CPCCBC4008
SUPERVISE SITE COMMUNICATION AND ADMINISTRATION PROCESSES FOR BUILDING AND CONSTRUCTION PROJECTS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008 Supervise site communication and administration processes for building and construction projects* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:
- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Rex Henderson
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment
☐ Not applicable

Task	Date completed	Assessment Results	
Theory Exam	3/07/2024	☐ Satisfactory	☐ Not Satisfactory
Practical Assessment	3/07/2024	☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4008	Select Date.	☐ **Competent**	☐ **Not Yet Competent**

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)	
☐ Theory Exam ☐ Practical Assessment ☐ Quality Control plan including communication plan, monitoring inspection and recording.	☐ Progress inspection checklist for trade for a section of building x 2 ☐ Rectification plan ☐ Handover information (include guarantees, warranties, and termite protection forms)

Assessor name	
Assessor signature	

CPCCBC4008
SUPERVISE SITE COMMUNICATION AND ADMINISTRATION PROCESSES FOR BUILDING AND CONSTRUCTION PROJECTS

THEORY EXAM

Participant name	Rex Henderson

FOR THE PARTICIPANT
Instructions

• You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
• It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
• You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a ‘Satisfactory’ assessment outcome to be awarded.
  o An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
  o Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
    ▪ If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required
Pen

FOR THE ASSESSOR
Instructions
• Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) • All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). • Assessors are to complete marking in pen of a different colour to the Participant. • If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. **Describe how you would confirm the quality control compliance requirements for a private home building project.**

Answer

1. Understand Regulatory Requirements

- **Research Local Building Codes and Standards:** Begin by researching the local building codes and standards applicable in Queensland. This includes understanding the Queensland Development Code (QDC) and the National Construction Code (NCC).
- **Consult the Queensland Building and Construction Commission (QBCC):** Review guidelines and requirements set by the QBCC, which governs building practices in Queensland.

2. Develop a Quality Control Plan

- **Set Quality Objectives:** Establish clear quality objectives for the project that align with client expectations and regulatory standards.
- **Create Inspection Checklists:** Develop detailed checklists for each construction phase to ensure all work meets the defined quality standards.

3. Implement Quality Control Measures

- **Monitor Subcontractors:** Ensure all subcontractors are aware of and adhere to the quality control procedures. Conduct spot checks and audits of their work.

4. Use Qualified Personnel

5. Document and Report

- **Maintain Detailed Records:** Keep comprehensive records of all inspections, tests, and audits. This documentation should include dates, personnel involved, and any issues identified along with their resolutions.
- **Generate Compliance Reports:** Create regular compliance reports that summarize the findings of inspections and any corrective actions taken. These reports should be shared with the client and regulatory authorities as required.

.6**. Final Quality Audit**

- **Conduct a Final Inspection:** Perform a comprehensive final inspection of the completed project to ensure all aspects meet the quality control standards.
- **Client Walkthrough:** Arrange a walkthrough with the client to verify their satisfaction with the quality of work.
- **Handover Documentation:** Provide the client with all relevant documentation, including warranties, guarantees, and a final quality control report.

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Q2. **Access the Queensland Building and Construction Commission (QBCC) website (if in Queensland) or your local authority and summarise the requirements for contracts priced at $20,000 or more.**

Answer

For domestic building contracts priced at $20,000 or more in Queensland, contractors must provide a written contract compliant with Schedule 1B of the QBCC Act and a Consumer Building Guide before signing. A maximum deposit of 5% is allowed, and any contract variations must be documented in writing. Contractors must issue a commencement notice within ten business days of starting work. Payment schedules and amounts must adhere strictly to the contract to ensure legal protection and coverage under the Queensland Home Warranty Scheme

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Q3. **Explain the importance of construction schedules in relation to contracting tradespeople, material resourcing and inspections.**

Answer

Construction schedules are crucial for coordinating various aspects of a building project, including contracting tradespeople, material resourcing, and inspections.

1. **Contracting Tradespeople**
2. **Material Resourcing**
3. **Inspections**

Overall, construction schedules are essential for maintaining the efficiency and coordination of a building project, ultimately contributing to its timely and successful completion.

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Q4. **Describe the waterfall methodology used in project management.**

Answer	The waterfall methodology in project management is a linear and sequential approach where each phase—requirements, design, implementation, verification, and maintenance—must be completed before moving to the next. It emphasizes thorough documentation and a rigid structure, ensuring clear and organized project progression. The methodology is advantageous for its straightforward framework and ease of management, making it suitable for projects with well-defined requirements. However, it is inflexible and can be problematic for projects where changes are likely, as issues may only be discovered late in the process, making them costly to fix. This method is ideal for projects with stable requirements and a clear understanding of the desired outcome.	☐

Q5. **Discuss WHS 'duty of care' requirements located in site safety plans, and how site induction, as well as general construction induction training, contributes to this.**

Answer

Workplace health and safety (WHS) duty of care requires employers and site managers to ensure the safety and health of workers and others affected by their activities. Site safety plans document hazards, risks, and control measures specific to a worksite, ensuring compliance with legal standards. Site induction familiarizes workers with site-specific hazards, safety procedures, and their responsibilities under the safety plan. Construction induction training (CIT) provides essential safety knowledge and legal awareness for workers on construction sites. Together, these measures contribute to preventing accidents, maintaining legal compliance, and fostering a culture of safety in the workplace.

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Q6. **Describe five (5) different methods of communication used to share quality control processes and industry requirements to site personnel.**

Answer

Here are five different methods of communication used to share quality control processes and industry requirements to site personnel:

1. **Meetings and Briefings**
2. **Written Procedures and Manuals**
3. **Training Sessions**
4. **Digital Communication Tools**
5. **Visual Aids and Signage**

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Q7. **Discuss three (3) instances when you would be required to communicate with regulatory authorities in relation to the workplace quality management systems.**

Answer

You would typically need to communicate with regulatory authorities regarding workplace quality management systems in the following instances:

1. **Compliance Audits**
2. **Incident Reporting**
3. **Certification and Licensing**

Effective communication with regulatory authorities in these instances is crucial for maintaining legal compliance, ensuring workplace safety, and upholding the integrity of quality management systems within your organization.

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Q8. **Describe the purpose and process of conducting a risk assessment when a work site hazard has been identified.**

Answer

Conducting a risk assessment when a work site hazard is identified aims to systematically evaluate potential risks and implement controls to mitigate them. This process begins with identifying the hazard and assessing the likelihood and severity of potential harm. Control measures, such as engineering controls, administrative controls, and personal protective equipment, are then selected and implemented to reduce risks to an acceptable level. Continuous monitoring and review ensure the effectiveness of these measures over time, with documentation providing a record of the assessment process and actions taken to manage workplace safety effectively.

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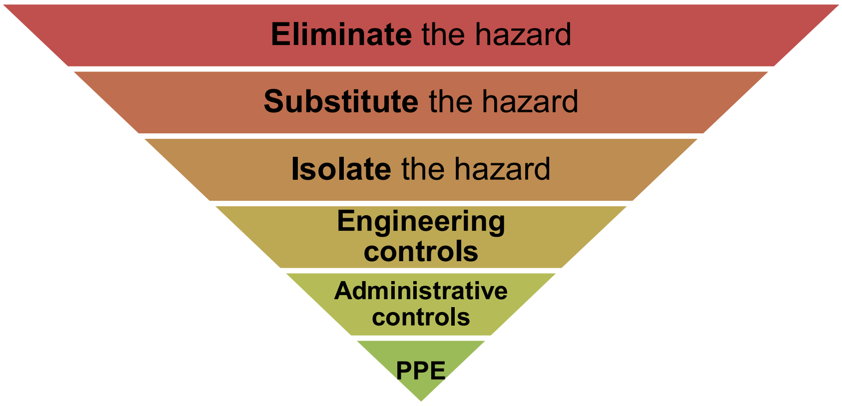
Q9. **Describe in detail how the information in the image below is used.**



Answer

Elimination: At the top of the hierarchy is the complete removal of the hazard from the workplace. This is achieved by redesigning processes, substituting hazardous materials with less harmful alternatives, or eliminating the need for the hazardous task altogether. For example, using automated equipment to replace manual handling of heavy objects removes the risk of musculoskeletal injuries.

Substitution: If elimination is not feasible, substitution involves replacing hazardous materials, equipment, or processes with safer alternatives. This approach aims to reduce the inherent risks associated with the original hazard. For instance, using non-toxic chemicals instead of hazardous substances minimizes health risks to workers.

Isolation: Isolation controls aim to separate people from hazards to reduce or eliminate exposure. This can be achieved through physical barriers, enclosures, or distance from the hazard source.

Engineering Controls: These controls involve modifying the work environment or equipment to isolate workers from hazards. Examples include installing machine guards, local exhaust ventilation systems to remove airborne contaminants, or using noise enclosures to reduce noise levels.

Administrative Controls: This level involves changing work practices and procedures to reduce exposure to hazards. It includes implementing safe work procedures, providing training and education on hazard awareness and control measures, rotating tasks to limit exposure, and scheduling maintenance during non-operational hours.

Personal Protective Equipment (PPE): PPE is the last line of defense and includes equipment such as gloves, safety glasses, respirators, and hearing protection.

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Q10. **Clarify the following steps in relation to managing WHS risks.**

Answer

Steps	Description
Identify Hazard	This step involves identifying potential hazards or sources of harm that could cause injury or illness in the workplace. Hazards can include physical hazards (like machinery), chemical hazards (like toxic substances), biological hazards (like viruses), ergonomic hazards (like poor workstation setup), and psychosocial hazards (like workplace stress).
Assess Risk	Once hazards are identified, the next step is to assess the risks associated with each hazard. Risk assessment involves evaluating the likelihood and consequences of exposure to the hazard. This helps prioritize which risks need to be managed first.
Control Risk	After assessing the risks, appropriate control measures are implemented to eliminate or minimize the risks. This can include engineering controls (like installing safety guards), administrative controls (like implementing safe work procedures), and personal protective equipment (PPE).
Review Controls	Risk management is an ongoing process. Regular review and monitoring of the effectiveness of the controls are necessary to ensure they remain adequate and effective. This step involves gathering feedback, conducting inspections, and making adjustments as needed to improve safety continuously.

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Q11. **Describe project documents you must refer to and why, when determining administration requirements related to payments and variations to contracts.**

Answer

When determining administration requirements related to payments and variations to contracts, it's essential to refer to specific project documents such as the contract agreement, scope of work, specifications, project schedule, and payment schedule. These documents provide clarity on contractual terms, project scope, technical requirements, timeline expectations, and financial obligations. They help ensure that payments are made according to agreed terms and that any variations to the contract are properly evaluated against project scope and schedule impacts. Additionally, they serve as a reference point for documenting and managing changes, maintaining transparency and compliance throughout the project lifecycle. By consistently referring to these documents, project administrators can effectively manage risks and maintain accountability in project execution.

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Q12. **What are five (5) tasks associated with authorising payment of invoices for supplied materials?**

Answer

1. **Verification of Receipt**: Ensure that the materials listed on the invoice have been received and match the quantities and specifications.

2. **Verification of Pricing**: Confirm that the prices charged for the materials on the invoice are consistent with the agreed-upon rates in the purchase order or contract.

3. **Approval Process**: Obtain necessary approvals from designated personnel, such as project managers or procurement officers, to authorize the payment based on the receipt of materials and compliance with contractual terms.

4. **Documentation Review**: Review accompanying documentation, such as delivery notes, inspection reports, and quality certifications, to ensure completeness and accuracy before processing the payment.

5. **Accounting Compliance**: Ensure that the invoice complies with internal accounting procedures, including coding, allocation to appropriate cost centres.

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Q13. **After identifying the stakeholders' requirements for communication, what information is needed for an effective communication management plan?**

Answer

After identifying stakeholders' communication requirements, an effective communication management plan should detail specific needs, such as preferred communication channels, frequency of updates, and level of detail. It should clearly outline communication objectives, ensuring alignment with project goals like maintaining stakeholder engagement and managing expectations. Roles and responsibilities for communication tasks should be defined to ensure clarity and accountability among team members.

The plan should include a schedule for regular communication activities to keep stakeholders informed without overwhelming them. Finally, mechanisms for receiving feedback and addressing communication issues should be established to maintain effective two-way communication throughout the project.

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Q14. **When your subcontractors submit invoices to you for payment of their services, what four (4) details must you secure from these invoices for inclusion in a Taxable Payments Annual Report (TPAR)?**

Answer

1 Subcontractor's ABN (Australian Business Number): This unique identifier is crucial for reporting purposes to ensure accurate identification of the subcontractor.

2 Invoice **Number**: Each invoice should have a unique identifier to track and match payments accurately.

3 Total Amount **Paid**: The total amount paid to the subcontractor for the services rendered during the reporting period.

4 Total GST Amount: If applicable, the GST amount included in the total payment to the subcontractor.

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Q15. **Discuss the purpose and significance of maintaining a site diary.**

Answer

Maintaining a site diary is crucial for documenting daily activities, decisions, and events on a construction site. It serves as a detailed record of work progress, weather conditions, personnel presence, equipment usage, and any incidents or issues encountered. This documentation helps project managers and stakeholders monitor project performance, track compliance with safety and regulatory requirements, and manage project risks effectively.

Additionally, the site diary serves as a legal and evidential document, providing a historical account of project activities that can be referenced in audits, disputes, or future project planning. Overall, it enhances communication, transparency, and accountability throughout the project lifecycle.

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Read the scenario below to respond to Q16. and Q17.

The subcontractor (first-tier subcontractor) you hired for this project is carrying on a business that is primarily in the building and construction industry. He has engaged another subcontractor (second-tier subcontractor) to assist with their current workload.

Q16. **What subcontractor payments are you required to report to the Australian Taxation Office (ATO)?**

Answer

As the contractor in the building and construction industry, you are required to report payments made directly to first-tier subcontractors for building and construction services to the Australian Taxation Office (ATO) through the Taxable Payments Annual Report (TPAR). Payments made by first-tier subcontractors to their own subcontractors (second-tier subcontractors) are the responsibility of the first-tier subcontractors to report.

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Q17. **Will the first-tier subcontractor also be required to report to the Australian Taxation Office (ATO)? Explain your answer.**

Answer Yes, the first-tier subcontractor will also be required to report payments to the Australian Taxation Office through the Taxable Payments Annual Report. This requirement applies to all businesses in the building and construction industry who make payments to subcontractors for building and construction services. The first-tier subcontractor must report the total payments they make to their own subcontractors (including second-tier subcontractors) for these services, ensuring comprehensive reporting across all levels of subcontracting within the industry.

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Q18. **As the principal contractor, you will be withholding tax from the payments you make to your workers and contractors through PAYG withholding. Provide the four activities that you must complete in compliance with the Australian Taxation Office's (ATO) requirements for those who make payments subject to withholding.**

Answer

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1. **Register for PAYG withholding**: Ensure you are registered for PAYG withholding with the ATO before making any payments subject to withholding.

2. **Withhold the correct amount**: Deduct the correct amount of tax from payments made to employees, other workers (such as contractors under a voluntary agreement), and businesses that don't quote (ABN).

3. **Report and pay withheld amounts**: Lodge a PAYG withholding payment summary annual report with the ATO summarizing the payments subject to withholding and the amounts withheld.

4. **Provide payment summaries**: Issue payment summaries (or income statements) to workers and other payees detailing the payments made and the amounts withheld during the financial year.

Q19. **Soil contamination has been discovered during initial earthworks at the site. Clarify steps you will take to organise and authorise variations to the contract to include removal of contaminated materials.**

Answer

Organising and authorising variations to the contract to include the removal of contaminated materials due to soil contamination involves several key steps:

1. **Assessment and Documentation**: First, assess the extent and nature of the soil contamination. Document findings, including reports from environmental consultants or experts detailing the contamination levels, types of contaminants, and recommended remediation measures.
2. **Variation Request**: Prepare a variation request detailing the need to remove contaminated materials and any associated costs or time implications. This request should include supporting documentation such as environmental reports, test results, and cost estimates for remediation.
3. **Contractor Notification**: Notify the contractor of the variation request in writing, specifying the reasons for the variation, the scope of work changes, and any impacts on project timelines or costs.
4. **Negotiation and Agreement**: Discuss the variation with the contractor, including negotiations on the scope of work changes, cost adjustments, and revised timelines. Reach agreement on the variation terms, ensuring clarity on responsibilities and expectations.
5. **Formal Authorisation**: Once agreed upon, formally authorise the variation by issuing a variation order or contract amendment. This document should outline the approved changes, including revised specifications, pricing, and timelines.
6. **Documentation and Record-Keeping**: Maintain comprehensive records of all communications, agreements, and documentation related to the variation. This includes keeping copies of variation orders, correspondence with contractors, and any approvals obtained.

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Q20. **The site has been affected by an after-hours break-in and theft of materials and subcontractor equipment; describe how you respond to this incident.**

Answer

In response to an after-hours break-in and theft of materials and subcontractor equipment on a construction site, immediate actions include contacting law enforcement to file a police report and secure the site to prevent further access. Assessing the extent of losses and documenting missing items thoroughly is essential for insurance claims and police investigations. Communication with stakeholders, including subcontractors and project owners, should be prompt to discuss impacts on timelines and project activities. Reviewing and enhancing site security measures is crucial to prevent future incidents, while reviewing contractual obligations helps clarify responsibilities and liabilities related to the theft.

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Q21. **Access your local council to determine which records of building construction approval and certification information they require and who is responsible for issuing and lodging these with the council. Give a brief outline of the requirements.**

Answer

Records include development applications, building plans, and specifications for proposed construction projects. The council's building certifier or inspector is typically responsible for issuing documents such as construction certificates before work begins and occupation certificates upon completion. They ensure compliance with building codes and regulations, and they also handle the submission of these documents to the Sunshine Coast council.

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Q22. **Complete the table describing the different documents and information that should be prepared to be issued to the client during handover.**

Answer

Certificate/ Document	Description
Certificate of Practical Completion	A Certificate of Practical Completion (CPC) is a document issued by the principal contractor or project manager to signify that construction work on a project is essentially finished and that the property is ready for occupation or use according to its intended purpose.
Building Inspection Certificates	Building Inspection Certificates refer to documents issued by authorized inspectors or building certifiers after conducting thorough inspections of construction projects at various stages.
Certificate of Occupancy	A Certificate of Occupancy (CO) is a document issued by a local government or building authority certifying that a building or structure complies with all relevant building codes and regulations and is safe and suitable for occupancy or use.
Warranties	Warranties in the context of construction and building projects typically refer to assurances provided by contractors, manufacturers, or suppliers regarding the quality, durability, and performance of materials, equipment, or workmanship.
Guarantees	In the context of construction and building projects, guarantees are similar to warranties but often broader in scope and duration. They represent assurances provided by contractors, manufacturers, or suppliers.
Termite Protection Forms	In construction and building projects, termite protection forms refer to documentation that outlines measures taken to prevent termite infestation in structures.
Defects Document	A defects document in construction and building projects is a comprehensive record that identifies and details any issues, faults, or imperfections discovered during inspections or throughout the project lifecycle.
Building Owner Manual	A Building Owner Manual is a comprehensive document provided to the owner or operator of a building upon its completion and handover.
Health and Safety Documents	Health and safety documents in construction and building projects encompass a range of materials designed to ensure the safety and well-being of workers, contractors, and visitors on site.

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PRACTICAL ASSESSMENT

Participant name	Rex Henderson

FOR THE PARTICIPANT
Instructions
• The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. • The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. • You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. • You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded.   o For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions

• The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
  o For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
    ▪ Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
  o In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
• All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
  o Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
  o If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1	3/07/2024	☑ Workplace ☐ Simulation	Private Hospital Maroochydore Site	☑	☐

ASSESSOR COMMENTS: GENERAL
As necessary, outline: • Details on reattempts, alternative arrangements or reasonable adjustments made. • Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.
Great Work Rex. A really good understanding of this module.

ASSESSOR COMMENTS: PRACTICAL TASK 1

☑ Individual student (as named on cover page)

☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A.	Specify (✓) websites and workplace documents accessed and reviewed: ☑ WorkSafe (state or national website) ☑ National Construction Code (NCC) ☐ Local Council ☑ State building regulator ☐ SAI Global or other site for Australian Standards ☑ Workplace intranet or files ☐ Project Scope document ☑ Site Safety Plan ☐ Schedule ☑ Project Performance Measurement baseline ☐ Communications plan ☐ Other (please specify):
1.1D. 1.4A.	Specify which trade work is to be inspected using the two (2) progress inspection checklists: 1. **Electrical Work Inspection Checklist**. Verify installation of electrical wiring, outlets, switches, and fixtures. Check grounding and bonding of electrical systems. Ensure compliance with electrical codes and safety standards. Test functionality of electrical systems and components. 2. **Plumbing Work Inspection Checklist** installation of plumbing pipes, fittings, and fixtures. Check for leaks and proper sealing of joints. Verify installation of water supply lines, drainage systems, and vents. Ensure compliance with plumbing codes and regulations.
1.1E.	Specify type of schedule accessed/developed: Program Critical Path Resource load Schedule Delivery Schedule
1.1F.	Specify how information relating to quality control standards was shared with quality team. Information relating to quality control standards is typically shared with the quality team through detailed quality control plans outlining standards and procedures, complemented by regular meetings and documentation.

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.3A.	Specify how administrative requirements were determined and recorded: Administrative requirements in a project are typically determined and recorded through a structured approach involving: 1. **Identification**: Identifying all necessary administrative tasks and documentation needed to support project execution, compliance, and reporting. 2. **Documentation**: Recording administrative requirements in project management plans, checklists, or specific administrative procedures documents. This ensures clarity on roles, responsibilities, timelines, and deliverables.
1.3E.	Specify details of insurance claim made: The insurance claim was initiated following an incident involving [briefly describe the incident, e.g., property damage, theft]. Claimant details including policy information were submitted alongside a detailed description of the incident, supported by photographs and witness statements. An estimated loss was provided, covering costs for repairs and replacements necessary due to the incident. Communication with the insurance company included regular updates on the claim status and discussions with the adjuster to facilitate prompt resolution.
1.1G. 1.1H. 1.1I. 1.6C.	Specify communication systems implemented effectively: Project Management Software: Utilized for centralized communication, task management, document sharing, and real-time updates among team members and stakeholders. Regular Meetings**:** Scheduled meetings such as daily stand-ups, weekly progress meetings, and milestone reviews to discuss project status, issues, and updates. Email and Messaging Platforms**:** Used for day-to-day communication, sharing of documents, and addressing urgent matters promptly. Collaboration **Tools**: Platforms like Microsoft Teams, Slack, or similar tools facilitate instant messaging, file sharing, and collaborative workspaces for teams. Document Management Systems**:** Centralized repositories for project documents, ensuring all team members have access to the latest versions and updates.
1.4B.	Specify how site safety and workplace procedures were adhered to: Safety plans Training Audits Safety walks and committees Meetings and communication.
1.4C. 1.4D. 1.6A.	Specify area being inspected for defects/issues: Structure Façade Waterproofing Roofing and Finishes
1.6A.	Specify area being inspected following notification by external parties: Structural Integrity Environmental compliance Noise Health and Safety QBCC

ASSESSOR COMMENTS: PRACTICAL TASK 1	
1.6A.	Specify liabilities/remedial action undertaken following notification of work defects: Investigate, Assessment of liability, Remedial plan, Communicate to relevant people, Implementation of action plan and Documentation.
1.4D. 1.6B. 1.6C.	Specify who was notified of defect and rectification plan: Client and or Project owners Subcontractors McNab management Internal project team
1.5H.	Specify how rectified work was monitored: Rectified work was monitored through regular inspections, quality assurance checks, progress reports, and client reviews to ensure compliance with specifications and satisfactory completion.
1.6D.	Who confirmed approval of contract achievement: Project manager or ECI Manager
1.6F.	Specify handover paperwork prepared for client: Warranties Operation manuals As built plans Final inspection reports

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Practical Task 1

Description of task:
The participant must demonstrate the skills and knowledge to develop a plan to supervise the administration processes including quality control for one(1) building and construction project which is either a Class 1 to a maximum of two storeys, OR Class 2 to 9, Type C building using workplace approved documentation and digital media. *Note: Copies of documents used or screen shots of technology used must be submitted as evidence. The following are required to be submitted- (Some templates available as handouts).*

Quality Control plan including communication plan, monitoring inspection and recording.
Progress inspection checklist for trade for a section of building x 2
Rectification plan
Handover information (include guarantees, warranties, and termite protection forms)

The participant must be observed as collection of evidence during:

Supervise the administration of quality control compliance
Determine quality control compliance requirements relevant to legislation and industry requirements.
Incorporate site safety as interpreted from site safety plan into work processes.
Create a plan to implement, administer, maintain and monitor site quality control for a building classified as above that meets safety and legislated requirements.
Communicate to team/others the quality control standards that will be used between onsite and offsite staff, contractors and suppliers that systematically gather onsite information.
Access or develop schedules and checklists detailing specific inspections to be conducted at appropriate stages of construction.
Supervise the administration of projects
Determine project administrative requirements
Authorise payment of material and contractor invoices, drawing against contract allowances and back-charges, as required
Authorise variations to contracts and take corrective action as required.
Process insurance claims for site loss or damage.
Supervise the use of site communications and record keeping systems
Effectively implement communication systems according to work site requirements
Adhere to workplace recording requirements to record project details including maintenance of diary and schedule (as applicable)
Document how systematic gathering of onsite information will be recorded including scheduling certifier inspections, union and legislative matters relevant to the site.
Conduct onsite project monitoring and inspection of work quality
Develop and present as evidence a progress inspection checklist for two (2) trades for a section of building.
Adhere to site safety requirements and relevant project administration procedures during site visit.
Conduct a site inspection to evaluate safety, project progress and work quality for one (1) section of a building as classified above.
Inspect and record quality of work, notify relevant people of defects and prepare and issue rectification notice.
Develop and present a rectification plan following inspection outlining:
What must be rectified.
Why it must be rectified (with reference to appropriate standard, code or plan specification, etc)
The recommended order in which rectifications should be done.
Expected duration of each rectification and when they are expected to be rectified by.
Who will carry out the rectification and how they will be notified.
Will any rectifications affect the work remaining schedule, if yes - who did you notify.
Monitor rectified work according to developed systems to ensure quality control, building standards and client satisfaction are achieved.
Complete project administration processes

Practical Task 1

Record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist.

Notify client of rectification, and record client's response to completed work.

Instigate procedures that will result in client approval and acceptance where this was not the client's initial response.

Confirm contract requirements are fulfilled with relevant management and client.

Organise certifier for completion inspection.

Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:
Work site; work team; local safety legislation and regulations; building and construction codes and standards; relevant project plans and specifications; workplace quality control documentation relevant to supervising the administration of quality control compliance; site safety plan, communications and recording systems; work progress and quality systems and documents; business and safety equipment and materials.

Observer details	
Name of observer:	Adrian Wyatt
Role of observer (Confirm suitability to sign)	Site Manager
Email address of observer	Adrian.wyatt@mcnab.net.au
Signature of observer:	
Date:	3/07/2024

When completing the task, did the Participant:	**Tick if satisfactorily completed. Provide comments if left unticked.**
1 Supervise the administration of quality control compliance	
1.1A. Determine quality control compliance requirements relevant to legislation and industry requirements by accessing and reviewing relevant websites and workplace documents.	☑
1.1B. Read site safety plan and demonstrate understanding by incorporating information as interpreted from site safety plan into work processes.	☑
1.1C. Create or modify a workplace quality control plan to implement, administer, maintain and monitor site quality control for a building classified as either a Class 1 to a maximum of two storeys, OR Class 2 to 9, Type C building. *(Note: plan to be attached.).*	☑
1.1D. Create or modify two (2) progress inspection checklists to use for two(2) trades for a section of building as described in 1.1C. to ensure regulatory, jurisdictional and workplace compliance and quality control requirements have been met. *(Note: Completed checklists to be attached.).*	☑
1.1E. Access or develop schedules detailing when specific inspections are to be conducted at appropriate stages of construction.	☑
1.1F. Communicate to team/others the quality control standards that will be used between onsite and offsite staff, contractors and suppliers that systematically gather onsite information.	☑

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
2 Supervise the administration of projects.	
1.3A. Determine project administrative requirements needed to supervise and monitor quality.	☑
1.3B. Authorise payment of material after first checking delivery against invoice/order and confirming quality/no defects.	☑
1.3C. Authorise payment of contractor invoices, drawing against contract allowances and back-charges, as required.	☑
1.3D. Authorise variations to contracts and take corrective action as required.	☑
1.3E. Process insurance claims for site loss or damage.	☑
3 Supervise the use of site communications and record keeping systems	
1.1G. Effectively implement communication systems according to work site requirements.	☑
1.1H. Adhere to workplace recording requirements to record project details including maintenance of diary and schedule (if applicable).	☑
1.1I. Document how systematic gathering of onsite information will be recorded including scheduling certifier inspections, union and legislative matters relevant to the site.	☑
4 Conduct onsite project monitoring and inspection of work quality	
1.4A. Develop and present as evidence a progress inspection checklist for two (2) trades for a section of building.	☑
1.4B. Adhere to site safety requirements and relevant project administration procedures during site visit.	☑
1.4C. Conduct a site inspection with inspection checklist to evaluate safety, project progress and work quality for one (1) section of a building as classified above.	☑
1.4D. Inspect and record quality of work, notify relevant people of defects and prepare and issue rectification notice	☑
5. Develop and present a rectification plan following inspection	
1.5A. Develop and present a rectification plan following inspection outlining information listed in 1.5.B to 1.5.G. *(Note: Rectification plan with all information must be attached)*	☑
1.5B. What must be rectified.	☑
1.5C. Why it must be rectified (with reference to appropriate standard, code or plan specification, etc).	☑
1.5D. The recommended order in which rectifications should be done.	☑
1.5E. Expected duration of each rectification and when they are expected to be rectified by.	☑
1.5F. Who will carry out the rectification and how they will be notified.	☑
1.5G. Will any rectifications affect the work remaining schedule, if yes - who did you notify.	☑
1.5H. Monitor rectified work according to developed systems to ensure quality control, building standards and client satisfaction are achieved.	☑
6. Complete project administration processes	
1.6A. Record work defects notified by external parties, establish liabilities and remedial action required, and develop inspection checklist.	☑
1.6B. Notify client of rectification, and record client's response to completed work.	☑
1.6C. Instigate procedures that will result in client approval and acceptance where this was not the client's initial response.	☑
1.6D. Confirm contract requirements are fulfilled with relevant management and client.	☑
1.6E. Organise certifier for completion inspection.	☑
1.6F. Prepare certificates and appropriate client handover information, including all guarantees, warranties and termite protection forms *(Note: copies to be presented as evidence)*	☑

Observer comments:
Great Work Rex. A really good understanding of this module.