

**CPCCBC4003A SELECT AND PREPARE A
CONSTRUCTION CONTRACT,
CPCCBC4016A ADMINISTER A CONSTRUCTION
CONTRACT &
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

Daphne Chan

Participant signature



Assessor name

Assessor signature

Date

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

Assessor comments:

CPCCBC4003A SELECT AND PREPARE A CONSTRUCTION CONTRACT, CPCCBC4016A ADMINISTER A CONSTRUCTION CONTRACT & 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: *Dorphone Chan*

Name of observer: *Ingmar Sommer*

Role of observer
(Confirm suitability to sign) *Commercial Manager*

Email address of observer *ingmar.sommer@sydneymetro2.com.au*

Signature of observer:

Date:

2/10/19

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:

- Essential terms and elements of a valid contract
- Types and purposes of agreements employed with the industry (including sales contracts and pre-contract agreements)
- The range of documents that collectively make up a contract (including construction schedules, reports, specifications)
- 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.

✓

✓

Observer comments: