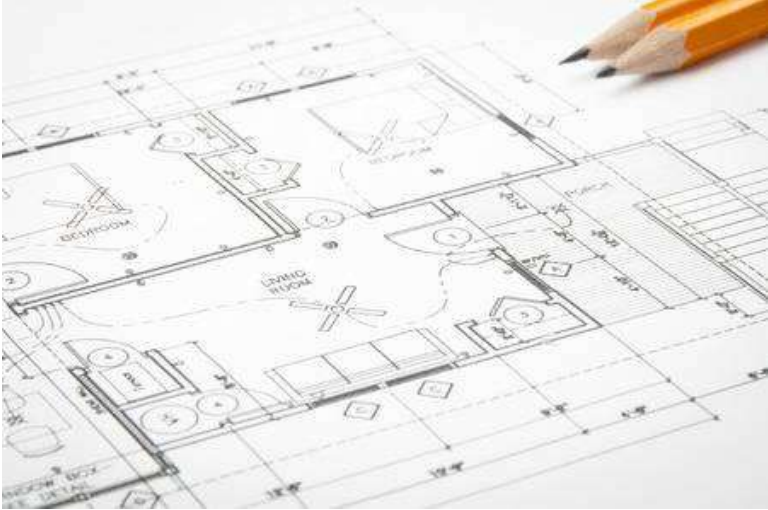
(ii)

be of [discontinuous construction](#) if it separates a bathroom, [sanitary compartment](#), laundry or kitchen in one Class 1 building from a [habitable room](#) (other than a kitchen) in an adjoining Class 1 building (see [Figure 3.8.6.1](#)).

5. List seven things that must be included in a project's construction drawings and specifications.

i.	Site plan
ii.	Plot plans
iii.	Excavation plans
iv.	Floor plan
v.	Dimensions of interior and exterior
vi.	Materials specification
vii.	Lintels, or support structures above doors and windows

6. Identify the type of construction drawing shown in each image below.

Type of construction drawing	
i. Architectural construction drawings	
ii. Front elevation	

Type of construction drawing	
iii. Section and elevation	

7. Listed below are different types of specifications involved in construction. What information is included in each that distinguishes it from the other types of specifications?

Types of specifications	Information included
i. Prescriptive specifications	A prescriptive-based specification is typically a compliance to set criteria and standards and/or detailed engineering design that may be well-developed and proven and therefore does not necessitate the need for strict performance evaluations.
ii. Performance specifications	A performance specification defines the functional requirements for the item, the environment in which it must operate, and interface and interchangeability characteristics.
iii. Proprietary specifications	Proprietary' specification includes exact information like product range names, reference codes, and key properties selected from manufacturer choices.

8. Answer the following questions about contractor and supplier contracts.

- i. What is the difference between a contract and a workplace agreement?

A contract is an agreement which creates legally enforceable obligations between parties. This is the key difference between an agreement and a contract: the parties intend to enter into a legal relations. For the contract to be legally binding, both parties must evidence and intention to create legal relations.

- ii. What are three things courts may take into consideration when they are asked to review a contract with a building and construction contractor on unfairness grounds?

- a. the terms of the contract when it was made
- b. the relative bargaining strengths of the contract parties
- c. Whether there was any undue influence or pressure, or any unfair tactics used against, a party to the contract.

- iii. What information is included in a supplier contract?

Supplier contracts should include details on: products and services to be supplied. Placement of orders. payment terms and conditions (e.g. deposit, discounts for early payments, price changes, payment options)

- iv. Why is it important for building and construction projects to have supplier contracts?

Contracts are an important part of supplier relationships, because they clarify the details of both sides' responsibilities and rights. They also allocate risk between parties. Contract law differs widely in different jurisdictions.

9. Answer the following questions about building applications.

- i. Outline the building application process in your state/territory.

Step 1 – Determine what type of development you are undertaking.

Step 2 – Determine the type of assessment required.

Step 3 – Complete the appropriate application and submit to your Local Government Authority.

Step 4 –LGA will issue a Decision Notice.

- ii. Briefly explain what ‘conditions’ are in the context of building applications.

Most development approvals have conditions. The conditions form part of the development approval package and set out the circumstances in which the approved development may proceed.

Conditions usually have two parts: (1) condition; (2) timeframe for the condition to be met.

The conditions of approval are publicly available and set community expectations on the delivery of the development.

10. Briefly describe each type of employee found in the building and construction industry.

Type of employee	Description
i. Daily hire employee	The employment period of a daily hire employee is one day. They are considered full-time employees, and their employment may be terminated after providing one day's notice.
ii. Full-time weekly hire employee	Full-time weekly hire employees have guaranteed minimum weekly ordinary hours. They are entitled to longer notice of termination, with the specific amount of notice depending on the National Employment Standards
iii. Part-time weekly hire employee	The conditions and pay of part-time weekly hire employees are the same as their full-time counterparts, but the entitlements they receive are computed based on the number of hours they worked.
iv. Casual employee	Casual employees have no guaranteed employment period. They also do not have any leave entitlements and usually have irregular hours.

11. Answer the following questions about labour in the building and construction industry.

i. What is labour productivity?

Labour productivity is the output per hour of labour, where the output may be expressed in terms of units of product or value of construction.

ii. Identify five factors that affect labour productivity.

- a. Age of workers
- b. Skill of workers
- c. Experience of workers
- d. Onsite leadership
- e. Complexity of project

iii. Identify all the minimum employment standards included in the National Employment Standards (NES).

- . Maximum weekly hours
- .Requests for flexible working arrangements
- .Offers and requests to convert from casual to permanent employment
- .Parental leave
- .Annual leave
- .Personal/carers leave, compassionate leave, Family and domestic violence leave
- .Community service leave
- .Long service leave
- .Public holidays
- .Notice of termination and redundancy pay
- .Fair work information statement (the FWIS) and Casual Employment information Statement (the CEIS)
- .

iv. What is one reason subcontractors are usually used in the building and construction industry? Briefly explain your answer.

Employers often use subcontracting in the field of construction to complete large-scale projects promptly. Without this option, many projects could not be completed on time, as they are simply too large for one company or group of workers to complete within the time limit.

12. Answer the following questions about organisational overheads.

- i. What is an overhead expense?

Overhead Expenses: This category includes costs that impact the entire construction company from an administrative and legal standpoint. You should include things like rental space, employee benefits, insurance costs, marketing, legal fees, and recurring tax or property payments.

- ii. Identify three examples of overhead expenses common in the building and construction industry.

- a. Equipment rental
- b. Rental space
- c. Legal fees

- iii. What is the difference between an indirect and direct overhead expense?

Indirect – or general – overhead expenses are those that are not specific to any particular job but are fees the contractor pays on a regular basis. These costs are not chargeable to one particular project

Direct – or job – overhead costs are unique to a specific project and change from job to job.

13. Answer the following questions about insurance commonly used in the building and construction industry.

- i. What is public liability insurance in the context of building and construction?

Public Liability Insurance is designed to cover you financially if you're found liable for damages after a claim from a third party. This includes damage to property or injury to another person

- ii. Provide one example of an instance that would be covered by the building and construction project's public liability insurance.

Personal injury suffered by a third party (e.g. a customer, supplier or member of the public) damage to property owned by a third party due to your negligent business activities. legal and defence costs associated with a covered claim

- iii. What is professional indemnity insurance in the context of building and construction?

Construction Professional Indemnity insurance is designed to protect contractors and sub-contractors in the event that claims are made against them for allegations relating to errors in their work, incorrect designs or professional negligence, that causes their client a financial loss.

- iv. Identify five examples of building and construction services that might require professional indemnity insurance.

- a. Project and construction
- b. Design and construct
- c. Building design work
- d. Design interpretation and drafting
- e. Building consultants

14. Answer the following questions about worker's compensation.

i. What is workers' compensation?

Workers compensation is a form of insurance payment to employees if they are injured at work or become sick due to their work. Workers compensation includes payments to employees to cover their: wages while they're not fit for work. medical expenses and rehabilitation.

ii. Who is required to provide workers' compensation?

All employers must have workers' compensation insurance. The Workers' Compensation and Rehabilitation and Other Legislation Amendment Act 2003 requires all Queensland businesses which employ workers to hold and maintain an accident insurance policy to cover their workers.

iii. List three items covered by workers' compensation.

- a. Lost wages (weekly compensation)
- b. Medical and rehabilitation cost.
- c. Travel (treatment/claim related)

iv. Why is workers' compensation essential for those undertaking building and construction projects?

If a work-related accident or illness occurs, work health and safety laws require that workers can access first aid, workers' compensation and return-to-work rehabilitation. A Workers Compensation Insurance policy is designed to cover the wages of your workers if they suffer a work-related injury.

15. Answer the following questions about temporary services and facilities on a building and construction site.

i. Identify three factors that you must consider when coming up with a layout for the building and construction project site.

- a. Site access
- b. Utility
- c. Soil conditions

ii. Why is it important to consult site workers about temporary services and facilities before setting them up?

You get input on hazards, risks and solutions from people who understand and do the work. Being involved in making decisions means people are more committed to implementing them. Regular communication on health and safety helps build co-operation and trust between employers and employees.

iii. Provide one example of why building and construction sites require temporary electrical services.

Temporary power is needed at the start of the building process to supply electricity to site sheds and accommodations.

iv. What are three factors that should be considered when deciding what facilities are required on a building and construction site?

- a. The nature of the work being carried out at the workplace.
- b. The nature of the hazards at the workplace.
- c. The size, location and nature of the workplace.

v. For a building and construction site with 30 male workers and 15 female workers, how many closet pans and urinals are required?

Closet pans: One closet pan is required for every 20 males, for female workers one closet pan is required for every 15 workers

Urinals: 1 urinal per 25 males.

- vi. Why is it important to have proper drainage services installed on a building and construction site?

In particularly bad weather it is important that excess water is removed to avoid damage to buildings, potential flooding and hazards such as accidents caused by hydroplaning in vehicles.

- vii. Identify three factors that influence on-site storage facility requirements.

- a. Physical properties: The size,
- b. shape,
- c. Weight and mode of delivery.

- viii. Why should building and construction sites have fences surrounding them?

A perimeter fence or barricade can prevent unauthorised persons from gaining access to your work site, where they can be exposed to building or maintenance hazards such as exposed steel reinforcing, trenches, excavations or electrical sources.

- ix. What are the guidelines for determining the suitability of the type of fence used on a building and construction site?

The fence must be of appropriate height to prevent site hazards from harming traffic of pedestrians.

Be difficult to climb to prevent trespassers.

Gates or entry/exit ways need to be approved by your state authority.

The gates should not project beyond the site when opened.

16. Answer the following questions about on-site communications.

i. Identify three different methods of communication on a building and construction site.

- a. 2 Way Radio
- b. Cell phone
- c. Email

ii. Provide one example of a situation on a building and construction site that could have been prevented by effective communication.

Ordering an incorrect material, missing a step in the construction process, misappropriating workers — all these scenarios can result in delays on the project. The worst-case scenario is a dispute. Poor communication is one of the main causes of disputes in construction projects.

17. Answer the following questions about project administration in building and construction.

i. What are five responsibilities of a project administrator?

- a. Schedule regular meetings and record decision (e.g. assigned task and next steps)
- b. Break projects into doable tasks and set timeframes and goals
- c. Create and update workflows
- d. Conduct risk analyses
- e. Prepare and provide documentation to internal teams and key stakeholders

ii. What are the stages of project management in the context of building and construction?

- a. Design (including bids)
- b. Pre-construction
- c. Procurement
- d. Construction and Building
- e. Commissioning
- f. Owner Occupancy
- g. Project closeout

iii. How often must construction project managers renew their ABLIS licence?

To work as a construction project manager, you need to register at the Australian Business Licence and Information Service (ABLIS), and you must renew this registration annually

18. Answer the following questions about environmental management.

- i. Who is the authority or regulatory body overseeing environmental management in your state/territory?

The Queensland Department of Environment and Science is responsible for the assessment of large resource projects under the Environmental Protection Act 1994.

- ii. List all the state/territory-specific environmental acts administered by the authority or regulatory body you identified in the previous item.

Clean Energy Act 2008 (Qld) Coastal Protection and Management Act 1995 (Qld)
Electricity Act 1994 (Qld) Environmental Protection Act 1994 (Qld)

- iii. What is an environmental management plan (EMP) in the context of building and construction?

A Site Environmental Management Plan (EMP) is a site specific plan developed to ensure that all necessary environmental protection measures are identified and implemented

- iv. What are the types of EMP?

Include in your response when each EMP type is used.

Construction EMPs (CEMPs) and operation EMPs (OEMPs).

CEMPs are used during the project's actual construction to ensure the protection and preservation of the environment. OEMPs are used after project construction is done, during the actual operation or use of the project, and once the project is being decommissioned.

Practical Assessment

Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to producing labour and material schedules for ordering.

The Practical Assessment includes the following:

- 1. Practical Assignment**

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

- 2. Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

Preliminary Assessment Information

The tasks in this practical assessment must be completed in a workplace (or a similar environment) and in the context of a building and construction project which you are currently a part of.

E.g. You are a builder, a site manager in training, foreperson, or an apprentice in this project, etc.

Before starting the practical assessment, record the following information for your assessor's reference.

When completing the tasks in this practical assessment ensure that your responses and performance must align with the information you have provided below.

For example (but not limited to):

- If the task asks you to refer to building and construction legislation and regulatory requirements, refer to the requirements that apply to the state/territory where your nominated building and construction project is undertaken.
- If the task requires you to follow organisational policies and procedures, refer to the policies and procedures in your nominated organisation/workplace.

Work role/title	Leading Hand
Organisation/workplace	McNab Developments
Building and construction project	Rock pool retirement living
Project overview	150 room aged care facility
Building classification	9C
Project site address	90 Spitfire banks Drive, Pelican Waters.
State/territory where this project is being undertaken	Queensland

Practical Assignment

Overview

The goal of this assessment is to assess your practical knowledge of:

- Building application relevant to a project
- Organisational policies and procedures for:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors
- Workplace safety requirements relevant to a project

This assessment has three tasks:

- Task 1 – Identify Building Application Information
- Task 2 – Identify Organisational Policies and Procedures
- Task 3 – Identify Workplace Safety Requirements

This task must be completed in the context of the workplace you have nominated in the “Preliminary Assessment Information” section.

You are required to:

- Identify information about the building application process relevant to the project you are working on
- Access and review workplace policies and procedures relevant to:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors
- Identify workplace safety requirements relevant to the project you are working on
- Review the task instructions included in this Practical Assignment
- Record your response as required in the instructions

Resources required for assessment

- Project documents relevant to the application process that the building and construction project you are working on went through
- Documentation regarding workplace safety requirements relevant to the project you are working on
- Workplace policies and procedures:
 - Costing and ordering materials
 - Selecting and engaging suppliers
 - Approving and contacting contractors

1. Answer the following questions about the building application process in the locality where the building and construction project you are working on will take place.

Locality of the building and construction project	90 Spitfire banks drive, Pelican waters, Caloundra.
i. Based on your locality, which government entity must you submit building applications to? Local Government Authority (LGA), Sunshine Coast Council	
ii. Outline the building application process relevant to the building and construction project that you are working on. Have the building designed by a resisted Architect. Submit this Design application to SCC for approval. Receive building application approval from SCC. Have a pre start meeting on site to run through application and inspection points with SCC.	
iii. Did your project require approval before it could begin? ☒ YES ☐ NO Briefly explain why or why not the project required approval. Yes – due to the size of the building, Height and extra capacity/load on local traffic/ roads. Stormwater collection, treatment and discharge points. Sewer treatment and discharge points. Pre start meeting for Operational works to commence in regards to local neighbour information and complaints. Traffic control and foot path closures in place.	

2. Access and review the following documents from your organisation:

- **Policies and procedures** relevant to material resources
- **Policies and procedures** relevant to human resources

Based on the documents you reviewed, answer the following questions.

After completing the task, submit the policies and procedures that you accessed and reviewed to your assessor.

47

}]

- i. What is your organisation's policy on costing materials for a building and construction project?

We mainly use subcontractor to supply and install material on site.

We have a company policy to get three quotes for each trade/element of building works before commencing.

- ii. Outline your organisation's procedure for costing building and construction materials.

We mainly use subcontractor to supply and install material on site.

We have a company policy to get three quotes for each trade/element of building works before commencing.

- iii. What is your organisation's policy on ordering building and construction materials?

We mainly use subcontractor to supply and install material on site.

We have a company policy to get three quotes for each trade/element of building works before commencing.

- iv. Outline your organisation's procedure for ordering building and construction materials.

We mainly use subcontractor to supply and install material on site.

We have a company policy to get three quotes for each trade/element of building works before commencing.

v.	What is your organisation's policy on selecting suppliers? We mainly use subcontractor to supply and install material on site. We have a company policy to get three quotes for each trade/element of building works before commencing. We like to use local and repeated contractors.
vi.	Outline your organisation's procedure for selecting suppliers. We mainly use subcontractor to supply and install material on site. We have a company policy to get three quotes for each trade/element of building works before commencing. We like to use local and repeated contractors.
vii.	What is your organisation's policy on engaging suppliers? We mainly use subcontractor to supply and install material on site. We have a company policy to get three quotes for each trade/element of building works before commencing. We like to use local and repeated contractors.
viii.	Outline your organisation's procedure for engaging suppliers. We mainly use subcontractor to supply and install material on site. We have a company policy to get three quotes for each trade/element of building works before commencing. We like to use local and repeated contractors.
ix.	What is your organisation's policy on approving contractors? We have to vet there quotes to ensure all scope items have been allowed for. We have to compare prices from quotes. We have to do background checks on new subcontractors or trades.
x.	Outline your organisation's procedure for approving contractors. We have to vet there quotes to ensure all scope items have been allowed for. We have to compare prices from quotes. We have to do background checks on new subcontractors or trades.

xi. What is your organisation's policy on contacting contractors?

We have to vet there quotes to ensure all scope items have been allowed for.

We have to compare prices from quotes.

We have to do background checks on new subcontractors or trades.

xii. Outline your organisation's procedure for contacting contractors.

We have to vet there quotes to ensure all scope items have been allowed for.

We have to compare prices from quotes.

We have to do background checks on new subcontractors or trades.

3. Access and review the following documents from your organisation:

- **Safety policies and procedures** relevant to material resources
- **Safety policies and procedures** relevant to human resources
- **Documentation** relevant to the material resources required for the project you are undertaking
- **Documentation** relevant to the human resources required for the project you are undertaking

Based on the documents you reviewed, answer the following questions.

After completing the task, submit the safety policies procedures and project documentation that you accessed and reviewed to your assessor.

- i. Outline the safety requirements relevant to material resources that are applicable to the project you are undertaking.

Environmental policy, equipment hire policy, Procurement policy, Project management policy, Quality Policy, Safety policy, Information Systems, Safety management plan and quality management plan.

- ii. Outline the safety requirements relevant to human resources that are applicable to the project you are undertaking.

Site daily pre start, SWMS, inductions, job safety analysis, emergency equipment and first aid, incident report, excavation/dig permits.

Workplace Assessment

Overview

The goal of this assessment is to assess your practical knowledge and skills in:

- Assessing physical and human resource requirements
- Producing schedules
- Monitoring project costs and maintaining project files

This workplace assessment is made up of ten workplace tasks:

Task 1 – Prepare for Project Start

Task 2.1 – Compile Suppliers List

Task 2.2 – Confirm Material Availability

Task 3.1 – Compile Contractors List

Task 3.2 – Confirm Labour Availability

Task 4 – Prepare Project Documents

Task 5 – Prepare Project Schedule

Task 6 – Monitor Project Progress and Costs

Task 7 – Resolve Issues

Task 8 – Complete Cost Analysis Report

Each task comes with a set of instructions. You are to follow and perform these instructions and submit any required documentation.

You are required to:

- Complete the tasks within the time allowed
- Review the instructions in each task
- Assess physical and human resource requirements
- Produce schedules
- Monitor project costs and maintain project files
- Perform the workplace task according to the instructions provided
- Complete and submit any required documentation

Resources required for assessment:

To complete this assessment, you will need access to the following:

- A workplace or a similar environment that will allow you access to:
 - Building and construction project:
 - Current construction drawings and specifications for the project
 - Various construction industry contracts for project personnel
 - Quality documentation relevant to resources required for the project
 - Access to the following:
 - Approved suppliers and contractors for the project that the candidate is undertaking
 - Colleagues who are also working on the building and construction project

- Organisational policies and procedures,
- Documents relevant to approval conditions of:
 - Local government bodies
 - Regulatory bodies
- Workplace resources
 - The criteria used to come up with the final approved list of suppliers and contractors
 - Lists of suppliers and contractors the organisation worked with in previous projects
 - Template for documenting nominated and approved suppliers, and contractors

- Project documents
 - Quality documentation
 - Construction plans, drawings, and specifications
 - Various construction industry contracts
 - Project schedules and timelines
 - Scope of work
 - Work breakdown structure
 - Call forward sheets
 - Contingency plans
 - Approved budgets
 - Payroll documents
 - Receipts and invoices
 - Estimated project costs
 - Budget records
 - Finance reports
- Digital devices, applications and software to set up electronic call forward sheets, compile site files, and create channels of communication with internal and external stakeholders
 - Mobile phones
 - Laptops or computers
 - Word processing programs
 - Computing programs
 - Intranet systems

Task 1 Prepare for Project Start

Prepare for the start of the building and construction project by reviewing project documents approved by the clients and approval conditions from local government and regulatory bodies.

Use the **Project Start Preparation** template provided along with this workbook to record the information you need so you can prepare for the start of the building and construction project.

You will be assessed on:

- Practical knowledge relevant to preparing for the start of the building and construction process
- Practical skills relevant to preparing for the start of the building and construction process

Before starting this task, review the **Workplace Assessment Task 1 – Assessor’s Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed Project Start Preparation template
- Copies of project documents that you accessed and reviewed, e.g., project schedules and timelines, original and updated project contracts, original and updated scope of work, original and updated construction plans and drawings, original and updated specifications, etc.

Task 2 Assess Physical Resource Requirements

Task 2.1 Compile Suppliers List

Compile a list of suppliers for the building and construction project you are undertaking.

Use your organisation's template for documenting nominated and approved suppliers for building and construction projects, or you may use the **Generic Suppliers List** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to suppliers needed for the project
- Practical skills relevant to coming up with a list of suppliers needed for the project

Before starting this task, review the **Workplace Assessment Task 2.1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed list of suppliers
- Copies of workplace resources that you accessed and reviewed, e.g., the criteria used to come up with the final approved list of suppliers, list of suppliers the organisation worked with in previous projects, etc.
- Evidence that suppliers included in the list were the ones nominated and approved in the organisation, e.g., copies of communication with relevant personnel who nominated suppliers, copies of approvals from relevant higher-ups, etc.

Task 2.2 Confirm Material Availability

Confirm via email the availability of materials needed for the building and construction project with all approved suppliers.

You will be assessed on:

- Practical knowledge relevant to communicating with suppliers
- Practical skills relevant to communicating with suppliers

Before starting this task, review the **Workplace Assessment Task 2.2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers, e.g., copies of communication with relevant personnel for confirming material availability, copies of approvals from relevant higher-ups, etc.

Note: This task can be simulated with the candidate’s supervisor.

Task 3 Assess Human Resource Requirements

Task 3.1 Compile Contractors List

Compile a list of contractors for the building and construction project you are undertaking.

Use your organisation's template for documenting nominated and approved contractors for building and construction projects, or you may use the **Generic Contractors List** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to contractors needed for the project
- Practical skills relevant to coming up with a list of contractors needed for the project

Before starting this task, review the **Workplace Assessment Task 3.1 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed list of contractors
- Copies of workplace resources that you accessed and reviewed, e.g., the criteria used to come up with the final approved list of contractors, list of contractors the organisation worked with in previous projects, etc.
- Evidence that contractors included in the list were the ones nominated and approved in the organisation, e.g., copies of communication with relevant personnel who nominated contractors, copies of approvals from relevant higher-ups, etc.

Task 3.2 Confirm Labour Availability

Confirm the availability of labour needed for the building and construction project with all approved contractors.

You will be assessed on:

- Practical knowledge relevant to communicating with contractors
- Practical skills relevant to communicating with contractors

Before starting this task, review the **Workplace Assessment Task 3.2 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers, e.g., copies of communication with relevant personnel for confirming labour availability, copies of approvals from relevant higher-ups, etc.

Note: This task can be simulated with the candidate’s supervisor.

Task 4 Prepare Project Documents

Prepare the following documents for the building and construction project.

Use your organisation's templates for these building and construction project documents:

- Electronic call forward sheet

Complete two call forward sheets; one near the beginning of the project and one at a later date once work has progressed.

- Inspection checklist for materials delivered
- Procurement specifications

Or you may use the following generic templates provided along with this workbook:

- **Generic Electronic Call Forward Sheet**
- **Generic Material Inspection Checklist**
- **Generic Procurement Specifications**

You will be assessed on:

- Practical knowledge relevant to necessary documents for the project
- Practical skills relevant to preparing the necessary documents for the project

Before starting this task, review the **Workplace Assessment Task 4 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submissions must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Two electronic call forward sheets
- Inspection checklist for materials delivered
- Procurement specifications
- Copies of project documents that you accessed and reviewed, e.g., work breakdown structure (WBS), project schedules and timelines, scope of work, construction plans and drawings, etc.

Task 5 Prepare Project Schedule

Prepare a schedule for the building and construction project you are undertaking.

Use your organisation's template for project schedules, or you may use the **Generic Project Schedule** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to project scheduling
- Practical skills relevant to project scheduling

Before starting this task, review the **Workplace Assessment Task 5 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your project schedule submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed project schedule
- Copies of project documents that you accessed and reviewed, e.g., scope of work, list of approved suppliers and contractors, call forward sheets, WBS, contingency plans, etc.

Task 6 Monitor Project Progress and Costs

Monitor the progress and costs of the building and construction project you are undertaking (preferable that this task is completed towards the middle stages of the building project). The candidate is required to communicate with relevant project staff to discuss the following:

- Project monitoring, and
- Reviewing output and providing feedback.

Note: These tasks can be simulated with the candidate's supervisor/observer.

You will be assessed on:

- Practical knowledge relevant to monitoring project progress and costs
- Practical skills relevant to monitoring project progress and costs

Before starting this task, review the **Workplace Assessment Task 6 – Assessor's Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of supervising the project monitoring, e.g., copies of supervisor notes, adjusted schedules, etc.
- Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved, e.g., copies of completed performance reviews, copies of communication with personnel involved, etc.

Task 7 Resolve Issues

Resolve one (1) material- and one (1) labour-related issue within the scope of your responsibilities that arise during the building and construction project you are undertaking.

You will be assessed on:

- Practical knowledge relevant to resolving issues encountered in the project
- Practical skills relevant to resolving issues encountered in the project

Before starting this task, review the **Workplace Assessment Task 7 – Assessor’s Checklist** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- Evidence of the candidate resolving material and labour related issues that arise during the building and construction project, e.g., copies of communication with relevant personnel, emails, meeting minutes, screenshots from messaging apps, etc.
- Documented evidence of the following:
 - The material or labour issues encountered,
 - What were the identified solutions to these issues,
 - How were the solutions implemented, and
 - What were the outcomes of implemented solutions.

Note: This task can be simulated with the candidate’s supervisor.

Task 8 Complete Cost Analysis Report

Conduct two cost analyses at different stages of the building and construction project you are undertaking, comparing the cost at each stage to the final estimated project cost.

Use your organisation's template for creating cost analysis reports, or you may use the **Generic Cost Analysis Report** template provided along with this workbook.

You will be assessed on:

- Practical knowledge relevant to conducting cost analyses
- Practical skills relevant to writing cost analysis reports

Before starting this task, review the **Workplace Assessment Task 8 – Assessor's Checklist** provided along with this workbook. This form lists the criteria your submission must address to complete this task satisfactorily.

Your assessor will also:

- Address your queries and concerns regarding this task.

After completing this task, submit the following to your assessor:

- The completed cost analysis reports

Note: There must be one report per cost analysis conducted. The reports must be from different stages of the project.

- Copies of project documents that you accessed and reviewed, e.g., estimated project costs, payroll records, purchase receipts, call forward sheets, budget records, finance reports, etc.

Assessment Workbook Checklist

TO THE CANDIDATE

When you have completed this assessment workbook, review your work, and ensure that:

- ✓ ☐ **You have completed all the Knowledge Assessments Questions.**
- ✓ ☐ **You have completed the Practical Assessments in this workbook**
 - ✓ ☐ Practical Assignment
 - ✓ ☐ Task 1
 - ✓ ☐ Task 2
 - ✓ ☐ Task 3
 - ✓ ☐ Workplace Assessment
 - ✓ ☐ Task 1
 - ✓ ☐ Task 2.1
 - ✓ ☐ Task 2.2
 - ✓ ☐ Task 3.1
 - ✓ ☐ Task 3.2
 - ✓ ☐ Task 4
 - ✓ ☐ Task 5
 - ✓ ☐ Task 6
 - ✓ ☐ Task 7
 - ✓ ☐ Task 8
- ✓ ☐ **You have saved and submitted the following evidence:**
 - ✓ ☐ This completed workbook
 - ✓ ☐ Assessment Workbook Cover Sheet signed and scanned
- ✓ ☐ **You have saved and submitted the following evidence:**
 - ✓ ☐ Workplace Assessment Task 1
 - ✓ ☐ Project Start Preparation template completed
 - ✓ ☐ Copies of project documents that were accessed and reviewed to complete the Project Start Preparation template

- ✓ ☐ Workplace Assessment Task 2.1
 - ✓ ☐ List of suppliers completed
 - ✓ ☐ Copies of workplace resources that were accessed and reviewed to complete the list of suppliers
 - ✓ ☐ Evidence that suppliers included in the list were the ones nominated and approved in the organisation
- ✓ ☐ Workplace Assessment Task 2.2
 - ✓ ☐ Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers
- ✓ ☐ Workplace Assessment Task 3.1
 - ✓ ☐ List of contractors completed
 - ✓ ☐ Copies of workplace resources that were accessed and reviewed to complete the list of contractors
 - ✓ ☐ Evidence that contractors included in the list were the ones nominated and approved in the organisation
- ✓ ☐ Workplace Assessment Task 3.2
 - ✓ ☐ Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers
- ✓ ☐ Workplace Assessment Task 4
 - ✓ ☐ Two electronic call forward sheets completed
 - ✓ ☐ Inspection checklist completed for materials delivered
 - ✓ ☐ Procurement specifications completed
 - ✓ ☐ Copies of project documents that were accessed and reviewed to complete the documents required
- ✓ ☐ Workplace Assessment Task 5
 - ✓ ☐ Project schedule completed
 - ✓ ☐ Copies of project documents that were accessed and reviewed to complete the project schedule
- ✓ ☐ Workplace Assessment Task 6
 - ✓ ☐ Evidence of supervising the project monitoring

- ✓ ☐ Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved

☐ Workplace Assessment Task 7

- ✓ ☐ Evidence of the candidate resolving material and labour related issues that arise during the building and construction project

✓ ☐ Workplace Assessment Task 8

- ✓ ☐ Cost analysis reports completed, one per cost analysis conducted
- ✓ ☐ Copies of project documents that were accessed and reviewed to complete the cost analysis reports

IMPORTANT:

You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor.

TO THE ASSESSOR

When you have completed assessing the assessment workbook, review the candidate's submission against the checklist below:

- ☐ **The candidate has completed all the Knowledge Assessments Questions.**
- ☐ **The candidate has completed the Practical Assessments in this workbook**
 - ☐ Practical Assignment
 - ☐ Task 1
 - ☐ Task 2
 - ☐ Task 3
 - ☐ Workplace Assessment
 - ☐ Task 1
 - ☐ Task 2.1
 - ☐ Task 2.2
 - ☐ Task 3.1
 - ☐ Task 3.2
 - ☐ Task 4
 - ☐ Task 5
 - ☐ Task 6
 - ☐ Task 7
 - ☐ Task 8
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ This completed workbook
 - ☐ Assessment Workbook Cover Sheet signed and scanned
- ☐ **The candidate has saved and submitted the following evidence:**
 - ☐ Workplace Assessment Task 1
 - ☐ Project Start Preparation template completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the Project Start Preparation template

- ☐ Workplace Assessment Task 2.1
 - ☐ List of suppliers completed
 - ☐ Copies of workplace resources that were accessed and reviewed to complete the list of suppliers
 - ☐ Evidence that suppliers included in the list were the ones nominated and approved in the organisation
- ☐ Workplace Assessment Task 2.2
 - ☐ Email evidence that the candidate has confirmed availability of materials needed for the building and construction project with approved suppliers
- ☐ Workplace Assessment Task 3.1
 - ☐ List of contractors completed
 - ☐ Copies of workplace resources that were accessed and reviewed to complete the list of contractors
 - ☐ Evidence that contractors included in the list were the ones nominated and approved in the organisation
- ☐ Workplace Assessment Task 3.2
 - ☐ Evidence that the candidate has confirmed availability of labour needed for the building and construction project with approved suppliers
- ☐ Workplace Assessment Task 4
 - ☐ Two electronic call forward sheets completed
 - ☐ Inspection checklist completed for materials delivered
 - ☐ Procurement specifications completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the documents required
- ☐ Workplace Assessment Task 5
 - ☐ Project schedule completed
 - ☐ Copies of project documents that were accessed and reviewed to complete the project schedule
- ☐ Workplace Assessment Task 6
 - ☐ Evidence of supervising the project monitoring

- ☐ Evidence of reviewing the output of the project monitoring and providing feedback to the personnel involved

- ☐ Workplace Assessment Task 7

- ☐ Evidence of the candidate resolving material and labour related issues that arise during the building and construction project

- ☐ Workplace Assessment Task 8

- ☐ Cost analysis reports completed, one per cost analysis conducted
- ☐ Copies of project documents that were accessed and reviewed to complete the cost analysis reports

IMPORTANT:

The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.

To be deemed competent in the unit/s of competency relevant to this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

Record of Assessment (Assessor's Use Only)

RECORD OF ASSESSMENT	
Candidate's Name	
RTO Name	
RTO Contact Number	
RTO Email Address	
Assessor's Name	
Unit of Competency	CPCBC4005 - Produce labour and material schedules for ordering (Release 1)

Knowledge Assessment	S	NYS
Question 1	☐	☐
Question 2	☐	☐
Question 3	☐	☐
Question 4	☐	☐
Question 5	☐	☐
Question 6	☐	☐
Question 7	☐	☐
Question 8	☐	☐
Question 9	☐	☐
Question 10	☐	☐
Question 11	☐	☐
Question 12	☐	☐
Question 13	☐	☐
Question 14	☐	☐
Question 15	☐	☐
Question 16	☐	☐
Question 17	☐	☐
Question 18	☐	☐

Practical Assessment		
Practical Assignment	S	NYS
Task 1	☐	☐
Task 2	☐	☐
Task 3	☐	☐
Workplace Assessment	S	NYS
Task 1	☐	☐
Task 2.1	☐	☐
Task 2.2	☐	☐
Task 3.1	☐	☐
Task 3.2	☐	☐
Task 4	☐	☐
Task 5	☐	☐
Task 6	☐	☐
Task 7	☐	☐
Task 8	☐	☐

Rules of Evidence	S	NYS
All knowledge and skills evidence submissions are valid	☐	☐
All knowledge and skills evidence submissions are authentic	☐	☐
All knowledge and skills evidence submissions are sufficient	☐	☐
All knowledge and skills evidence submissions are current	☐	☐

Signature Authentication Checklist	
This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions. Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.	
Checklist	Completed
I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider.	☐
I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider.	☐
I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider.	☐

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all the following information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Contact No.2

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Contact No.3

Name and job title of Third-party Contacted		
Relevant Qualifications/experience of Third-party		
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted

Assessor Declaration	
I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate.	
Assessor's name	Assessor's signature
Date signed	

End of Record of Assessment (For the Assessor's Use Only)