

CPCCBC4026A

ARRANGE BUILDING APPLICATIONS AND APPROVALS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Erica Taylor

Participant signature



Assessor name

Assessor signature

Date [Click here to enter a date.](#)

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

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 plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. These tasks may be simulated or real. Occasion 1: Development approval Occasion 2: Building approval The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.		
Resources required: Computer.		
Assessment of task		
Name of participant:	Erica Taylor	
Name of observer:	Andrew Fryer	
Role of observer (Confirm suitability to sign)	Senior Project Manager	
Email address of observer	afryer@rcq.net.au	
Signature of observer:		
Date:	8/05/2018	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Plan the process for lodging approval applications		
1.1A. Identify the approvals required for each project stage and required information and documentation.	☒	☒
1.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.	☒	☒
1.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.	☒	☒
2 Prepare and lodge applications for approval		
1.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).	☒	☒
1.2B. Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.	☒	☒
1.2C. Lodge necessary documentation and supporting information with approval authority, using sound document control processes.	☒	☒

1.2D. Seek confirmation of application status at appropriate intervals to ensure continuing progress.	☒	☒
3 Evaluate and review outcome of application		
1.3A. Assess the outcome of the building approval to determine the impact on the project.	☒	☒
1.3B. Where required, negotiate minor amendments with the client, organisation and approval authority.	☒	☒
1.3C. Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.	☒	☒
1.3D. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - In writing (including preparing planning submissions) - Sound document control processes	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS
I have worked with Erica on a number of Commercial projects over the years and I confirm that She has, as part of her role has completed and or liaised with Consultants and the like to complete those tasks as noted above. Commercial Development / Building applications can be difficult at times. Erica has at all times when dealing with the likes of Councils, Unity Water, Energex and other Authority bodies has been extremely diligent in completing documentation and obtaining all required approvals