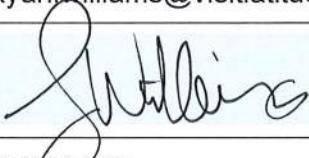


## CPCCBC4009B

### APPLY LEGAL REQUIREMENTS TO BUILDING AND CONSTRUCTION PROJECTS

| Practical Task 1 (2X)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>Description of task:</b><br>On two (2) occasions, a suitable observer is to verify the participant's ability to apply legal requirements to building and construction projects: <ul style="list-style-type: none"> <li>Occasion 1: Residential buildings</li> <li>Occasion 2: Low rise commercial buildings (Class 1 and 10 construction and Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction)</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>Copies of any licences</li> <li>Business insurance Certificates of Currency</li> <li>A copy of a WHS Policy</li> <li>A copy of an Environmental Policy</li> <li>If an employer - copies of employee records, apprenticeship papers</li> <li>Sub-contractor agreements or a copy of a sub-contract</li> <li>A copy of a Business Activity Statement</li> <li>A copy of a business tax invoice that references relevant legislation</li> <li>A copy of a Dispute Resolution Procedure or documentary evidence of a dispute</li> </ul> <p>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.</p> |                                                                                     |                                     |
| <b>Resources required:</b><br>Computer, Telephone, Building Contract.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                     |                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |                                     |
| Name of participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Kylie Waldock                                                                       |                                     |
| Name of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Ryan Williams                                                                       |                                     |
| Role of observer<br>(Confirm suitability to sign)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Development Manager                                                                 |                                     |
| Email address of observer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Ryan.williams@visitlatitude25.com.au                                                |                                     |
| Signature of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                     |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25/11/2020                                                                          |                                     |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tick if satisfactorily completed.<br>Provide comments if left unticked.             |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 <sup>st</sup><br>Occasion                                                         | 2 <sup>nd</sup><br>Occasion         |
| 1 Legal obligations                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |                                     |
| 1.1A. Research and apply licensing or registration legislation relevant to the region, including classifications for builders, supervisors and managers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1.1B.                                                                                                                         | Research, apply and monitor safety legislation and regulations applicable to on-site construction, including site safety signage requirements.                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1C.                                                                                                                         | Research and apply codes, Acts, regulations, by-laws and standards applicable to: <ul style="list-style-type: none"> <li>Construction of the particular building project</li> <li>Insurance</li> <li>Sustainability</li> <li>Environmental matters</li> </ul>                                                                                                                                                                                                                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1D.                                                                                                                         | Set up and administer financial systems in compliance with legislation, including: <ul style="list-style-type: none"> <li>Payroll, including payment of wages, and subcontractor and supplier invoices</li> <li>GST systems in compliance with legislation</li> </ul>                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1E.                                                                                                                         | Meet building contract obligations through: <ul style="list-style-type: none"> <li>Observing common law principles, legislation, regulations, fair trading requirements</li> <li>Selecting the correct form of contract for the project</li> <li>Carrying out the work in accordance with contractual obligations</li> <li>Meeting contractual conditions, including communicating with local or regulatory authorities on matters regarding approvals and financial matters</li> </ul> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>2 Industrial relations obligations</b>                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                     |
| 1.2A.                                                                                                                         | Research and apply relevant industrial relations policies and obligations, referring to relevant authorities                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.A.                                                                                                                          | Identify and contract subcontract companies that comply with company policy and obligations.                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2B.                                                                                                                         | Apply relevant awards to contracts.                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2C.                                                                                                                         | Use workplace agreements in accordance with company policy.                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2D.                                                                                                                         | Take proactive measures to ensure discrimination and harassment and not practiced in the workplace, referring to anti-discrimination and equal employment opportunity legislation.                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2E.                                                                                                                         | Identify and apply provisions of training agreements.                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.2F.                                                                                                                         | Make available to employees any reference material on access to industrial relations or legal information.                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>3 Dispute resolution processes</b>                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                     |
| 1.3A.                                                                                                                         | Apply organisational dispute resolution processes.                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3B.                                                                                                                         | Deal with customer complaints according to company policy.                                                                                                                                                                                                                                                                                                                                                                                                                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3C.                                                                                                                         | Document disputes, recording and maintaining outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.3D.                                                                                                                         | Effectively communicate using the following methods: <ul style="list-style-type: none"> <li>Language/concepts appropriate to cultural differences</li> <li>Non-verbal communication</li> <li>Written skills – using memo, letter, facsimile or email</li> </ul>                                                                                                                                                                                                                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                     |                                     |

