

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	Ryan Readdy
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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

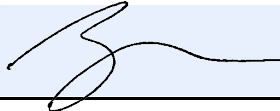
CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Ryan Readdy

Participant signature



Date 7/09/2020

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
Building Industry Fairness Act 2017 Chapter 3 Part 2 71	The amount of a progress payment to which a person is entitled under a construction contract is— (a) if the contract provides for the matter—the amount calculated in accordance with the contract; or (b) if the contract does not provide for the matter—the amount calculated on the basis of the value of construction work carried out, or related goods and services supplied, by the person in accordance with the contract.

☐

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 Regulation 2018 Part 2 8	(a) a proceeding in a court or tribunal; (b) an adjudication of a payment claim under the Building and Construction Industry Payments Act 2004.

☐

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 insist that changes, as pertaining to cost allowances, are approved by the client before they lay out any money for the new materials or labour. Customers should request that the builder secure approval before spending additional funds for materials or labour costs.

☐

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

Timesheets

☐

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

- Numbering documents sequentially to avoid duplication
- Comparisons between budgeted amounts and actual figures

☐

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

Answer

Contract Works Insurance

☐

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

Answer

Receipts
Police reports
Product (make/model/serial number)
Photographs

☐

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

Answer

☐

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

The purpose of a site report being that the findings will be made actionable, either by the observing party or other workers and teams.

☐

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

☐

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
- Reviews of building work against the plans and specifications with clients

☐

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 Once you have identified the types of procedures that will assist you in managing your building project quality (such as checklists, quality checks and on-site reviews) you can then transfer these procedures into written form within a Quality Manual. This practice ensures your business maintains its quality systems and continuously improves those systems. Inspectors and the client may refer to this document.

☐

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
NCC Volume 1 Part A5.0 Suitability	NCC Volume 1 Part A5.0 Suitability

☐

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

Answer AS4505

☐

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 Regulation 2006	(a) after excavation of foundation material and before the footings for the building are laid; and (b) if the building is to have a slab—after the placement of formwork and steel for the slab but before the concrete for the slab is poured; and (c) to the extent the bracing for the frame of the building consists of cladding or lining—after the cladding or lining has been fixed to the frame; and (d) to the extent the bracing for the frame of the building does not consist of cladding or lining—before the cladding or lining is fixed to the frame; and (e) if reinforced masonry construction is used for the frame of the building—before the wall cavities are filled; and (f) at the completion of all aspects of the work.

☐

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	☐
	Application method	
	Type of paint used	

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	• The builder will carry out the work in a proper and workmanlike manner and in accordance with the plans and specifications set out in the contract	☐
	• The materials to be supplied by the builder will be good and suitable for the purpose for which they are used and, unless otherwise stated, those materials will be new	
	• The work will be carried out in accordance with, and will comply with, all laws and legal requirements	

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

Answer	Topic	Policy	☐
	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.
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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
- Warranties relating to appliances and termite protection
- Reports, notices or other documentation issues by service providers (e.g. electricity, gas, telephone, water or sewerage)
- Provide a Practical Completion Certificate to the client where this is required under the contract

☐

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

Answer

- Minor defects and minor omissions that both you and the homeowner agree to.
- Minor defects or minor omissions that only the home owner believes exist.

☐

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

- You are obligated under the WHS Act to do so.
- To ensure, as far as reasonably practicable that you keep workers and subcontractors safe.



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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

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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:

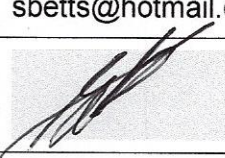
- Site diaries and safety plans
- Extension of time notices
- Requests for information
- Site instructions issued
- Quality control checklists
- Material delivery registers
- Other emails, letters or correspondence
- Invoice authorisation forms or registers
- Project handover procedures
- Project handover 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:	Ryan Readdy		
Name of observer:	Stewart Betts		
Role of observer (Confirm suitability to sign)	Lic Builder, Site Manager – Matthews Builders		
Email address of observer	sbetts@hotmail.com		
Signature of observer:			
Date:	23/03/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd 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.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

I have worked on a number of projects with Ryan as the plumbing site supervisor. The most recent project, Ryan demonstrated a clear understanding of what documentation was required at handover, including relevant Form 15s, 16s and 71 and council Final Certificates. He successfully coordinated private certifiers and Brisbane Council to inspect and certify his work in time with the project programme, and met the projects group inspection dates with QFES and our certifier.