

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008B Conduct on-site supervision of building and construction project* 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	Yanzhong ZHU
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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.

CPCCBC4008B

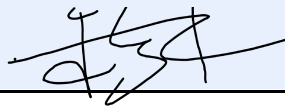
CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Yanzhong ZHU

Participant signature



Date 1/04/2021

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
46		☐	☐

ASSESSOR COMMENTS

Q1. Name the Act and identify the section that addresses the amount of progress payments. Briefly describe the requirements.

Answer

Section of Act	Requirements
QBCC ACT S34 of Schedule 1B	(1) The building contractor under a regulated contract must not claim an amount under the contract, other than a deposit, unless the amount— (a) is directly related to the progress of carrying out the subject work at the building site; and (b) is proportionate to the value of the subject work that relates to the claim, or less than that value. Example for paragraph (b)— The claimed amount is for half of the contract price for a regulated contract, less a 5% deposit, and is demanded after the completion of half of the subject work. Maximum penalty—50 penalty units. (2) A regulation may prescribe when an amount is proportionate to the value of subject work under a regulated contract. (3) For subsection (1), a building contractor is taken to claim an amount if the contractor demands or receives the amount.



Q2. Name the Regulation and identify the section that identifies the types of dispute resolution processes for progress payments. Briefly describe the requirements.

Answer

Section of Regulation	Requirements
Building Industry Fairness (Security of Payment) Regulation 2018 S43	(1) This section applies if, immediately before the commencement, an application for adjudication of a payment claim under the Building and Construction Industry Payments Act 2004 had been made but not decided. (2) The adjudication is prescribed as a dispute resolution process for the Act, section 34B, definition dispute resolution process



Q3. List three (3) different documents you might refer to when making contract payments.

Answer

The contract allowance
Relevant material supply purchase orders
Invoices



Q4. Identify two (2) types of construction allowances, using examples.

Answer

- **Material allowance amounts:** The amount of money allocated to cover the cost of material(s) and any applicable taxes only, excluding the labour to install the specified material(s), overhead and profit not included.
- **Installed allowance amounts:** The amount of money allocated to cover the cost of both material and labour to install the specified material(s) and any applicable taxes, overhead and profit not included.

☐

Q5. To avoid misunderstanding between the builder and client regarding construction allowances, describe one (1) organisational policy/procedure that might be implemented.

Answer

Builders should provide a work order for the allowance immediately upon completion of the work or purchase of material. Customers should insist on seeing work orders for every project when allowances come into play.

☐

Q6. True or False (Tick your response): Any changes to the original contract (time and/or work) must be in writing.

Answer

☒	True
☐	False

☐

Q7. Who must sign a contract variation (time and/or work)?
Tick all that apply.

Answer

Choice	Possible Answers
☐	All subcontractors
☐	All suppliers
☒	Builder
☒	Client

☐

Q8. Fill in the blanks: Once a variation is signed, the builder must provide a copy to the client within 5 days.

Answer

☐

Q9. True or False (Tick your response): Subcontractors should be given time to rectify issues before a back-charge is incurred.

Answer

☒	True
☐	False

☐

Q10. Identify one (1) document you might supply to a subcontractor to justify a back-charge.

Answer

☐

Q11. True or False (Tick your response): Invoices should correspond with delivery notes.

Answer

☒	True
☐	False

☐

Q12. Identify two (2) controls for ensuring that invoice payments are appropriately authorised.

Answer

- -Assigning responsibility for who can create or alter financial records
- -Numbering documents sequentially to avoid duplication

☐

Q13. What type of insurance should you take out for site loss or damage?

Answer

☐

Q14. Identify three (3) written records you might supply to support an insurance claim.

Answer Receipts, Police reports, Product make/model/serial numbers,

☐

Q15. Name the document that outlines the timeframes for processing insurance claims.

Answer General Insurance Code of Practice

☐

Q16. You should record communications with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
☒	Clients
☒	Contractors
☒	Inspectors
☒	Suppliers
☒	Unions

☐

Q17. You have participated in on-site communication for the following matters. Which of the listed communications should you record in your site diary? Tick all that apply.

Answer

Choice	Possible Answers
☒	Allocating and managing human resources
☒	Communicating with regulatory authorities to ensure compliance
☒	Facilitating dispute prevention and resolution
☒	Maintaining environmental controls and obligations
☒	Managing expenditure
☒	Participation in on-site meetings
☒	Placing orders for supplies or equipment
☒	Scheduling of plant and equipment

☐

Q18. True or False (Tick your response): A file note should be used to document important interactions between the builder and client.

Answer

☒	True
☐	False

☐

Q19. True or False (Tick your response): File notes are regularly referred to.

Answer

☐	True
☒	False

☐

**Q20. Which of the following details should be on a site report?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Conditions (e.g. weather)
☒	Observation date and time
☒	Project details
☒	Safety observations
☒	Sign-off by observer
☒	Site activities

☐

Q21. Briefly describe the purpose of a site report.

Answer

If you are involved in building projects, there is always a need to record project information on a daily basis and to use that information to carry out contract administration and supervision

☐

**Q22. When can a notice for unsatisfactory work be issued by the client?
Tick all that apply.**

Answer

Choice	Possible Answers
☐	Before work commences
☒	Before work completes

☐

☒	Upon completion of work
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Q23. True or False (Tick your response): A notice of unsatisfactory work should be communicated in writing.

Answer

☒	True
☐	False

☐

Q24. Identify three (3) quality control procedures that may be implemented.

Answer

- Checking materials supplied to site
- Comparing materials against specifications
- Quality/Site Checklists

☐

Q25. True or False (Tick your response): Site checklists should be maintained for all stages of the building project.

Answer

☒	True
☐	False

☐

Q26. True or False (Tick your response): Site checklists may be used as a reminder for workers and during inspections.

Answer

☒	True
☐	False

☐

Q27. What is the purpose of an organisational quality manual and who might refer to this document?

Answer

ensures your business maintains its quality systems and continuously improves those systems.
-workers who need to check their requirements

☐

Q28. Identify the Volume and Parts of the NCC that relate to the quality requirements for garage doors for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume Two, Part 3.0.4	Volume One, Part B 1.4

☐

Q29. Which Australian Standard is referenced in the NCC with regards to the quality requirements for garage doors?

Answer AS/NZS 1170.2: AS/NZS 4505

☐

Q30. True or False (Tick your response): Building approvals/inspections must be carried out by Council building certifiers.

Answer

☐	True
☒	False

☐

Q31. Name the Regulation and identify the section that identifies the mandatory stages requiring inspection for a single detached Class 1a building. Briefly describe the requirements.

Answer

Section of Act	Requirements
Building Act 1975 (Qld) S99	-This section applies if at the inspection of the final stage of building work, the building certifier is satisfied, on an inspection carried out under best industry practice, that the work complies with the building development approval. Note— For rights of appeal to a development tribunal, see the Planning Act, section 229. -The building certifier must ensure the owner of the building is, within the required period, given— (a) a final inspection certificate for the building work; and (b) a copy of any other inspection documentation for inspection of the building work. [s 100] Building Act 1975 Chapter 5 Inspections, building classification and the use of buildings Page 88 Current as at 1 October 2020 Authorised by the Parliamentary Counsel Maximum penalty— 40 penalty units. -In this section— required period means the period that ends 5 business days after— (a) if the inspection documentation includes any certificates relied on by the building certifier—the certifier accepts the certificates; or (b) otherwise—all of the building work is inspected

☐

Q32. True or False (Tick your response): A supervisor must watch over the work as it is happening.

Answer

☐	True
☒	False

☐

Q33. Identify three (3) checks that may occur to verify painting work meets the required standard.

Answer . type and number of coats of paint, materials to be used, etc

☐

Q34. True or False (Tick your response): Specific requirements for quality and finish should be included in the contract, so the builder knows the standard required to be met.

Answer

☒	True
☐	False

☐

Q35. List three (3) implied standards for building work, as per the Australian Consumer Law.

Answer AS/NZS 3000:2007
AS/NZS 3500
AS 3740-2010

☐

Q36. For each of the following topics, identify an organisational policy that may be in place.

Answer

Topic	Policy
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☐

Pre-handover inspection	Arrange an on-site inspection with the client perhaps a week before the date nominated for handover. This gives you a final opportunity to address any remaining issues prior to handover
Final payment	Organise final payment of the project at practical completion and not at handover

Q37. True or False (Tick your response): Final payment is to be made prior to practical completion.

Answer

☐	True
☒	False

☐

Q38. True or False (Tick your response): The contract may specify that certificates of inspection are required prior to receiving final payment.

Answer

☒	True
☐	False

☐

Q39. List five (5) aspects that may be checked as part of the final inspection.

Answer

- The control and discharge of stormwater
- The height of the floor above ground
- Support of any earthworks necessary to protect the building and other property
- Protection against water penetration
- Fire safety issues such as smoke alarms

☐

Q40. True or False (Tick your response): The building certifier's certificate indicates that all inspections and approvals required by the legislation have been satisfactorily completed.

Answer

☒	True
☐	False

☐

Q41. What documents should be provided to the client on handover day?

Answer

Certificates of inspection
Product warranties for appliances installed
reports, notices or other documentation issued by service providers (e.g. electricity, gas, telephone, water or sewerage)

☐

Q42. Identify two (2) items that might be found on a defects item document.

Answer

-Minor defects.
-State when you will attend to the matters

☐

Q43. True or False (Tick your response): The builder and client must agree to all items listed on a defects document.

Answer

☐	True
☒	False

☐

Q44. Fill in the blanks: Defects noted at handover should be rectified within
6 months after completion of the work.

Answer

☐

Q45. True or False (Tick your response): The client must sign-off once defects have been rectified.

Answer

☒	True
☐	False

☐

Q46. Identify two (2) reasons why you should implement a site safety policy.

Answer

Under the Part 2 of the Work Health and Safety Act 2011 (Qld), you must ensure, as far as is reasonably practicable, the health and safety of all of your workers, including subcontractors.

This means that your company must provide protection to cover their physical safety and mental health. By implementing a site safety policy you endeavour to look after the health of everyone on your building site.

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CPCCBC4008B CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Yanzhong ZHU

Participant signature



Date 1/04/2021

Assessor name Ying SHE

Assessor signature



Date 1/04/2021

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 supervise implementation of administration processes relating to construction projects: - Occasion 1: Residential construction projects - Occasion 2: Commercial construction 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: - Site diaries and safety plans - Extension of time notices - Requests for information - Site instructions issued - Quality control checklists - Material delivery registers - Other emails, letters or correspondence - Invoice authorisation forms or registers - Project handover procedures - Project handover checklists - Defect inspection checklists 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: Contract, Computer, Site diary, Site checklist, Organisational quality manual.						
Assessment of task						
Name of participant:	Yanzhong ZHU					
Name of observer:	Xing WANG					
Role of observer (Confirm suitability to sign)	Supervisor					
Email address of observer	Smo.l@live.cn					
Signature of observer:						
Date:	1/04/2021					
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">1st</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">2nd</td> </tr> <tr> <td style="text-align: center;">Occasion</td> <td style="text-align: center;">Occasion</td> </tr> </table>		1 st	2 nd	Occasion	Occasion
1 st	2 nd					
Occasion	Occasion					
1 Administration of claims and payment processes						
1.1A. Make contract payments in accordance with contract allowance or orders.	☒	☒				
1.1B. Carry out drawings against allowances in accordance with organisation policy and procedures.	☒	☒				

1.1C. Authorise variations to contracts, taking corrective action as necessary.	☒	☒
1.1D. Apply back-charges in accordance with policy guidelines.	☒	☒
1.1E. Authorise payment of invoices for material supply.	☒	☒
1.1F. Complete and process insurance claims for site loss or damage.	☒	☒
1.1G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☒
2 On-site communications		
1.2A. Maintain a diary of on-site communication and events, including communications with clients, contractors, inspections, union matters and suppliers.	☒	☒
1.2B. Prepare and issue file notes detailing specific instructions.	☒	☒
1.2C. Prepare and keep site reports detailing specific supervisory inspections.	☒	☒
1.2D. Communicate variation requests or requirements to the appropriate person.	☒	☒
1.2E. Communicate requests for extensions of time to the appropriate person.	☒	☒
1.2F. Communicate notice of unsatisfactory work in writing to the appropriate individual.	☒	☒
1.2G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☒
1.2H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
3 Quality control procedures		
1.3A. Identify relevant quality control procedures.	☒	☒
1.3B. Use and complete site checklists detailing specific items to be inspected and appropriate stages.	☒	☒
1.3C. Use industry and organisational quality manuals and procedures in managing the quality process.	☒	☒
1.3D. Implement a site safety policy.	☒	☒
1.3E. Arrange local authority inspections.	☒	☒
1.3F. Communicate quality requirements to on-site personnel and assess building work against construction standards.	☒	☒
1.3G. Put processes in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.	☒	☒
4 Project administration		
1.4A. Carry out project administration processes and preparation for practical completion in accordance with contract obligations and company policy.	☒	☒
1.4B. Identify and apply practical completion inspection procedure, and communicate this to the client.	☒	☒
1.4C. Identify and carry out handover procedures in accordance with organisational policy, including providing certificates and appropriate client information (including termite protection and appliance warranties).	☒	☒
1.4D. Obtain defects liability items from clients, rectify defects and obtain client sign-off.	☒	☒

1.4E. Conduct and supervise administrative processes with reference to regulatory and organisational requirements.	☒	☒
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The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory

OBSERVER COMMENTS