

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4007A 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	Rebecca David
------------------	---------------

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.

CPCCBC4007A

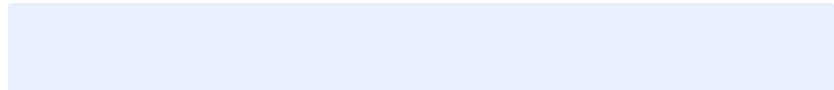
PLAN BUILDING OR CONSTRUCTION WORK

THEORY EXAM INSTRUCTIONS

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

Participant name Rebecca David

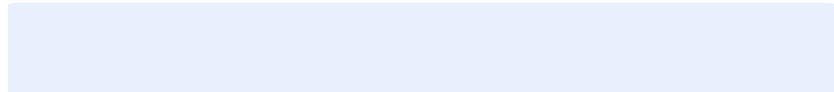
Participant signature



Date 31/10/2020

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		☐	☐

ASSESSOR COMMENTS	

Q1. Name one (1) document you might read alongside the contract to identify the following aspects:

- **Material requirements**
- **Plant requirements**
- **On-site labour requirements**
- **Any unusual aspects of construction**

Answer



Q2. 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 Act 1991 Part 4 Division 2 33 Deposits)	Maximum deposit for a: • level 1 regulated contract is 10% of the contract price • level 2 regulated contract is 5% of the contract price or • where the value of the off-site work is more than 50% of the contract price for both level 1 or 2 regulated contracts is 20% of the contract price. Penalties include: • 100 penalty units.



Q3. Identify three (3) subcontractors you may engage for a job and the type of work they may undertake.

Answer

Subcontractor	Work
Plasterer	Plasterers apply and fix plasterboard partitions, suspended ceilings, fire rating systems, acoustic tiles, and composite wall linings to buildings, and apply decorative and protective coverings of plaster, cement and similar materials to the interiors and exteriors of structures.
Wall and Floor Tiler	Wall and Floor Tilers lay ceramic, clay, slate, marble and glass tiles on external and internal walls and floors to provide protective and decorative finishes
Plumber	Plumbers install, maintain and repair pipes, drains, guttering and metal roofing, mechanical services and related equipment for water supply, gas, drainage, sewerage, heating, cooling and ventilation systems.



Q4. 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	

Q5. Explain the importance of determining subcontractor or plant availability for a job.

Answer	It is important to determine subcontractor or plant availability prior to engagement to ensure their availability coincides with the works program. There is no point hiring machinery that is not available on the dates that it is required. Same with subcontractors, they may be the most suitable but unavailable for the dates required.	☐
--------	--	--------------------------

Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer	1. Correspond with known suppliers. 2. Phone around different suppliers. Ensure you check the materials availability.	☐
--------	---	--------------------------

Q7. Name two (2) factors that may impact on the availability of materials.

Answer	1. Long distance shipping of materials. This adds to the uncertainty of arrival times which may fluctuate due to weather, shutdowns etc. 2. The quantity required. This is because suppliers may not have the quantity you require in stock and would therefore have to order in more which could take extra time.	☐
--------	---	--------------------------

Q8. 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	☐
--------	-------------	--------------------------

Q9. 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	A crane can be used to lift or lower materials and to move them horizontally. Usually used for lifting heavy things and transporting them to other places.
Excavator	Excavators are used for: • Digging trenches, holes, foundations • Material handling • Demolition • General grading/landscaping • Driving piles, in conjunction with a pile driver • Drilling shafts for footings and rock blasting

☐

Q10. 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	A ladder is used to reaching heights such as accessing the roof, accessing the ceiling to install lights etc.
Wheelbarrow	Wheelbarrows are used to carry small amounts of material from one place to another such as moving debris out of the building to the rubbish bins.

☐

Q11. Identify two (2) of the records you should keep when hiring plant and/or equipment.

Answer

Keep records of invoices and receipts for the hire of the plant and/or equipment.

☐

Q12. Name five (5) temporary services that need to be organised for a building site.

Answer

1. Waste Bins
2. Power Pole
3. Fencing
4. Site Sheds
5. Ablution Blocks

☐

Q13. True or False (Tick your response): Site accommodation should be provided where construction work occurs in a remote area.

Answer

☒	True
☐	False

☐

Q14. 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

☐

Q15. 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

☐

Q16. Identify one (1) action you might take to facilitate site access for machinery.

Answer

Provide traffic control (if required) particularly for large pieces of machinery such as cranes.
--

☐

Q17. 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
Volume 2 Part 2.5	Volume 1 Section D

☐

Q18. 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 For Brisbane City Council you would need to fill in the Operational Works/Compliance Assessment SmartForm. To accompany this form you will need to provide a site specific construction noise management plan, a copy of the letter that will be provided to premises/residents who are likely to be affected. The timeframe for approval is a minimum of 10 working days.



Q19. In addition to the permit from Q18. 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.

Permit	Documentation and approval body
Residential Driveway Permit	Submitted to Brisbane City Council. Fill in the online "permit to construct a residential driveway online form" (self assessment) or "application/notice to work on Council property online form" (full assessment). Self assessment requires photos of existing damage to kerb, channel, footpath and/or road surface. Pay the application fee. Full assessment requires a site plan, upload of relevant approved plans that relate directly to the application e.g. connection to council stormwater drainage, driveway construction, trenching works, hoarding and gantry, payment of application fee
Connection to Stormwater	Submitted to Queensland Urban Utilities. Water Approval for a Standard Connection. Read the "check for completes guide". Once you have the following documents then you can go online and complete the Developer Application and pay the fee on the Developer Applications Portal. • Development intention or council Development Approval – the details of the development you are proposing within your lot is important to our assessment. • Type of connection – property service connection or network connection. • Property Owner/s Consent form – if you are not the land owner. • Property Information form – used to detail property information and calculate infrastructure charges. • Preliminary design – required to indicate the water supply and wastewater servicing strategy for the proposed development. You may choose to engage an engineer to complete preliminary designs.



Q20. True or False (Tick your response): Project commencement date is always at the date the contract is signed.

Answer

☐	True
☒	False

☐

Q21. What document should be developed when purchasing supplies or construction materials?

Answer

Develop a Project Schedule which is a plan of all tasks and activities needed to complete the building project. The plan is to include a schedule outlining: • Material sourcing and ordering, planning on-site material delivery • Sequence of trades • Labour and materials schedule • A cash flow chart • And continue to revise and update your schedule
--

☐

Q22. True or False (Tick your response): Every delivery should be physically checked against the delivery sheet.

Answer

☒	True
☐	False

☐

Q23. Who should be contacted if items are missing from a delivery?

Answer

The supplier of the items.

☐

Q24. 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
Work Health and Safety Act 2011 (Qld) Part 2, Division 1, Subdivision 1, 17.	The Act requires a person to eliminate or reduce the hazards and risks to health and safety as much as practical.

☐

Q25. Identify one (1) regulation that an organisation's WHS policies and procedures must comply with.

Answer

Work Health and Safety Regulation 2011 (Qld)

☐

Q26. What document should be followed when disposing of hazardous materials?

Answer

Safety Data Sheets

☐

Q27. An asbestos removal control plan is required when more than ____m² of asbestos containing material is to be removed.

Answer ☐

Q28. 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
☐	False

☐

Q29. True or False (Tick your response): Multiple projects can be planned using a single Gantt Chart.

Answer

☒	True
☐	False

☐

Q30. What are the advantages of hiring subcontractors to work across multiple nearby projects? Explain with an example.

Answer

Advantages are that it saves time as the subcontractor once finished on one site can move straight onto the next and so forth. If they have to go off to another location they may not get back within the time frame for the next project. It would also help with continuity of the workmanship. Same subcontractor doing the same work across multiple projects.

☐

Q31. Provide one (1) example to explain why construction operations must be sequenced.

Answer

Construction operations must be sequenced so that there is an easy flow on from one trade to the next. E.g. you can't finish the floors if the painting hasn't been done. You also don't want so many trades on site at the one time so as to cause congestion and safety issues. This would also lead to subcontractors waiting around for other trades to finish so that they can commence their works.

☐

Q32. 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

☐

Q33. Order the following construction operations from 1 to 6 to form the most efficient sequence.

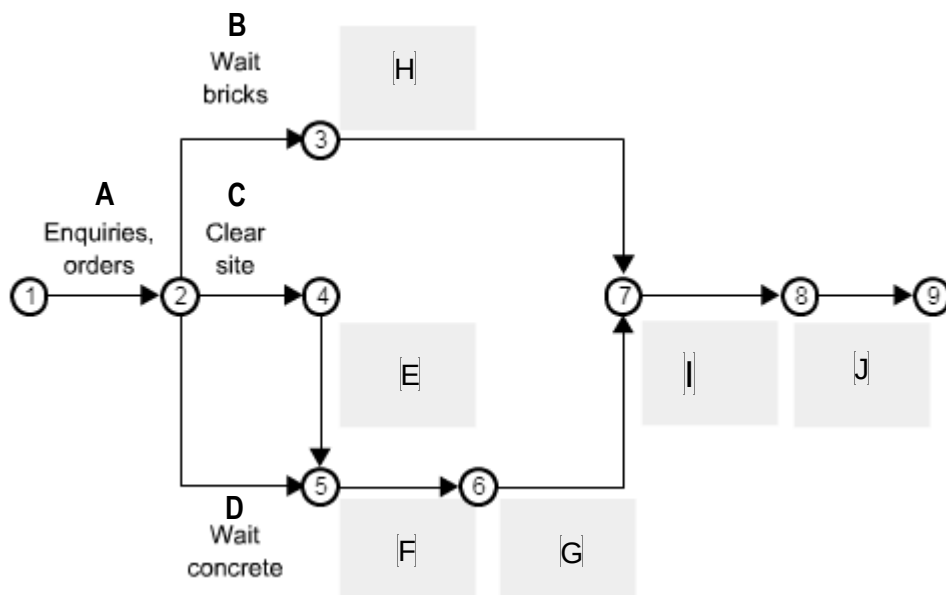
Answer

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



Q34. 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

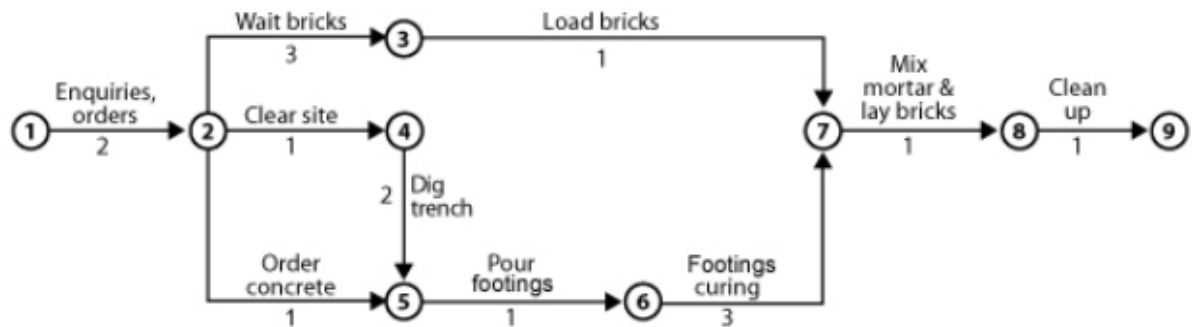


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Microsoft Project

☐

Refer to the chart below to respond to Q36. to Q40. This chart shows the task sequence for building a brick fence.



Q36. 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

☐

Q37. 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

☐

Q38. 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

☐

Q39. Describe the critical path.

Answer The critical path is the longest sequence of activities. Therefore it would be 1, 2, 4, 5, 6, 7, 8, and 9 which is 11 days.

☐

Q40. 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

☐

Q41. Identify three (3) factors that may impact on the critical path of a project and cause it to need revision.

Answer Material delivery – delays can cause a hold up of the works whereas early delivery can lead to no storage facilities, overcrowding of laydown area.

Resources – delays can occur if subcontractors do not show up when they are supposed to or are sporadic in their attendance to undertake the works.

Building inspections – delays can occur if you fail an inspection. This requires rectification and reinspection which can take time.

☐

Q42. 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

☐

Q43. Why should you take photographs of site boundaries with neighbouring properties?

Answer Photos can be helpful if later down the track there is a dispute with a neighbour. For example the dispute may be over the boundary fence which they claim has been destroyed during construction, however, the photos will show the existing condition of the fence and hence prove that the fence was already in that condition.

☐

Q44. 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

☐

Q45. When might a neighbouring property owner be required to refer to a condition report?

Answer

They may be required to refer to the condition report if they feel that part of their property has been damaged by the construction.

☐

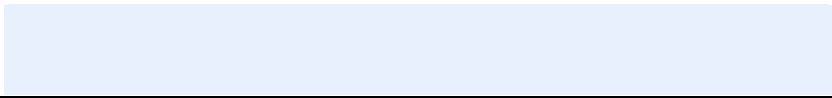
CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

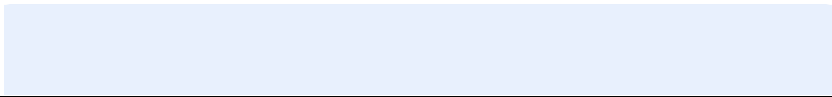
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, 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 REBECCA DAVID

Participant signature 

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

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)	☐	☐

CPCCBC4007A 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:

- Occasion 1: Residential projects
- 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:

- A construction program/schedule for a project showing:
 - The sequencing of the trades, etc.
 - Working and non-working days, etc.
- Local authority construction commencement notices
- Pre-construction site inspection reports or dilapidation reports
- 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:	Rebecca David	
Name of observer:	Mitchell Hamrey	
Role of observer (Confirm suitability to sign)	Contracts Manager	
Email address of observer	Mitchell.hamrey@paynters.com.au	
Signature of observer:		
Date:	Click here to enter a date. 20/10/2020	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Appraise contract documentation		
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒
1.1B. Determine availability of selected subcontractors to suit the job requirements.	☒	☒
1.1C. Assess availability of materials and confirm with suppliers.	☒	☒
1.1D. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☒
1.1E. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒

1.1F.	Implement procedures for controlling and recording site deliveries.	☒	☒
2 Construction operation strategies			
1.2A.	Identify organisational strategies for implementing construction.	☒	☒
1.2B.	Implement procedures for recording the hire of plant and equipment.	☒	☒
1.2C.	Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☒
1.2D.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☒
1.2E.	Follow procedures for the control of multiple projects.	☒	☒
3 Project schedule			
1.3A.	Sequence construction operations.	☒	☒
1.3B.	Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☒
1.3C.	Define critical path of the project, revising as required.	☒	☒
1.3D.	Adjust project timeframes to account for anticipated delays.	☒	☒
4 Required resources			
1.4A.	Determine and document temporary services and site accommodation requirements.	☒	☒
1.4B.	Determine and document plant requirements and availability, with reference to contract documentation.	☒	☒
1.4C.	Determine and document on-site labour requirements, with reference to contract documentation.	☒	☒
5 Condition reports			
1.5A.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☒
1.5B.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☒
1.5C.	Effectively communicate using the following methods: • Telephone, facsimile, email and in writing • Language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS



NEW GLA

DILAPIDATION PLAN/REPORT - 15/11/2020













POINT	EASTING	NORTHING	ELEVATION	DESCRIPTION
C001	360104.201	6127763.154	17.520	IRON PIN
C002	360150.3	6127761.818	16.465	IRON PIN
C003	360130.728	6127761.466	17.690	IRON PIN
C004	360130.472	6127760.259	14.841	IRON PIN
C005	360400.019	6127764.559	14.784	IRON PIN
C006	360402.165	6127762.208	15.335	IRON PIN

[illegible]

The title boundaries as shown hereon were not marked at the time of survey and have been determined by plan dimensions only and not by field survey. Services shown hereon have been located where possible by field survey. Underground services are marked by Digicore NO locations prior to time of survey. No attempt has been made to further locate any remaining underground services.

