

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005A Produce labour and material schedules for ordering* 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	Sophie Scott
------------------	--------------

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.

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Sophie Scott

Participant signature 

Date Click here to enter a date. 18/03/21

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
30		☐	☐

Page 2 of 13

Q1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer	Choice	Possible Answers	☐
	☒	Commencement date	
	☒	Completion date	
	☒	Contract price	

Q2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer	Suppliers	Contractors	☐
	Steel	Steel Fixer	
	Concrete	Concrete Placement	
	Gravel	Earthworks	

Q3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer	A builder can closely direct the work to be undertaken by an employee and a contractor can decide what work they do, how it is to be carried out and the hours when the work is to be completed	☐
---------------	---	--------------------------

Q4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer	Development Approval National Construction Code	☐
---------------	--	--------------------------

Q5. Why should colour selections be included on the schedules?

Answer	Some colour requests may require a special order to be made therefore need to be considered early on in the schedule to ensure it is available in time.	☐
---------------	---	--------------------------

Q6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.

Answer

☒	True
☐	False

☐

Q7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.

Answer

Our local council specifies that construction work is to be carried out in the hours between 6:30am and 6.30pm on weekdays and Saturdays therefore our schedule was adjusted accordingly.

☐

Q8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.

Answer

Drawing/Specification	Information provided for labour and material schedules
Plans	Plans for the building from a bird's eye view. This provides you with sizes of areas that can help you calculate materials and labour requirements such as concrete supply and placement.
Material Specifications	Include details of the type, strength and size of material to be used. This can affect your schedule significantly if materials are not ordered on time.
Product Specifications	Include items such as whitegoods, electrical goods, lights and switch types. Once this is determined you can pre-order all products to ensure they arrive on schedule.

☐

Q9. What three (3) things should a builder do when variations are made to a contract for a project?

Answer Ensure the variation is communicated in writing.
Client and Sub-Contractor must agree to works before commencement.
All required documentation must be completed within 5 business days of when the variation was agreed to.



Q10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Wall Colour	This can have a significant effect on a construction schedule for example it could delay with the installation of fixtures and fittings
Change of location for a light switch	Depending on how many are required to be changed this could affect the schedule, especially if a wall needs to be patched and repaired



Q11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Wet Weather	This could cause a major delay on a construction project for example put a stop to all earth works
Asbestos Found	Asbestos can be found unexpectedly therefore it can affect the schedule if it takes a certain amount of time to remove



Q12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5	Builder to note supplier/contractor details and ordering times on schedule
3	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement

☐

Q13. What is an 'overlay drawing'?

Answer

An overlay drawing shows further detail on top of any existing plans and specifications

☐

**Q14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
☒	Architects
☒	Builder
☒	Draftsmen
☒	Engineers

☐

Q15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

Work
Time Period
Agreed Rates

☐

Q16. Identify nine (9) details that should be included on a purchase order.

Answer

Oder and delivery date
Purchase order number
Supplier details
Delivery details
Supplier contract details
Project manager details
Product description
Terms and conditions
Total cost

☐

Q17. What is a 'call forward sheet'?

Answer

A sheet used to track when materials are needed and when they should be ordered

☐

Q18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

☒	True
☐	False

☐

Q19. Identify two (2) approved plans that should be included with the site documents.

Answer

All disciplines of plans eg architectural, hydraulic, electrical
Reports such a structural

☐

Q20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer

Document		Answers
1	Permits	1 - B
2	Quotes	2 - E
3	Reports	3 - A
4	Specifications	4 - D
5	Variations	5 - C

Definition	
A	May include engineering data
B	Council inspectors may issue a stop work notice until these documents are produced
C	Changes requested using a standard form in writing. Need to be signed by both builder and client.
D	List the materials to be used, fittings and fixtures to be installed, and types of finishing required.
E	Used to ensure purchase orders are developed using the correct price.



Q21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer

Trade	Estimate	Actual cost	Cost difference
Carpentry	10,000	8,500	-1,500
Electrical	3,000	4,250	1,250
Painting	4,000	3,900	-100
Plumbing	8,000	8,000	0
Tiler	4,500	4,750	250



Q22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer

Item	PC sum	Actual cost	Cost difference
Basin taps	100	130	30
Oven	2,500	1,500	-1000
Rangehood	500	900	400
Shower bases	250	265	-15
Shower screen	400	350	-50
Shower taps	150	120	-30
Stove	900	1,200	300



Q23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers	
☐	Builder	☐
☒	Client	
☐	Supplier	

Q24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers	
☒	Builder	☐
☐	Client	
☐	Supplier	

Q25. You are given the following table containing the costs for each month of the project.

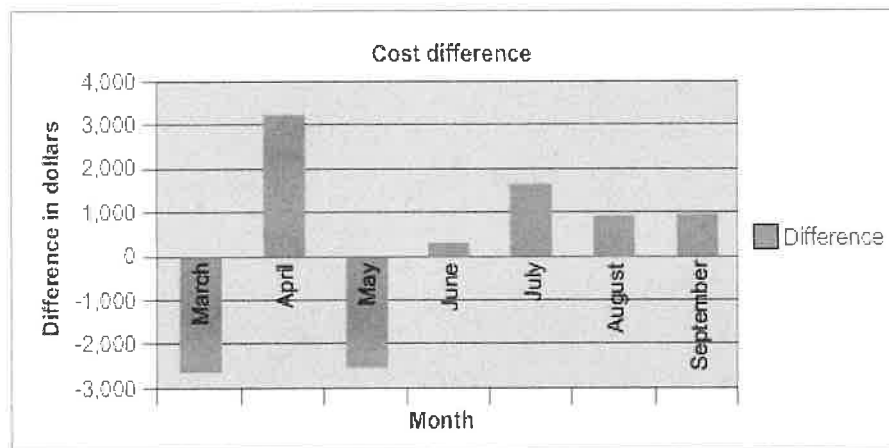
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750
Total	\$344,820	\$343,630

Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer

Choice	Possible Answers	
☒	Plot both the estimated and actual costs on a graph	☐
☒	Plot the actual cost on a graph	
☐	Work out the difference between the estimated and actual costs	

Q26. The following graph is a visual representation of the difference in each month.



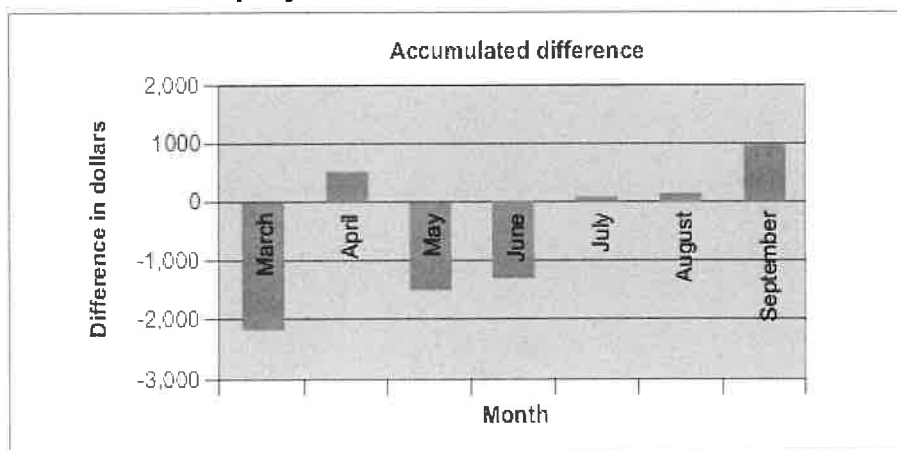
By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☐	No, you cannot see this directly from the graph
☒	Yes, you can see this from the graph

☐

Q27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated? Tick your response.

Answer

Choice	Possible Answers
☐	Overestimated
☒	Underestimated

☐

Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

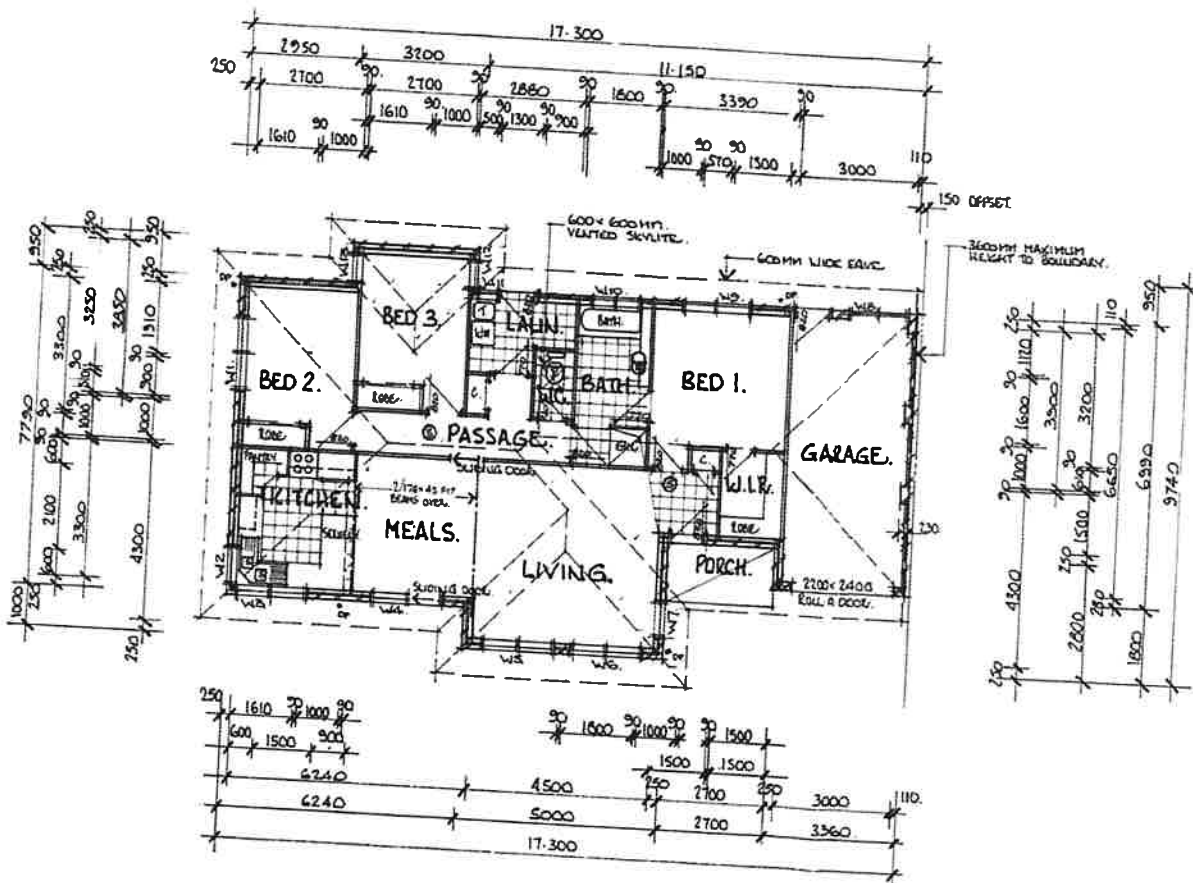
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA:

PROPOSED RESIDENCE	111.59 SQ.M.	1200 SQ. FT.
PROPOSED GARAGE	21.74 SQ.M.	234 SQ. FT.



Q28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Brick Veneer	2 Month	01/05/21	01/03/21	Packed accordingly and covered i
Cement Tiles	3 Weeks	22/03/21	01/03/21	Packed accordingly and covered
Aluminium Windows	1 Month	01/04/21	01/03/21	Packed accordingly and covered
Timber Reveals	1 Month	01/04/21	01/03/21	Packed accordingly and covered

Q29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	Called supplier and put in order over the phone, then confirmed order via email	Availability, quality, transportation, storage room on project site
Wall frame	Emailed supplier and placed order	Availability, quality, transportation, storage room on project site
Windows	Called supplier and put in order over the phone, then confirmed order via email	Availability, quality, transportation, storage room on project site

Q30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer



CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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

Sophie Scott

Participant signature



Date

Click here to enter a date.

18/03/21

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

CPCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred.

- **Occasion 1:** Residential project
- **Occasion 2:** Commercial project

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 copy of a material/labour schedule or supplier list for a project
- A copy of a purchase order for purchasing materials or other resources
- A cost report
- Site condition reports or dilapidation reports
- Contract documents
- Call forward sheets
- Variations

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 documentation (including plans and specifications), computer.

Assessment of task

Name of participant:	Sophie Scott		
Name of observer:	Jasper Yeuell		
Role of observer (Confirm suitability to sign)	Contracts Administrator		
Email address of observer	jyeuell@watpac.com.au		
Signature of observer:			
Date:	Click here to enter a date. 18/03/21		

When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Consider all contract conditions in the schedules, including: • All contractual requirements • Local government and regulatory bodies' conditions of approval • Colour selections • Variations to contracts, raised by the client or builder	☒	☒
1.B. Produce material and labour schedules, including: • Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	☒	☒

1.C. Produce relevant overlay drawings.	☒	☒
1.D. Include contract details and instructions on orders.	☒	☒
1.E. Prepare site files, including: - All necessary site documents, including plans and specifications - Preparation of call forward sheets, detailing all orders	☒	☒
1.F. Analyse project costs against estimates during construction.	☒	☒
1.G. Analyse approved variation costs.	☒	☒
1.H. Provide a final project cost analysis.	☒	☒
1.I. Maintain data files of standard costs, including: - Approved variation cost increases - Changes to standard plans, specifications, and cost files	☒	☒
1.J. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

PURCHASE ORDER FORM



Watpac Construction Pty Ltd
ABN 71 010 462 816
a subsidiary of Watpac Limited

Level 3, 12 Commercial Rd, Newstead, QLD 4006
PO Box 2053, Fortitude Valley QLD 4006

Phone: 07 3251 6300
Fax: 07 3251 6396
www.besixwatpac.com.au

To: Sunshine Hardware Pty LTD
8 Court Road

Nambour
Qld 4560

Attention:

Deliver To: 197-243 McDowall Street

ROMA
QLD 4455

Project: A483 - Roma Hospital Upgrade

ORDER NO	M030082 03
Date Issued	18/02/20
Date Required	03/02/20
Order Value (excl. GST)	456.68

Please Supply Only and Deliver the following Goods in good order and condition

PARTICULARS

PARTICULARS	QTY	UNIT	RATE (excl. GST)	AMOUNT (excl. GST)
Inv 50995290 - 30/01/20 - Foamjoint Stickyback	0.00	EA	0.00	0.00
Inv 50995290 - 30/01/20 - WBS Correction	4.00	EA	47.41	189.64
Inv 23791408 - 03/02/20 - Foamjoint Stickyback	1.00	EA	239.47	239.47
Inv 23803010 - 06/02/20 - Tape Measure	1.00	EA	27.57	27.57

References to Specifications, Codes, Australian Standards or QA requirements
Special instructions:

For and on behalf of:
Watpac Construction Pty Ltd
Sophie Scott

Suppliers please note: Purchase Order number must be quoted on all correspondence or payment may be delayed. Purchase Order is subject to trading terms as listed on our website - www.besixwatpac.com.au Refer all order clarifications to the order originator.
Please forward all invoices to: - PO Box 2053 Fortitude Valley Queensland 4006 Australia

Form 9—Application to vary the Building Act 1975

Version 4 – July 2017

1. Applicant's details

If the applicant is a company, a contact person must be shown. All correspondence will be mailed to this address.

Name (in full)

Company name (if applicable)

Contact person

Phone no. (business hours)

Mobile no.

Email address

Postal address

Postcode

2. Property description

The description must identify all land the subject of the application.

The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address (include no., street, suburb/locality and postcode)

Postcode

Lot and plan details (attach list if necessary)

In which local government area is the land situated?

3. Assessment Manager/Private Certifier

Name (in full)

Company name (if applicable)

Contact person

Phone no. (business hours)

Mobile no.

Email address

Postal address

Postcode

Licence number (if applicable)

4. Variation

Attach any supporting documentation

A separate application is required for each clause to be varied

Clause no.

Proposed variation

More soil to be provided and to be suitable to support foundation in one corner of project.

5. Fee and hearing options

Refer schedule 3 of the Building Regulation 2006

Inspection required

☐ Yes ☐ No

Fast track decision

☐ Yes ☐ No

Floor area

m²

Fee (refer fee schedule)

6. Applicant's signature

Do you wish to present a verbal submission before application is decided?

☐ Yes ☐ No

Signature

Date

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

Important information

When Variations may be warranted: Where the *Building Act 1975* does not permit an Assessment Manager or Private Certifier to exercise discretion about a matter, a person may apply to the Chief Executive to vary how the building assessment provisions apply to the building work. For example, the Chief Executive would have the power to decide an application to vary the performance criteria of a particular section of the National Construction Code (NCC).

20 days to decide application: An application may be made at any time, by any person. Applications will be decided within 20 business days, unless a fast track application is requested.

Applying for a fast-track decision: Under the *Building Act 1975*, section 39, an applicant may apply to the Chief Executive to fast-track an application and decide it within 2 days. The Chief Executive may grant or refuse the request. The Chief Executive may require the applicant for a fast-track decision to pay any reasonable additional costs for fast-tracking.

Deciding on an application (sections 41, 42 and 43 of the *Building Act 1975*): If building work is being or is to be carried out by or for someone other than the State, the Chief Executive must consult with the assessment manager and may consult with any other person before making a decision. The Chief Executive must decide to vary or refuse to vary how the provision applies to the building work.

Relevant matters for the Chief Executive to consider include – whether the building work substantially complies with other building assessment provisions, other than IDAS; whether compliance with the provision is unnecessary in the particular circumstance; whether the proposed variation is as effective as, or more effective than compliance with the provision, and whether the variation would put the general safety and structural standards of the relevant building or structure at risk.

The Chief Executive must, within five business days of deciding the variation application, give notice of the decision to the applicant and the assessment manager. If an application is refused, applicants are given information about the reason for the decision and the rights of appeal against the decision under the *Building Act 1975* or the *Planning Act 2016*, and how an appeal can be lodged.

Appeals by applicants: An appeal must be commenced within 20 business days, by lodging Form 10—Development Tribunals Appeal Notice, with the Registrar of the Development Tribunals.

Special facilities: Any discussions regarding the application will be held in buildings accessible by people with mobility disabilities.

If special services are required, such as an interpreter, please notify the Registrar in sufficient time for this to be arranged.

Lodgement of an Application to vary the *Building Act 1975*: The ORIGINAL together with accompanying information and the prescribed application fee should be lodged with Chief Executive Officer, Department of Housing and Public Works.

Fees: Fees for applications are listed in the Schedule 3 in the *Building Regulation 2006*. The application fee is non-refundable.

Lodgement of an appeal against an information notice of decision: A completed Form 10 should be lodged with the Registrar, Development Tribunal.

Post to: The Registrar
Development Tribunals
c/- Building Industry and Policy
Department of Housing and Public Works
GPO Box 2457 BRISBANE QLD 4001

Telephone: 1800 804 833
Email to: registrar@qld.gov.au
Deliver to: The Registrar
Level 16
41 George Street
BRISBANE QLD 4000

PRIVACY NOTICE: The Department of Housing and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

The *Building Act 1975* is administered by the Department of Housing and Public Works