

CPCCBC4032A APPLY CONTRACT LAW TO SALES PROCESSES

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted 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.
 - Your 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 another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Clare Darling

Participant signature



Assessor name

Assessor signature

Date 30/11/2018

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1 (2X)	2	☐	☐

ASSESSOR COMMENTS

CPCCBC4032A

APPLY CONTRACT LAW TO SALES PROCESSES

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to apply contract law to residential and/or commercial construction sales processes. These tasks may be simulated or real. 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: Two (2) pre-contract agreements; two (2) sales contracts (e.g. QBCC contracts), telephone, facsimile machine, computer.		
Assessment of task		
Name of participant:	Clare Darling	
Name of observer:	Katy Gowers	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	kgowers@mccoskers.com.au	
Signature of observer:		
Date:	30/11/2018	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Explain to the client: - Types and purposes of agreements employed with the industry (including sales contracts and pre-contract agreements) - The importance of the contract to sales process - Implications of legislation, regulations and codes of practice (including Australian Consumer Law)	☒	☒
1.B. Discuss and agree upon clauses of a pre-contract agreement, including payment or deposit.	☒	☒
1.C. Ensure the pre-contract agreement is signed and processed according to organisational requirements.	☒	☒
1.D. Break down contract clauses/terms/conditions with the client, including: - Definitions of building work - Cooling off periods - Provisional sum and prime cost allowances - Measures to be taken in the event of an anomaly in the rendering of the contract	☒	☒
1.E. Effectively communicated using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email) - In writing (including drafting responses to queries about contracts)	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Clare has a clear understanding of the content of a contract.

There was some confusion between Provisional & fixed price but this was made clear following a brief explanation & example.