

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	Tess Veldink
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

THEORY EXAM INSTRUCTIONS

- 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 Tess Veldink

Participant signature Tess Veldink

Date 13/09/2020

Assessor name _____

Assessor signature _____

Date Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
45		Satisfactory	Not Yet Satisfactory
		☐	☐

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 Specifications Document

☐

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 Commission Act 1991 – Division 2 Payments relating to contracts 33 - deposits	(1) The building contractor under a regulated contract must not, before starting to provide the contracted services at the building site, demand or receive a deposit under the contract of more than — (a) for a level 1 regulated contract (other than a contract mentioned in paragraph (c))— 10% of the contract price; or (b) for a level 2 regulated contract (other than a contract mentioned in paragraph (c))— 5% of the contract price; or (c) for a level 1 or 2 regulated contract under which the value of the off-site work is more than 50% of the contract price— 20% of the contract price. Maximum penalty — 100 penalty units.

☐

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

Answer

Subcontractor	Work
---------------	------

☐

Electricians	Arranges electricity to be connects by fitting cables to light fixings and GPO's
Plumbers	Organises water supply by installing pipes and drains and gutters
Concreters	Pour down slabs for construction

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's important to know subcontractors and plant hire availability for a project so you can schedule them in for when you need them and you need to ensure they are available if you need them urgently, so you can rely on them

☐

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

Answer

1.Using the same suppliers from other projects 2.Internet
--

☐

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

Answer

Stock from manufactures & delayed delivery
--

☐

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, 2009 – Part O – Interior Lighting F4.4

☐

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
Excavator Hire	Earthmoving machine that moves dirt on an construction site
Bob Cat	Can be used for site clean up removal of rubbish or site prep such as removal of turf, sand etc

☐

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
-----------	------

☐

Wheelbarrows	Moving an material from one place to another
Ladder	For someone to reach works high up

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

Answer Photos of before and after and dates used

☐

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

Answer 1.electricity
2. water
3.Fencing
4. Bins
5. Barricades

☐

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 Ensure there is adequate room for trucks to stop and use lifting equipment

☐

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.

Classes 1 and 10	Classes 2 to 9
Volume 2 – Part 2.5 Safe movement and access	Volume 1 - Section D - Access & Egress

Answer

☐

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 Redland City Council -
Site-specific Construction noise management plan, copy of notification letter that will be provided to residents which include, contract name and numbers, dates and times and type of activities – once submitted to the council a decision will be made in 10 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
Footpath closure	The council requires this permit when footpaths are getting worked on or used for construction
Road closure	The council requires this permit when there is road maintenance or works at the interfering with traffic

Answer

☐

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

☐

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

☐

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 & Safety Regulations 2011 – Chapter 3 part 3.1	This part applies to a person conducting a business or undertaking who has a duty under this regulation to manage risks to health and safety. Any specific requirements under this regulation for the management of risk must be complied with when implementing the requirements of this part. <i>Examples-</i> a requirement not to exceed an exposure standard, a duty to implement a specific control measure, a duty to assess risk

☐

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

Answer ☐

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

Answer ☐

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 ☐

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

Answer

Construction operations must be sequences because it allows for an breakup of activities where trades are required to complete their work at different stages such as electricians – electricians complete their pre-wire (rough in) and then complete their final wiring stage at an different date

☐

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.

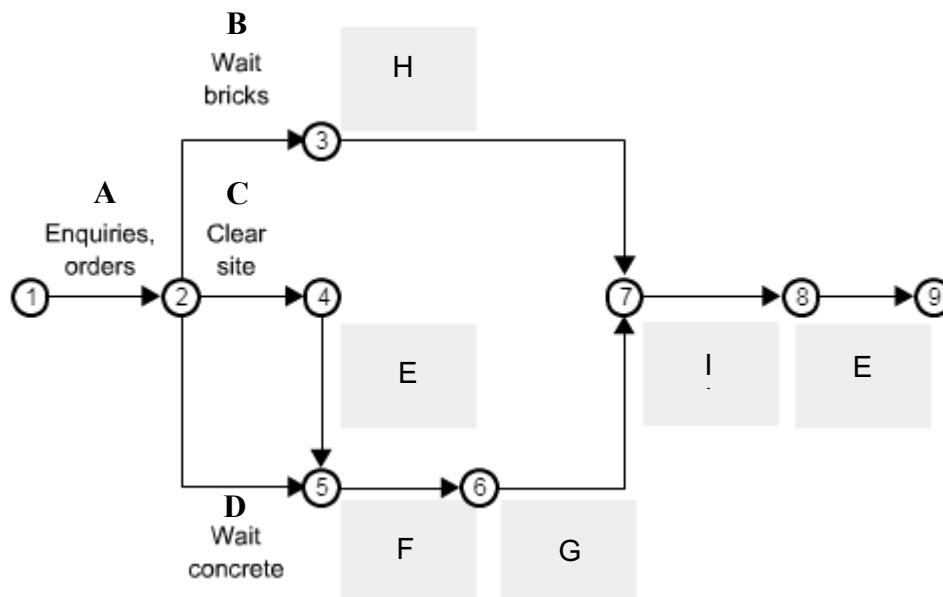
Answer

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

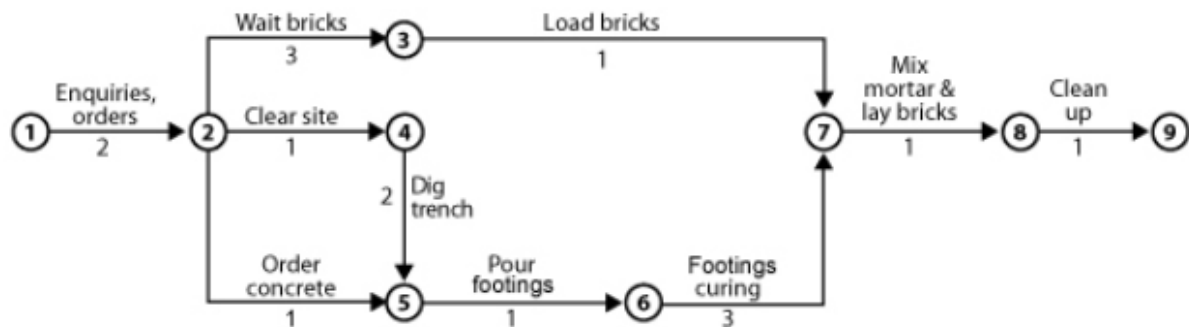


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Microsoft Projects



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 1 then 2 then 3 then 7 then 8 then 9

☐

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 1.Delays in materials
2.Delays in labour
3. depending on the path taken will depend on how much float is in the job

☐

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 Take photos to support your report it will be helpful in the event of an dispute with an neighbour

☐

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

If damage has occurred through the construction process

☐

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

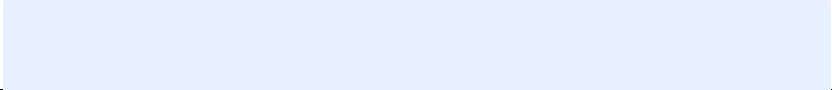
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name,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

Participant signature Tess Veldink

Date 15/09/2020

Assessor name _____

Assessor signature 

Date Click here to enter a date.

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

ASSESSOR COMMENTS

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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:	Tess Veldink		
Name of observer:	Thomas Jacobs		
Role of observer (Confirm suitability to sign)	Owner/Electrician – Thomas Blake Electrical		
Email address of observer	Tom@electricservices.com.au		
Signature of observer:			
Date:	21/09/2020		
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

Both occasions planned a building/construction work for residential and commercial project. The residential project submitted evidence such as Work, Health & Safety Policy, project schedule of trades, residential contract and a commencement notice letter, The commercial project was an aged care facility evidence submitted included a delivery schedule/goods received spreadsheet, working and non-working calendar, project schedule from the builder and electrical contractors and a Work Health & Safety policy,

Appraise Contract Documentation

At the start of both occasions it was highlighted that the Contract Administrator reviewed all parts of the contract including codes and standards and the kind of contract and the limitations were explained.

Availability of subcontractors and materials were discussed, both occasions decided to use the same companies they have used for other projects due to the high-quality work and availability. A list of main trades for the project was also emailed through to the Project Manager. Site access pros and cons of having the projects at the end of a street was explained, and the commencement date letter for the neighbourhood was lightly touched on, and for the first occasion a letter was submitted.

The Contract Administrator then explained the procedures for when materials get delivered to site and ensuring they are being counted for, using Sharepoint for all spreadsheets so everyone has access to them. A delivery schedule and goods received spreadsheet was submitted for occasion two.

Construction Operation Strategies

The different organisational strategies were discussed over a meeting between the contract administrator and the project manager for both projects. An email was then sent with the answers in red. The contract administrator then gave a procedure overview on Work, Health & Safety, Equipment and plant hire, Removal of hazardous materials and the Ganett Chart. A WHS policy for each company was submitted to show what all employees will review and sign.

Project Schedule

Both occasions submitted their versions of a sequence of construction operations. The commercial schedule was more detailed than the residential project schedule, however, overall gave the same information.

Ganett chart and the PERT Program are both project management software that could be used to create the project schedules. Both occasions discussed what both software packages do and the benefits of using them. Determining the critical path was explained in detail and the importance of understanding it. Giving the clients a heads up when timeframes are to be adjusted or delays was touched on at the end of this section.

Required Resources

Occasion one organised all temporary site accommodations and gave updates to the project manager with delivery dates. Occasion two didn't organise the temporary site accommodations as it's something that the builder organises however an update was given to the project manager.

Plant hire and on-site labour requirements for both projects were discussed, ensuring that all site files are read over and spreadsheets are up to date to establish the demand.

Condition Reports

The importance of condition reports on existing buildings was discussed, a residential site report was submitted for the first occasion. Both occasions conducted a report of the neighbourhood and sent to the client's so everyone is on the same page before construction.

Both occasions used effective communication throughout. An email trail was used for non-verbal communication between the contract administrator and project manager. Meetings between the colleagues were used as verbal communication to discuss project strategies. Appropriate language and concepts to discuss construction topics and ideas was used in both occasions.