

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	Melissa Robertson
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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.

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

THEORY EXAM INSTRUCTIONS

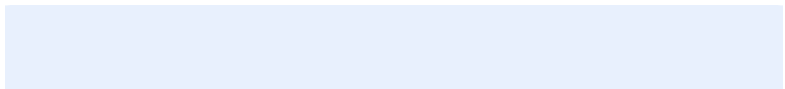
- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants 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 Melissa Robertson

Participant signature 

Date 9/10/2021

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 Plans

☐

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
<i>Queensland Building and Construction Commission Act 1991</i> (Qld): Division 2 section 33	(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
Carpenter	Installs flooring, wall frames, roof trusses, windows, external doors and frames, decking and steps; attends to joinery and mouldings.
Tiler	Completes wall and floor tiling.
Brick Layer	Installs brick base (sub-base brickwork, dwarf walls and piers); installs walls.

☐

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	Find a supplier who is reliable as reliability is more critical than price . This is because a constant and timely supply of the right materials every time is what makes or breaks the efficiency of the whole building project	☐
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Q6. Identify two (2) methods you might use to find a supplier for materials.

Answer	• Phone around to find out who has good supplies • Liaise with known suppliers that are resourceful and reliable	☐
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Q7. Name two (2) factors that may impact on the availability of materials.

Answer	Location of production e.g. locally or overseas If they are common or specialty materials	☐
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- 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

☐

- 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
Compressor	Nail gun for framing/plaster sheets
Scissor lift	Painting in high areas such as voids or gables

☐

- 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
Ladder	Reaching areas such as light fittings
Wheelborrow	Moving materials such as dirt for landscaping or concrete for small areas

☐

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

Answer the invoices and receipts

☐

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

Answer

Power, toilets, fencing, water, bins

☐

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

☐

Answer	Permit	Documentation and approval body	☐
	Plumbing approval	Council, copy of the plans and application form	
	Building Approval	Private Certifier – Plans, Form 15 certificates, soil tests, Energy Efficiency Reports, misc. certificates that may be relevant to the structural design	

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	Purchase order	☐
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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	Supplier	☐
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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	☐
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Work Health and Safety Act 2011 Section 17	Management of risks A duty imposed on a person to ensure health and safety requires the person— (a) to eliminate risks to health and safety, so far as is reasonably practicable; and (b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.
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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

Using a painter to work across nearby projects means they can go between the properties as required e.g. base coat one, then the next, then the next, second coat the first, then the next then the next and the final coat the first etc.

It means the trades can minimise time spent in transit and actively move between properties with ease.



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

Answer

So trades are in following the works that must happen before them, no point having a tiler onsite with no slab or a plasterer with no frame.

☐

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.

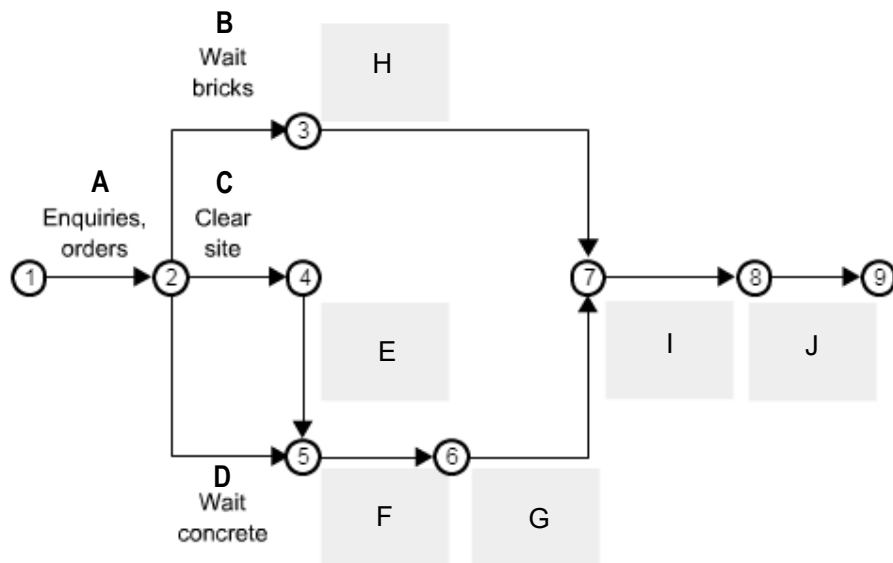
Answer

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

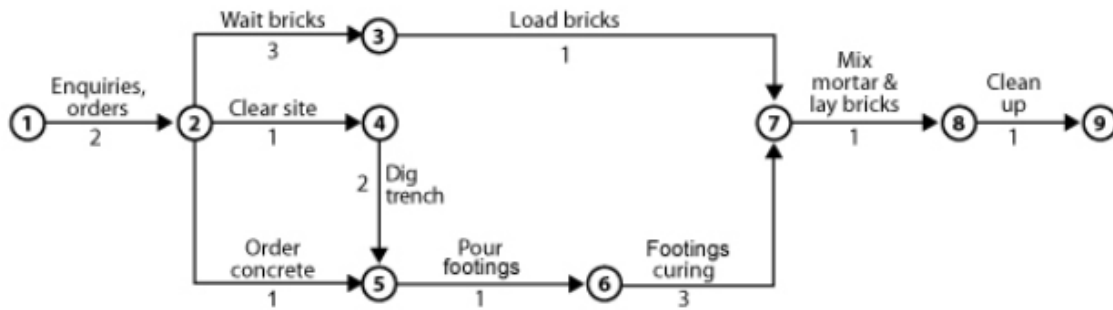


Q35. Name one (1) computer-based software package that may be used to prepare a project schedule.

Answer Onsite Companion



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 The 'critical path' – the longest sequence of activities in a project (which determines the shortest possible completion time if all events are to be completed) ☐

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

- Material delivery: Too many or too few materials on-site
- Resources: Unreliable labour or poor workmanship
- Unexpected delays: Strikes, illness, mistakes
 ☐

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 it will be helpful in the event of a dispute with a 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 work is to affect neighbouring properties and deem damage to have been incurred to their property

☐

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

Participant signature

Date Click here to enter a date.

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

CPCCBC4007A 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:																		
Name of observer:																		
Role of observer (Confirm suitability to sign)																		
Email address of observer																		
Signature of observer:																		
Date:	Click here to enter a date.																	
When completing the task, did the participant:	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center; padding: 5px;">Tick if satisfactorily completed. Provide comments if left unticked.</th> </tr> <tr> <th style="width: 50%; text-align: center; padding: 5px;">1st Occasion</th> <th style="width: 50%; text-align: center; padding: 5px;">2nd Occasion</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="background-color: #e0e0e0; text-align: center; padding: 5px;">1 Appraise contract documentation</td> </tr> <tr> <td style="padding: 5px;">1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> <tr> <td style="padding: 5px;">1.1B. Determine availability of selected subcontractors to suit the job requirements.</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> <tr> <td style="padding: 5px;">1.1C. Assess availability of materials and confirm with suppliers.</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> <tr> <td style="padding: 5px;">1.1D. Identify site access requirements and limitations, taking action to facilitate entry.</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> <tr> <td style="padding: 5px;">1.1E. Prepare documentation for authorities controlling construction work and determine project commencement date.</td> <td style="text-align: center; padding: 5px;">☐</td> </tr> </tbody> </table>		Tick if satisfactorily completed. Provide comments if left unticked.		1 st Occasion	2 nd 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.	☐
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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		

