

CPCCBC4013A

PREPARE AND EVALUATE TENDER DOCUMENTATION

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Juliane Kiessig

Participant signature 

Date 3/12/2019

Assessor name Brett Stoward

Assessor signature 

Date 3/12/2019

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

ASSESSOR COMMENTS

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to prepare and evaluation tender documentation, including calculation of labour and material requirements using costing software programs. 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: Any tender documents you have submitted to client and correspondence (redact any sensitive info) The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Juliane Kiessig	
Name of observer:	Brett Stoward	
Role of observer (Confirm suitability to sign)	Training Manager	
Email address of observer	brett@successiontraining.com	
Signature of observer:		
Date:	3/12/2019	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Evaluate contract risk by: - Selecting contracts according to company policy - Evaluating tender documents, identifying risks for tender preparation	☒	☒
1.B. Prepare tender and supporting documentation by: - Identifying and obtaining necessary information (including vital information, drawings, specification) - Calculating material quantities and costs - Calculating labour hours and costs, considering types, scope and usage of labour through employee and subcontractor systems - Using appropriate costing software programs - Following company procedures and instructions	☒	☒
1.C. Consult with industry professionals, ensuring clear and direct verbal and non-verbal communication appropriate to cultural differences.	☒	☒
1.D. Conduct a preliminary evaluation of completed tender documentation, ensuring conformity with legislation, and company financial and administrative guidelines.	☒	☒
1.E. Provide tender documentation to appropriate staff member for approval or endorsement.	☒	☒
1.F. Prepare final documents (including amendments) for submission to the client.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS