



STUDENT PACK

CPCCBBC4031

Process client requirements

Version Control

Unit code	Document version	Release date	Comments/actions
CPCCBC4031	10.1	13/04/2022	First edition
CPCCBC4031	10.2	28/11/2022	Minor amendments

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Student Pack

What is the purpose of this document?

The Student Pack is the document you, the student, needs to complete to demonstrate competency. This document includes the context and conditions of your assessment, the tasks to be completed by you and an outline of the evidence to be gathered.

The information includes the following:

- Information related to the unit of competency
- Guidelines and instructions to complete each task and activity

Link to other unit documents

- The Student Pack is a document for students to complete to demonstrate their competency. This document includes context and conditions of assessment, tasks to be administered to the student, and an outline of the evidence to be gathered from the student.
- The Unit Mapping is a document that contains information and comprehensive mapping with the training package requirements.

1. Student and trainer details

Student details	
Full name:	Noreen Abu-Obeid
Student ID:	LJ9PEN58ES
Contact number:	0415818248
Email address:	nabuobeid@gmail.com
Trainer details	
Full name:	Melissa Dobbs

2. Qualification and unit of competency

Qualification/Course/Program Details	
Code:	CPC40320
Name:	Cert IV in Building Project Support - Estimator
Unit of competency	
Code:	CPCCBC4031
Name:	Process client requirements
Releases:	1.0
Release date:	27/Nov/2020

3. Assessment Submission Method

☐ By hand to trainer/assessor	☐ By email to trainer/assessor
☒ Online submission via Learning Management System (LMS) – via Study Central submission links	
☐ Any other method _____ (Please describe here)	

4. Student declaration

- I have read and understood the information in the Unit Requirements prior to commencing this Student Pack - I certify that the work submitted for this assessment pack is my own. I have clearly referenced any sources used in my submission. I understand that a false declaration is a form of malpractice; - I have kept a copy of this Student Pack and all relevant notes, attachments, and reference material that I used in the production of this Student Pack; - For the purposes of assessment, I give the trainer/assessor permission to: - Reproduce this assessment and provide a copy to another member of staff; and - Take steps to authenticate the assessment, including communicating a copy of this assessment to a plagiarism checking service (which may retain a copy of the assessment on its database for future plagiarism checking). Student signature: Noreen Abu-Obeid Date: 25/3/2023	
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5. Assessment Plan

The student must be assessed as satisfactory in each of the following assessment methods in order to demonstrate competence in a variety of ways.

Evidence number/ Task number	Assessment method/ Type of evidence/ Task name	Sufficient evidence recorded/Outcome
Assessment task 1	Knowledge Test (KT)	S / NS (First Attempt) S / NS (Second Attempt)
Assessment task 2	Skill Test (ST)	S / NS (First Attempt) S / NS (Second Attempt)
Outcome	C ☐ NYC ☐ Date assessed:	Trainer signature:

6. Completion of the Assessment Plan

Your trainer is required to fill out the Assessment Plan Outcome records above, when:

- You have completed and submitted all the requirements for the assessment tasks for this cluster or unit of competency.
- Your work has been reviewed and assessed by your trainer/assessor.
- You have been assessed as either satisfactory or unsatisfactory for each assessment task within the unit of competency.
- You have been provided with relevant and detailed feedback.

Every assessment has a "Feedback to Student" section used to record the following information. Your trainer/assessor must also ensure that all sections are filled in appropriately, such as:

- Result of Assessment (satisfactory or unsatisfactory)
- Student name, signature and date
- Assessor name, signature and date
- Relevant and detailed feedback

Pre-Assessment Checklist: Task 1 - Knowledge Test

The purpose of this checklist

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.

Section 1: Information for Students

- ☐ Make sure you have completed the necessary prior learning before attempting this assessment.
- ☐ Make sure your trainer/assessor clearly explained the assessment process and tasks to be completed.
- ☐ Make sure you understand what evidence is required to be collected and how.
- ☐ Make sure you know your rights and the Complaints and Appeal process.
- ☐ Make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix - Appendix A and negotiate these with your trainer/assessor).
- ☐ Make sure that you have access to a computer and the internet (if you prefer to type the answers).
- ☐ Make sure that you have all the required resources needed to complete this assessment task.
- ☐ The due date of this assessment task is in accordance with your timetable.
- ☐ In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
- ☐ The request for an extension to submit your assessment work must be made before the due date.

Section 2: Reasonable adjustments

I confirm that I have reviewed the **Reasonable Adjustments guidelines and criteria** as provided in Appendix A and attached relevant evidence as required and select the correct checkbox.

- ☐ I do require reasonable adjustment
- ☒ I do not require reasonable adjustment

Declaration (Student to complete)

- ☒ I confirm that the purpose and procedure of this assessment task has been clearly explained to me.
- ☒ I confirm that I have been consulted about any special needs I might have in relation to the assessment process.
- ☒ I confirm that the criteria used for this assessment has been discussed with me, as have the consequences and possible outcomes of this assessment.
- ☒ I confirm I have accessed and understand the assessment information as provided in the Training Organisation's Student Handbook.
- ☒ I confirm I have been given fair notice of the date, time, venue and/or other arrangements for this assessment.
- ☒ I confirm that I am ready for assessment.

Student Name: Noreen Abu-Obeid

Student Signature:

Noreen

Assessment method-based instructions and guidelines: Knowledge Test

Assessment type
Written Questions
Instructions provided to the student:
Assessment task description:
- This is the first assessment task you must successfully complete to be deemed competent in this unit of competency. - The Knowledge Test is comprised of seven (7) written questions - You must respond to all questions and submit them to your Trainer/Assessor. - You must answer all questions to the required level, e.g. provide an answer within the required word limit, to be deemed satisfactory in this task
Applicable conditions:
- All knowledge tests are untimed and are conducted as open book assessment (this means you can refer to your textbook during the test). - You must read and respond to all questions. - You may handwrite/use a computer to answer the questions. - You must complete the task independently. - No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory. - As you complete this assessment task, you are predominately demonstrating your written skills and knowledge to your trainer/assessor.
Resubmissions and reattempts:
- Where a student's answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed. - The student may speak to their trainer/assessor if they have any difficulty in completing this task and require reasonable adjustments. - For more information, please refer to the Training Organisation's Student Handbook.
Location:
- This assessment task may be completed in: ☐ a classroom ☐ learning management system (i.e. Moodle), ☐ workplace, ☐ or an independent learning environment.
Instructions for answering the written questions:
- Complete a written assessment consisting of a series of questions. - You will be required to answer all the questions correctly. - Do not start answering questions without understanding what is required. Read the questions carefully and critically analyse them for a few seconds; this will help you to identify what information is needed in the answer. - Your answers must demonstrate an understanding and application of the relevant concepts and critical thinking. - Be concise, to the point and write answers within the word-limit given to each question. Do not provide irrelevant information. Remember, quantity is not quality. - You must write your responses in your own words. - Use non-discriminatory language. The language used should not devalue, demean, or exclude individuals or groups based on attributes such as gender, disability, culture, race, religion, sexual preference or age. Gender-inclusive language should be used.

- When you quote, paraphrase, summarise or copy information from other sources to write your answers or research your work, always acknowledge the source.

Purpose of the assessment

This assessment task is designed to evaluate student's knowledge essential to process client requirements in a range of contexts and industry settings and knowledge regarding the following:

- Knowledge of the government building and construction legislation, codes and standards
- Knowledge of the relevant sections of the National Construction Code (NCC)
- Knowledge of the building and construction industry planning processes:
 - town planning and building application requirements
 - certifications from local authorities
 - building permits and approvals
- Knowledge of the various types of building contracts and their application and legal requirements
- Knowledge of the development of project plans and specifications:
 - site plans and sketches
 - design details
 - material specifications
- Knowledge of the financial and business principles related to dealing with clients
- Knowledge of the site evaluation and site works:
 - site location and suitability for intended use
 - site aspect, slope, drainage and surrounding sites
 - site access and egress during construction
 - site preparation, excavation and earthmoving.

Task instructions

- This is an individual assessment.
- To ensure your responses are satisfactory, consult a range of learning resources and other information such as handouts, textbooks, learner resources etc.
- To be assessed as Satisfactory in this assessment task, all questions must be answered correctly.

Assessment Task 1: Knowledge Test

Provide your response to each question in the box below.

Q1: Answer the following questions regarding relevant government building and construction regulations, codes and standards.

Satisfactory response

Yes ☐ No ☐

1.1. Discuss the relevant government building and construction regulations. Write your answer in 100-150 words.

1.2. Discuss the relevant government building and construction codes and standards. Write your answer in 100-150 words.

1.1

In Queensland, the government has set up building and construction regulations to ensure that buildings and structures are constructed safely and efficiently. These regulations apply to both commercial and residential construction projects.

The Queensland Building and Construction Commission (QBCC) is the primary regulatory body responsible for overseeing building and construction projects in the state. The QBCC ensures that all building practitioners are licensed and that they comply with the state's building codes and standards.

The Queensland Development Code (QDC) is another set of regulations that sets out the minimum acceptable standards for building and construction projects. The QDC covers various aspects of construction, including fire safety, access and mobility, energy efficiency, and sustainability.

Additionally, the Queensland Government has implemented the Building Act 1975, which outlines the requirements for obtaining building permits, inspections, and approvals for building projects.

Overall, these regulations help ensure that buildings and structures in Queensland are constructed safely, efficiently, and to a high standard.

1.2

In Queensland, the government has established a set of building and construction codes and standards to ensure that buildings and structures are designed and built to a high standard. These codes and standards are intended to ensure the safety and well-being of occupants and the public, as well as to promote energy efficiency and sustainability. The ABCC inspects code-covered enterprises for conformity, mostly on Commonwealth-funded construction and private projects. It conducts site inspections and audits to ensure compliance

The Queensland Development Code (QDC) is one of the primary codes and standards that apply to building and construction projects in the state. It sets out the minimum requirements for various aspects of construction, including fire safety, access and mobility, energy efficiency, and sustainability.

The Building Code of Australia (BCA) is another set of regulations that apply to building and construction projects in Queensland. The BCA is a national code that sets out the technical requirements for the design and construction of buildings and structures.

The National Construction Code (NCC) is a uniform set of technical regulations that applies to building and construction projects across Australia, including in Queensland. The NCC includes three volumes. Overall, the NCC helps to ensure that buildings and structures in Queensland are designed and built to a high technical standard, promoting safety, accessibility, and structural integrity.

Additionally, the Queensland Government has established the Sustainable Planning Act 2009, which requires building and construction projects to meet certain sustainability standards. These standards include energy efficiency, water conservation, and waste reduction.

Overall, these codes and standards help ensure that buildings and structures in Queensland are designed and built to a high standard, promoting the safety and well-being of occupants and the public, as well as promoting energy efficiency and sustainability

Q2:	Give a brief explanation of what the National Construction Code (NCC) is and describe what the three (3) volumes of the NCC include? Write answer in 200-300 words	Satisfactory response Yes ☐ No ☐	
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The National Construction Code (NCC) is a uniform set of technical regulations that applies to building and construction projects across Australia, including in Queensland. The NCC includes three volumes:

- Volume One covers the technical requirements for the construction of Class 2 to 9 buildings (multi-residential, commercial, and industrial buildings)
- Volume Two covers the technical requirements for the construction of Class 1 and 10 buildings (houses, townhouses, and small sheds)
- Volume Three covers the plumbing and drainage requirements for all buildings.

Volumes One and Two of the Australian Building Code (BCA) (given effect through the Environmental Planning and Assessment Act 1979). Volume Three of the Australian Plumbing Code (given effect through the Plumbing and Drainage Act 2011).

In Queensland, the NCC is adopted into law through the Queensland Building and Construction Commission Act 1991. This means that compliance with the NCC is mandatory for all building and construction projects in the state.

The National Construction Code (NCC) is a performance-based code that defines minimum structural, fire, egress, accessibility, health and amenity, and sustainability standards. All new structures, construction activities, including plumbing and drainage systems, are subject to the NCC. The necessary Performance Requirements must be met to comply with the NCC.

This can be accomplished by following:

- the Deemed-to-Satisfy Provisions.
- **the creation of a high-performance solution or**
- **a combination of the two**

Q3:	Answer the following questions with respect to building and construction industry planning processes: 3.1. Explain town planning and building application requirements for to building and construction industry planning processes? Write answer in 100-200 words 3.2. What are the requirements for certifications of building and construction planning processes from local authorities in Australia? Write answer in 100-150 words 3.3. What are building permits and approvals? How do you apply for building permit? Write answer in 100-200 words	Satisfactory response	
		Yes ☐	No ☐

3.1

The process of obtaining planning and building approvals for construction projects involves several stages and requirements.

Town planning is the process of determining how land is used and developed in a particular area. In Queensland, local councils are responsible for town planning, and all construction projects must comply with the relevant local planning schemes and regulations. To obtain town planning approval, a development application must be submitted to the local council. This application typically includes plans and specifications for the proposed development, as well as details about its intended use and its impact on the surrounding environment and community.

Building application requirements are the technical requirements that must be met for a construction project to be approved and built. This includes compliance with the relevant building codes and standards, such as the National Construction Code (NCC), the Queensland Development Code (QDC), and the Building Act 1975. Building applications typically require detailed plans and specifications, as well as information on the materials and methods to be used in construction.

Overall, the town planning and building application requirements in Queensland are designed to ensure that construction projects are safe, sustainable, and appropriate for their intended use and location. It is important for developers and builders to carefully navigate these requirements to ensure that their projects are approved and built to a high standard.

3.2

In Australia, local authorities are responsible for issuing certifications for building and construction planning processes. These certifications serve as proof that a construction project has been approved and complies with all relevant regulations and standards.

The types of certifications required for building and construction planning processes may vary depending on the location and the type of project. However, some common types of certifications include:

- Development Approval (DA) - issued by local councils to approve the use and development of land
- Building Approval (BA) - issued by local councils or private building certifiers to approve the construction of a building or structure
- Occupation Certificate (OC) - issued by local councils or private building certifiers to certify that a building or structure is safe and suitable for occupation
- Construction Certificate (CC) - issued by private building certifiers to certify that a proposed building or structure complies with all relevant building codes and standards.

To obtain these certifications, builders and developers must submit detailed plans and specifications for their proposed projects, as well as any other relevant documentation required by local authorities.

Overall, certifications for building and construction planning processes are important to ensure that construction projects are safe, sustainable, and comply with all relevant regulations and standards.

3.3

Building permits and approvals are official documents that grant permission to construct, alter, or demolish a building or structure. These permits and approvals ensure that construction projects are safe, comply with all relevant regulations and standards, and meet local zoning requirements. Building Permits are required for multiple reasons, mainly pertaining to

safety. To help ensure that buildings are adequately constructed, Building Permits are put in place to ensure that buildings comply with the Building Code of Australia, The Building Act 1993 and Building Regulations 2018

To apply for a building permit in Australia, the first step is to engage a building certifier or a local council. The building certifier or council will then provide information on the relevant application forms, supporting documentation requirements, and fees.

The application process typically involves submitting detailed plans and specifications for the proposed construction project, as well as information on the materials and methods to be used in construction. The building certifier or council will then assess the application and may require modifications or additional information before granting the building permit.

They are almost always required for new buildings, demolitions and alterations. This includes but is not limited to:

- New construction
- Structural alterations and repairs
- Additions to existing structures
- Alterations that change the use, size or height of a building
- Retaining walls and fences

Once the building permit is granted, construction can begin. Throughout the construction process, inspections may be required to ensure that the construction is progressing as planned and is in compliance with the building permit and approvals.

Overall, building permits and approvals are important to ensure that construction projects are safe, sustainable, and comply with all relevant regulations and standards. It is important to work closely with a building certifier or local council to ensure that all requirements are met and that the building permit and approvals are obtained before construction begins. Through enforcing specific construction standards, obtaining a Building Permit provides occupants with the best chance of avoiding high risk situations from improperly wired, constructed or plumbed buildings.

Q4:	Define the following types of building contracts and their application and legal requirements in 150-200 words a) Item rate contract b) Lump sum contract	Satisfactory response	
		Yes ☐	No ☐

a)

The item rate contract is a type of building contract used in which is based on a schedule of rates or prices for individual items of work. This means that each item of work, such as excavation or bricklaying, is priced separately and the total cost of the project is calculated by multiplying the rates by the quantity of each item of work.

Item rate contracts are commonly used for construction projects where the scope of work is not well-defined, and the quantity of work required is not certain. This allows for greater flexibility in the pricing of the project and reduces the risk of disputes over variations to the scope of work.

In terms of legal requirements, item rate contracts must comply with all relevant legislation and regulations, such as the Australian Consumer Law, the Building Code of Australia, and any state or territory building and construction laws. The contract must also clearly outline the scope of work, the schedule of rates and prices, and any terms and conditions that apply to the project.

Item rate contracts can be beneficial for both builders and clients, as they allow for more accurate pricing and greater flexibility in the scope of work. However, it is important to carefully review the contract and ensure that all legal requirements are met to avoid disputes or legal issues during the construction process.

b)

The lump sum contract is a type of building contract used in which involves a fixed price for the entire construction project. This means that the builder agrees to complete the project for a set price, based on the scope of work and any unexpected costs that may arise during the construction process.

Lump sum contracts are commonly used for construction projects where the scope of work is well-defined, and the quantity of work required is certain. This allows for greater certainty in the pricing of the project and reduces the risk of disputes over variations to the scope of work.

In terms of legal requirements, lump sum contracts must comply with all relevant legislation and regulations, such as the Australian Consumer Law, the Building Code of Australia, and any state or territory building and construction laws. The contract must also clearly outline the scope of work, the fixed price, any terms and conditions that apply to the project, and the payment schedule.

Lump sum contracts can be beneficial for both builders and clients, as they provide greater certainty in the pricing of the project and reduce the risk of disputes over variations to the scope of work. However, it is important to carefully review the contract and ensure that all legal requirements are met to avoid disputes or legal issues during the construction process.

Q5:	Give a brief description of each item listed below and how they relate to the development of project plans and specifications. Write your answer for each point in 50-100 words a) Site plans and sketches b) Design details c) Material specifications	Satisfactory response	
		Yes ☐	No ☐

a)

Site plans and sketches are key components in the development of project plans and specifications in the construction industry. These documents provide a visual representation of the project site and the proposed construction works, helping to communicate design intent and ensure that all stakeholders are on the same page.

Site plans typically include detailed information about the project site, including property boundaries, topography, existing structures, and any relevant zoning or environmental considerations. This information is used to help identify potential design constraints and opportunities, and to ensure that the proposed construction works are appropriate for the site. These also help you to assess the traffic, access, entries, sitelines, views, orientation, keeping in mind mitigating any risks on layout of the plans.

Sketches, on the other hand, provide a more detailed visual representation of the proposed construction works. These drawings may include floor plans, elevations, and sections, as well as details of specific building elements such as windows, doors, and finishes. Sketches are used to communicate design intent to the various stakeholders involved in the project, including clients, architects, engineers, and contractors.

Site plans and sketches are essential tools in the development of project plans and specifications. They help to ensure that the proposed construction works are appropriate for the site, and that all stakeholders have a clear understanding of the project requirements and design intent.

b)

Design details are specific information related to the materials, finishes, and construction methods to be used in the project. These details are included in project plans and specifications and are used by contractors to construct the project according to the design intent.

Design details may include information on building materials, such as the type of concrete, steel, or wood/timber to be used, as well as details on finishes, such as the type of paint or flooring materials. They may also include information on construction methods, such as the installation of mechanical, electrical, or plumbing systems. The Architect should keep the location and geography of a place in mind in terms of climate, location, requirements for water, power etc.

Design details are important in the development of project plans and specifications as they help to ensure that the project is constructed according to the desired quality, performance, and aesthetic standards. They also help to minimize construction errors and delays, and ensure that the project is delivered on time and on budget.

c)

Material specifications are detailed descriptions of the types of materials to be used in the construction of a project. These specifications are included in project plans and specifications and are used by contractors to ensure that the correct materials are selected and used for the project.

Material specifications may include information on the physical characteristics of the materials, such as strength, durability, and fire resistance. They may also include details on the size, shape, and color of the materials, as well as any special requirements for their handling, storage, and installation.

Material specifications are important in the development of project plans and specifications as they help to ensure that the project is constructed with materials that meet the desired quality and performance standards. They also help to ensure that the project is compliant with relevant building codes and regulations.

Material specifications are a critical component of project plans and specifications, and their accurate and complete inclusion is essential for the successful delivery of a project.

Q6: Discuss the financial and business principles related to dealing with clients. Write answer in 100-150 words

Satisfactory response

Yes ☐

No ☐

Dealing with clients in a construction project involves several financial and business principles that are critical to the success of the project. These principles include:

1. **Budgeting:** Construction projects are typically costly, and it is important to establish a realistic budget at the outset of the project. Clients and contractors should work together to ensure that the project is financially feasible, and that costs are managed throughout the construction process.
2. **Cash flow management:** Cash flow management is crucial to the success of a construction project. Clients and contractors should establish clear payment terms, and ensure that funds are available to cover the costs of the project as they arise.
3. **Contracts and agreements:** Contracts and agreements should be carefully drafted and reviewed to ensure that both parties understand their obligations and responsibilities. These documents should include provisions for payment, change orders, and dispute resolution.
4. **Risk management:** Construction projects are inherently risky, and it is important to identify and manage risks throughout the project. Clients and contractors should work together to identify potential risks, and establish strategies to mitigate them.
5. **Communication:** Effective communication is essential in construction projects. Clients and contractors should maintain open lines of communication throughout the project, and ensure that any issues or concerns are addressed promptly.

Dealing with clients in a construction project requires a strong understanding of financial and business principles. Clients and contractors should work together to ensure that the project is financially feasible and that risks are managed effectively throughout the construction process

Q7:	Answer the following questions related to site evaluation and site works:	Satisfactory response	
7.1	What should be considered when determining the site location? Discuss the factors used for suitability for intended use in general construction? Write answer in 100-200 words	Yes ☐	No ☐
7.2	Explain how the following factors are considered during site evaluation: a) site aspect, b) slope, c) drainage and surrounding sites		
7.3	Explain the purpose of site access and egress during construction site works. Write your answer in 100-200 words		
7.4	Explain site preparation procedure during construction site works in 100-200 words		
7.5	How are excavation and earthmoving used in construction? Write answer in 100-200 words		

7.1

Determining the site location for a construction project is an important decision that can impact the success of the project. Several factors should be considered when selecting a site location, including:

1. **Zoning and Land Use:** The site should be zoned for the intended use of the project, and should comply with any local land use regulations.
2. **Access:** The site should be easily accessible to the intended users of the project, including customers, employees, and suppliers. Property and Building Entries should be kept in mind
3. **Sitelines and Views:** How a building is going to be designed and positioned on a site could lead to a pleasing accent to the landscape or an ugly eyesore.
4. **Orientation:** Natural elements in the terrain affect the shape of a building and its size.
5. **Utilities and Infrastructure:** The site should have access to necessary utilities and infrastructure, such as electricity, water, and sewage.
6. **Topography and Soil Conditions:** The topography and soil conditions of the site should be suitable for the intended use of the project, and should not require excessive grading or excavation.
7. **Environmental Considerations:** The site should be evaluated for any potential environmental risks, such as contamination or flooding.
8. **Proximity to Amenities:** The site should be located in proximity to necessary amenities, such as transportation, retail, and healthcare.

The suitability of a site for general construction should be evaluated based on these factors, as well as any other relevant considerations specific to the project. A thorough site evaluation can help to ensure that the site location is suitable for the intended use, and can help to minimize risks and maximize the success of the project.

7.2a)

Site aspect refers to the orientation of a site in relation to the sun and prevailing weather conditions. The aspect of a site can have a significant impact on the design and construction of a building, and is an important factor to consider during site evaluation in a construction project.

When evaluating site aspect, several factors should be considered, including:

1. **Solar orientation:** The site should be oriented to maximize the amount of natural light and solar gain, which can improve energy efficiency and reduce heating costs.
2. **Prevailing winds:** The site should be oriented to minimize the impact of prevailing winds, which can affect the comfort of occupants and the energy efficiency of the building.
3. **Views and privacy:** The site should be oriented to take advantage of any desirable views or to provide privacy from neighboring properties.
4. **Topography:** The slope and contour of the site should be evaluated to ensure that the building is situated in a location that is both stable and aesthetically pleasing.
5. **Access and egress:** The site should be evaluated to ensure that there is adequate access and egress to the site for emergency vehicles, service vehicles, and pedestrians.

This can have a significant impact on the design and construction of a building. By carefully evaluating site aspect, architects and engineers can ensure that buildings are designed and constructed to take advantage of natural light, minimize the impact of prevailing winds, and provide comfortable and energy-efficient living spaces for occupants.

b)

Slope is an important factor to consider during site evaluation in a construction project. A sloping site can present both opportunities and challenges for the design and construction of a building.

When evaluating the slope of a site, several factors should be considered, including:

1. **Stability:** The stability of the slope should be evaluated to ensure that it is safe for construction. If the slope is unstable, additional measures may need to be taken to ensure the stability of the building.
2. **Drainage:** The slope can impact drainage patterns on the site, and should be evaluated to ensure that the building is not at risk of flooding or water damage.
3. **Site access:** The slope can impact site access, and should be evaluated to ensure that there is safe and accessible access to the site for construction vehicles and equipment.
4. **Building design:** The slope can impact the design of the building, including the layout, foundation design, and structural elements.

5. **View:** The slope can impact the view from the building, and can present opportunities for panoramic views or challenges for maintaining privacy.

Architects and engineers should carefully evaluate the slope of a site and design the building to take advantage of the opportunities presented by the slope while minimizing the challenges. This can help to ensure that the building is safe, stable, and functional, while also taking advantage of the unique features of the site

c)

Drainage and surrounding sites are important factors to consider during site evaluation in a construction project. Proper drainage is essential to ensure that the building is protected from water damage and that the site is safe and functional for its intended use. The surrounding sites can also impact the safety and functionality of the site, and should be evaluated to ensure that the building is located in a safe and accessible location.

When evaluating drainage, several factors should be considered, including:

1. **Topography:** The topography of the site should be evaluated to determine the natural drainage patterns and any areas of potential water accumulation.
2. **Soil type:** The soil type can impact drainage patterns and should be evaluated to determine the suitability of the site for construction.
3. **Surface water:** The presence of surface water, such as streams or ponds, should be evaluated to determine the potential impact on the site and building.
4. **Stormwater management:** A stormwater management plan should be developed to ensure that the site is protected from water damage and that any potential runoff is properly managed.

When evaluating surrounding sites, several factors should be considered, including:

1. **Zoning and land use:** The zoning and land use of surrounding sites should be evaluated to determine any potential impact on the site and building.
2. **Access and egress:** The accessibility of the site and surrounding sites should be evaluated to ensure that there is safe and accessible access for construction vehicles and equipment.
3. **Environmental factors:** The surrounding sites can impact the environment of the site, and should be evaluated to determine any potential environmental risks.

By carefully evaluating these factors, architects and engineers can ensure that the building is located in a safe and functional location, and that the site is protected from water damage and other potential risks.

7.3)

These are important elements of the construction project as they allow for the safe and efficient movement of people, equipment, and materials to and from the site. Access and egress refer to the points of entry and exit to and from the construction site.

The purpose of site access and egress is to ensure that the site is easily accessible to construction workers, equipment, and materials while also providing a safe and efficient means of entering and exiting the site. Access and egress should be carefully planned to ensure that the site is accessible from public roads, and that there is adequate space for construction vehicles and equipment to maneuver.

Site access and egress should also be designed to minimize disruption to the surrounding community. Construction projects can generate a significant amount of traffic and noise, which can be disruptive to nearby residents and businesses. Proper planning and management of access and egress can help to minimize these disruptions, and ensure that the construction project is completed safely and efficiently.

By carefully planning and managing access and egress, architects and engineers can ensure that the site is accessible and safe for construction workers, equipment, and materials, while also minimizing disruptions to the surrounding community.

7.4)

Site preparation is a critical step in the construction process and involves preparing the site for the construction of a building or infrastructure project. The site preparation procedure generally involves the following steps:

1. Clearing and grading the site: This involves removing any vegetation, rocks, and debris from the site, and leveling the ground to prepare it for the construction process.
2. Installing utilities: Before the construction process can begin, utilities such as water, gas, and electricity need to be installed. This involves digging trenches and laying pipes, cables, and wires.
3. Compacting the soil: The soil on the site needs to be compacted to ensure that it can support the weight of the building or infrastructure project.
4. Building foundations: The next step involves pouring concrete and building the foundation of the building or infrastructure project.
5. Installing drainage systems: To prevent flooding and water damage, drainage systems such as pipes and gutters need to be installed.
6. Installing temporary facilities: Temporary facilities such as portable toilets and temporary fencing need to be installed to provide basic amenities for construction workers.

Site preparation is a critical step in the construction process, as it lays the foundation for the rest of the construction project. Proper site preparation ensures that the construction project can proceed safely and efficiently, and minimizes the risk of delays and accidents.

7.5)

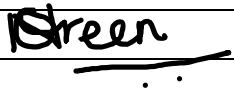
Excavation and earthmoving are essential activities in the construction industry. They are typically used to prepare the site for construction, including leveling the ground, digging foundations, and creating trenches for utilities. Excavation involves removing soil and rock from the ground, while earthmoving involves moving soil from one location to another.

Excavation and earthmoving are typically carried out using heavy machinery such as excavators, bulldozers, and dump trucks. These machines are designed to handle large quantities of soil and rock quickly and efficiently, making them ideal for construction projects that require significant excavation or earthmoving.

Excavation and earthmoving are used in a wide variety of construction projects, including residential, commercial, and industrial buildings, roads, bridges, and other infrastructure projects. They are also used in landscaping and mining operations.

Proper excavation and earthmoving are critical to the success of any construction project. This requires careful planning, skilled operators, and adherence to strict safety protocols to ensure that the work is completed safely and efficiently. By using the right equipment and techniques, construction teams can prepare the site for construction, move large quantities of soil and rock, and ensure that the construction project proceeds smoothly and on schedule.

Assessment Results Sheet

Outcome	First attempt: Outcome (make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
	Second attempt: Outcome (please make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
Student Declaration	• I declare that the answers I have provided are my own work. Where I have accessed information from other sources, I have provided references and/or links to my sources. • I have kept a copy of all relevant notes and reference material that I used as part of my submission. • I have provided references for all sources where the information is not my own. I understand the consequences of falsifying documentation and plagiarism. I understand how the assessment is structured. I accept that the work I submit may be subject to verification to establish that it is my own. • I understand that if I disagree with the assessment outcome, I can appeal the assessment process, and either re-submit additional evidence undertake gap training and or have my submission re-assessed. • All appeal options have been explained to me.
Student Signature	
Date	25/3/2023

Trainer/Assessor Name	
Trainer/Assessor Declaration	I hold: ☐ Vocational competencies at least to the level being delivered ☐ Current relevant industry skills ☐ Current knowledge and skills in VET, <i>and undertake</i> ☐ Ongoing professional development in VET <i>I declare that I have conducted an assessment of this student's submission. The assessment tasks were deemed current, sufficient, valid and reliable. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided feedback to the student.</i>
Trainer/Assessor Signature	
Date	
Office Use Only	The outcome of this assessment has been entered into the Student Management System on _____ (insert date) by (insert Name) _____

Pre-Assessment Checklist: Task 2 – Skill Test

The purpose of this checklist

The pre-assessment checklist helps students determine if they are ready for assessment. The trainer/assessor must review the checklist with the student before the student attempts the assessment task. If any items of the checklist are incomplete or not clear to the student, the trainer/assessor must provide relevant information to the student to ensure they understand the requirements of the assessment task. The student must ensure they are ready for the assessment task before undertaking it.

Section 1: Information for Students

- ☐ Make sure you have completed the necessary prior learning before attempting this assessment.
- ☐ Make sure your trainer/assessor clearly explained the assessment process and tasks to be completed.
- ☐ Make sure you understand what evidence is required to be collected and how.
- ☐ Make sure you know your rights and the Complaints and Appeal process.
- ☐ Make sure you discuss any special needs or reasonable adjustments to be considered during the assessment (refer to the Reasonable Adjustments Strategy Matrix and negotiate these with your trainer/assessor).
- ☐ Make sure that you have access to a computer and the internet (if you prefer to type the answers).
- ☐ Make sure that you have all the required resources needed to complete this Assessment Task (AT).
- ☐ The due date of this assessment task is in accordance with your timetable.
- ☐ In exceptional (compelling and compassionate) circumstances, an extension to submit an assessment can be granted by the trainer/assessor. Evidence of the compelling and compassionate circumstances must be provided together with your request for an extension to submit your assessment work.
- ☐ The request for an extension to submit your assessment work must be made before the due date.

Section 2: Reasonable adjustments

I confirm that I have reviewed the **Reasonable Adjustments guidelines and criteria** as provided in Appendix A and attached relevant evidence as required and select the correct checkbox.

- ☐ I do require reasonable adjustment
- ☒ I do not require reasonable adjustment

Declaration (Student to complete)

- ☒ I confirm that the purpose and procedures of this assessment task has been clearly explained to me.
- ☒ I confirm that I have been consulted about any special needs I might have in relation to the assessment process.
- ☒ I confirm that the criteria used for this assessment has been discussed with me, as have the consequences and possible outcomes of this assessment.
- ☒ I confirm I have accessed and understand the assessment information as provided in the Training Organisation's Student Handbook.
- ☒ I confirm I have been given fair notice of the date, time, venue and/or other arrangements for this assessment.
- ☒ I confirm that I am ready for assessment.

Student Name: Noreen Abu-Obeid

Student Signature:

Noreen

Assessment method-based instructions and guidelines: Skill Test

Assessment type
Skill Test - Process client requirements
Instructions provided to the student:
Assessment task description:
- This is the second assessment task you must successfully complete to be deemed competent in this unit of competency. - This assessment task is a Skills Test. - This assessment task consists of four (4) practical demonstration activities. - Activity 1: Identify client requirements. - Activity 2: Prepare preliminary documentation. - Activity 3: Establish client satisfaction. - Activity 4: Finalise contract requirements. - You must attempt all activities of the project for your trainer/assessor to assess your competence in this assessment task.
Applicable conditions:
- This skill test is untimed and is conducted as an open book assessment (this means you are able to refer to your textbook or other learner materials during the test). - You will be assessed independently on this assessment task. - No marks or grades are allocated for this assessment task. The outcome of the task will be Satisfactory or Not Satisfactory. - As you complete this assessment task, you are predominately demonstrating your skills, techniques and knowledge to your trainer/assessor. - Your trainer/assessor may ask you relevant questions during this assessment task
Resubmissions and reattempts:
- Where a student's answers are deemed not satisfactory after the first attempt, a resubmission attempt will be allowed. - The student may speak to their trainer/assessor if they have any difficulty in completing this task and require reasonable adjustments. - For more information, please refer to the Training Organisation's Student Handbook.
Location:
- This assessment task may be completed in: ☐ a classroom ☐ learning management system (i.e. Moodle), ☐ workplace, ☐ or an independent learning environment.
Purpose of the assessment
The purpose of this assessment task is to assess the student's knowledge and skills essential to process client requirements in a range of contexts and industry settings. - Skills to identify client requirements. - Skills to prepare preliminary documentation. - Skills to establish client satisfaction. - Skills to finalise contract requirements.
Task instructions

- This is an individual assessment.
- The purpose of this assessment task is to prepare contract documentation, drawings and specifications for a construction project that meets client requirements.
- The student must assess the NCC codes for relevant class of the building to perform the activities specified in the assessment task.
- The student must supervise the various aspects of the construction.
- The trainer/assessor must assess the performance as per the performance criteria and checklist provided.

Assessment Task 2: Skills Test

This assessment task requires the student to prepare contract documentation, drawings and specifications for a construction project that meets client requirements. This includes:

- Researching current and relevant local government building design requirements and approval processes
- Selecting, completing and presenting construction contract and related project documentation to client for approval and formal acceptance.

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to coordinate with and gather the input of a range of skilled professionals, including architects and engineers.

To process client requirements, you are required to complete the following activities:

- Activity 1: Identify client requirements.
- Activity 2: Prepare preliminary documentation.
- Activity 3: Establish client satisfaction.
- Activity 4: Finalise contract requirements.

Instructions for trainer/assessor:

- The workplace must be:
 - An actual workplace
 - A close simulation of the workplace environment provided that simulated or project-based assessment techniques replicate construction workplace conditions, materials, activities, responsibilities and procedures

Note: The requirements for a simulated workplace environment are given below.

- The role of the Supervisor (trainer/assessor) is to allocate the tasks, activities and responsibilities that you will be required to undertake to complete these assessments.
- The worksite must meet the requirements given in the 'Simulated workplace environment requirements' section given below.
- The trainer/assessor must ensure that if the assessment task is to be conducted in a simulated environment, it must replicate workplace conditions, materials and equipment, interactions with others and workplace irregularities and meets industry standards for safety and environmental practices.

Instructions for the student:

- The student will be required to bring all necessary PPEs required to complete this activity.
- The student must follow the instructions provided by the Supervisor.
- The student must complete the activities specified.

Simulated workplace environment requirements

The trainer/assessor or training organisation is required to provide a workplace or a close simulation of the workplace environment to replicate construction workplace conditions and standards, materials, activities, responsibilities, procedures, safety requirements and environmental considerations to each student.

Further, the training organisation must ensure the construction site must meet the requirements given in the table below.

The training organisation must ensure that the student has access to the following:

- WHS legislation and regulations
 - Model WHS Act (Provide along with this assessment task)
 - Model WHS Regulations (Provide along with this assessment task)
- Building Act
<https://www.mbqlld.com.au/services-and-advice/laws-codes-and-regulations/building-act>
- Current building and construction codes and standards
 - <https://www.abcb.gov.au/>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-one-amendment-1/contents-and-introduction/introduction-ncc-volume>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-two-amendment-1/contents-and-introduction/copyright-and-licence>
 - <https://ncc.abcb.gov.au/editions/2019-a1/ncc-2019-volume-three-amendment-1/contents-and-introduction/introduction-ncc>
- NCC Volume 1 – Volume 3 (Provided along with this assessment)
- Organisational quality policies and procedures
- Site plans and project contracts
- Workplace safety requirements
- Project plans and specifications
- Manufacturer specifications and installation instructions
- Business equipment and technology, applications and software to prepare client contracts, drawings, costings and other documentation to meet client requirements.
 - Webuild
 - Computers
 - Internet
 - MS Word/MS PowerPoint
 - Printer
 - Zoom/Google Hangout
 - BIM360
 - Autodesk

The worksite must have realistic tasks or simulated tasks, relevant specifications and work instructions, standard work practices, safety requirements and environmental constraints.

The site and its surroundings are accessible and clear of hazards, so far as reasonably practicable.

The site must have realistic workplace conditions, standards, materials, activities, responsibilities, procedures, safety requirements, and environmental considerations.

An experienced employee is available to provide adequate guidance and supervision to less experienced employees.

The students have the clothing and footwear required. In addition, the clothing and footwear are in good condition and suitable for the task.

Workplace Scenario

A client has approached your company to construct a residential or commercial building. You are a building sales consultant for the project.

The senior management of your company wants you to obtain, confirm and process client requirements from project inception through the contract and documentation development process.

This includes:

- Researching current and relevant local government building design requirements and approval processes.
- Conveying client requirements to those developing the contract and related documentation.
- Selecting, completing and presenting construction contract and related project documentation to client for approval and formal acceptance.

Task requirements:

For a building construction project, you are required to:

- Identify client requirements.
- Prepare preliminary documentation.
- Establish client satisfaction.
- Finalise contract requirements

You will be required to demonstrate your skills and knowledge in the following areas:

- Read, understand, and apply relevant government construction legislation.
- Determine the requirements of the local government, restrictive covenants, required permits, and planning requirements.
- Give the client accurate legal, technical, and product information.
- Arrange for a site investigation to identify site features and factors that may contribute to or influence building design.
- Collect and discuss with the client any site and building information that may influence or affect the design requirements.
- Determine and confirm the needs of the client.
- Identify and adhere to organisational processes for document preparation.
- Identify and address risks associated with documentation, design, and copyright.
- Accurately communicate requirements for sketch plans and drawings to drafting personnel.
- Complete the preliminary contract, agreement, and estimated processing costs.
- Submit documents to the appropriate department or person for verification and recording.
- Forward plans, developed documentation, and estimated costs are submitted to the client for review, amendment, and approval.
- Confirm that the client understands the scope and cost of the required site work.

- Identify variations and problem areas, then analyse and correct problems in consultation with the client.
- Check the accuracy of the amended documentation and ensure that the client's requirements are met.
- Check that all plans, documents, and specifications viewed by the client have been signed or initialled.
- Compile all signed documents and send them to the appropriate person for verification and processing for the next stage.
- Use communication tools and devices to communicate and collaborate effectively with others
- Use equipment and programs to access and extract information and develop relevant project schedules and documentation.

Roles and responsibilities (Supervisor):

The Supervisor must:

- Ensure that the student is clear about the task requirements.
- Supervise the student performing the task.
- Observe them against the observation checklist provided after each activity.

Task:

This assessment task requires the student to prepare contract documentation, drawings and specifications for a construction project that meets client requirements. This includes:

- Researching current and relevant local government building design requirements and approval processes
- Selecting, completing and presenting construction contract and related project documentation to client for approval and formal acceptance.

Note: The above specifications for the building are compulsory to meet the requirements of the National Construction Code (NCC).

During the completion of this assessment task, you will be required to coordinate with and gather the input of a range of skilled professionals, including architects and engineers.

To process client requirements, you are required to complete the following activities:

- Activity 1: Identify client requirements.
- Activity 2: Prepare preliminary documentation.
- Activity 3: Establish client satisfaction.
- Activity 4: Finalise contract requirements.

Activity 1: Identify client requirements.

This activity requires you to identify client requirements for the building and construction project.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 1' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 1.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - Organisational quality policies and procedures
 - Site plans and project contracts
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Site plans
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Business equipment and technology, applications and software to prepare client contracts, drawings, costings and other documentation to meet client requirements.

Instructions for the student:

- The student must:
 - Access, read and interpret relevant government construction legislation.
 - Determine the requirements of the local government, restrictive covenants, required permits, and planning requirements.
 - Give the client accurate legal, technical, and product information.
 - Arrange for a site investigation to identify site features and factors that may contribute to or influence building design.
 - Collect and discuss with the client any site and building information that may influence or affect the design requirements.
 - Determine and confirm the needs of the client.

After completing this task, submit the following to your assessor:

- A completed Checklist and Template 1
- A completed Performance Criteria/Checklist – Activity 1
- Email evidence that you have provided correct legal, technical and product information to the client.
- Email evidence from the Building Site Supervisor identifying any site features and factors that may impact of the building design.
- Email evidence of site and building information that may influence or affect the design requirements has been sent to client.

Checklist 1: Identify client requirements.

Steps	Tick mark, once completed
Step 1: Determine and confirm the needs of the client. - Analysed the project contracts to determined the needs of the client and documented using template 1. - Ensured that the client's requirements are met in accordance with government construction legislation and documented it using template 1. - Consult the client to determine the requirements related to the project design and costs associated with site work via email. - Confirm client's understanding of extent and cost of required site works and the required design via email.	X
Step 2: Access, read and interpret relevant government construction legislation relevant to undertaking the building construction. - Conduct research and access relevant government construction legislation. - Document the key requirements from government construction legislation related to the project using Template 1.	X
Step 3: Determine the requirements of the local government, restrictive covenants, required permits, and planning requirements relevant to undertaking the building construction. - Use equipment and programs to access and extract information related to local government, restrictive covenants, required permits, and planning requirements. - For your building project, identify and document the following using Template 1. - Requirements of the local government - Restrictive covenants - Required permits - Building planning requirements	X
Step 4: Give the client accurate legal, technical, and product information. - Provide correct legal, technical and product information to the client. - Email the legal, technical and product information to the client.	X
Step 5: Arrange for a site investigation to identify site features and factors that may contribute to or influence building design. - Arrange site investigation. This can be evidenced by an email from the Building Site Supervisor identifying any site features and factors that may impact of the building design. - Identify site features and factors that may contribute to or influence building design. Note: This task can be simulated with your supervisor.	X
Step 6: Collect and discuss with the client any site and building information that may influence or affect the design requirements. - Collate the following site and building information that may influence and effect the design requirements with client. - Documentation and design risks - Site costs - Email site and building information that may influence or affect the design requirements to the client. Note: This task can be simulated with your supervisor.	X

Template 1: Identify client requirements
Identify the client requirements for the construction project (200-250 words)

Determined and confirmed the needs of the client.

- Analysed the project contracts to determined the needs of the client and documented.
- Ensured that the client's requirements are met in accordance with government construction legislation and documented.

The four most important requirements to be analysed are:

- Functionality of the building
- Safety of the building
- Quality of the building
- Completion time

Therefore meeting up front and coming to an agreement on the project's objectives will assist manage expectations as the project progresses.

The four most important clients' responsibilities identified by clients themselves are:

- Planning/design,
- Project finance,
- Project implementation/management, and
- Project definition/formulation.

The four most important clients' responsibilities to project consultants are:

- Project finance,
- Project definition/formulation,
- Planning/design, and
- Project implementation/management.

The Project is a commercial project in the building of Change rooms for a commercial recreation building to be undertaken in adherence to the NCC and Australian Standard Building codes

The National Construction Code (NCC), developed by the Australian Building Codes Board (ABCB), establishes the minimum requirements for the design and construction of new buildings. It prioritises building health, safety, amenity, and sustainability.

These laws and regulations include:

- Contract formalities
- Licenses
- Registration
- Insurance and
- Statutory implied warranties in contracts.

The commercial project in Queensland meets government construction legislation and is adequately documented to meet client requirements in the following:

1. Building Approvals: All construction projects in Queensland require approval from the local council or a private building certifier. The building certifier will assess the plans and specifications of the project to ensure they comply with the Building Code of Australia (BCA) and all other relevant legislation. Once approval is obtained, the certifier will issue a Building Approval, which must be displayed on the site during construction.

	2. Building Codes and Standards: The BCA sets out the minimum standards for design, construction, and safety of buildings in Australia. Compliance with the BCA is mandatory for all building work, and failure to comply may result in legal action. Other relevant standards may also apply, such as those relating to fire safety, electrical wiring, and plumbing. 3. Contracts: All commercial construction projects should be governed by a written contract that clearly outlines the responsibilities of all parties, the scope of work, the project timeline, and the payment terms. Contracts should be reviewed by legal professionals to ensure they comply with relevant legislation and adequately protect the interests of all parties. 4. Insurance: Adequate insurance is critical for construction projects to protect against unforeseen events such as accidents, damage, and delays. Builders must have insurance covering public liability and workers' compensation, while clients may also require additional insurance for the project. 5. Documentation: All construction projects should be adequately documented to provide evidence of compliance with relevant legislation and client requirements. Documentation should include building plans, approvals, contracts, and all correspondence between parties. Regular site inspections and progress reports should also be documented. 6. Dispute Resolution: Disputes may arise during construction projects, and it is important to have processes in place for their resolution. Contracts should include dispute resolution clauses that provide a mechanism for resolving disputes, such as mediation or arbitration. Ensuring that a commercial construction project in Queensland meets government legislation and client requirements requires compliance with building approvals, building codes and standards, appropriate contracts and insurance, comprehensive documentation, and effective dispute resolution processes. Legal professionals should be consulted to ensure that all relevant legislation is adhered to and that contracts and documentation adequately protect the interests of all parties.
Document the key requirements from government construction legislation related to the project.	1. The requirements of government construction legislation for this commercial project - recreational facilities, are: 2. Building Approval: All commercial construction projects in Queensland require approval from the local council or a private building certifier. The building certifier will assess the plans and specifications of the project to ensure they comply with the Building Code of Australia (BCA) and all other relevant legislation. Once approval is obtained, the certifier will issue a Building Approval, which must be displayed on the site during construction. 3. Accessibility: Recreational facilities must be accessible to people with disabilities in accordance with the Disability Discrimination Act 1992. This may include the provision of wheelchair ramps, accessible parking spaces, and accessible toilets. 4. Safety Standards: All recreational facilities must comply with relevant safety standards, which may include standards for swimming pools, playground equipment, and fitness equipment. These standards may be set by the Queensland Government or other regulatory bodies. 5. Environmental Standards: Recreational facilities must also comply with relevant environmental standards, which may include requirements for water quality, waste disposal, and energy efficiency. 6. Licensing and Permits: Some recreational facilities may require specific licenses or permits, permits for outdoor events, etc. It is important to

	consult with the relevant regulatory bodies to ensure that all necessary licenses and permits are obtained. 7. Fire Safety: Commercial buildings, including recreational facilities, must comply with relevant fire safety standards, which may include requirements for fire exits, fire alarms, and sprinkler systems. 8. Insurance: Adequate insurance is critical for construction projects to protect against unforeseen events such as accidents, damage, and delays. Builders must have insurance covering public liability and workers' compensation, while clients may also require additional insurance for the project.
For your building project, identify and document the following using Template 1. ○ Requirements of the local government ○ Restrictive covenants ○ Required permits ○ Building planning requirements	<u>Requirements of the local government:</u> The requirements of the local government are already stated above (kindly refer to these mentioned above) <u>Restrictive covenants:</u> Restrictive covenants are legally binding restrictions on the use or development of a property, typically imposed by a developer or subdivision authority. The specific restrictive covenants that may apply to a recreation facility commercial construction project will depend on the location and nature of the project. However, here are some examples of common restrictive covenants that may apply: 1. Use Restrictions: The developer or subdivision authority may impose restrictions on the type of recreational activities that can take place on the property. For example, they may restrict the use of motorized vehicles or prohibit hunting or fishing. 2. Building Restrictions: The developer or subdivision authority may impose restrictions on the size, design, and location of buildings on the property. For example, they may require all buildings to be a certain distance from the road or restrict the height of buildings. 3. Environmental Restrictions: The developer or subdivision authority may impose restrictions on the use of the property to protect the environment. For example, they may prohibit the use of certain chemicals or require the installation of stormwater management systems. 4. Access Restrictions: The developer or subdivision authority may impose restrictions on access to the property. For example, they may restrict access to certain areas of the property or require visitors to obtain permission before entering the property. 5. Maintenance Restrictions: The developer or subdivision authority may impose restrictions on the maintenance of the property. For example, they may require regular landscaping or prohibit the use of certain pesticides or fertilizers. It is important to review any existing restrictive covenants on the property before beginning construction on a recreation facility commercial construction project. If

no restrictive covenants exist, the developer or subdivision authority may impose new covenants as part of the approval process. It is also important to consult with legal professionals to ensure that any proposed restrictive covenants comply with relevant legislation and adequately protect the interests of all parties.

Required Permits

The required permits would be:

- Planning and Development applications with the council
- Developmental Approval
- Building approval and permit
- Plumbing and Electrical permit/licences
- Heavy vehicle permits
- Environmental permits
- Road works permit/traffic control
- Work Health and safety
- Environmental

Planning Requirements

The planning requirements are:

- Contract drafting and advice
- Tenders and negotiations
- Agreements
- Dispute resolution and litigation
- Debt recovery processes
- Planning high risk works and its management

Observer Sign off: Faris Abu-Obeid, Licenced Builder

Date: 18/3/2023

Performance Criteria/Performance Checklist: Activity 1

This task must address the following performance criteria/ performance checklist.			
To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Determined and confirmed the needs of the client. - Analysed the project contracts to determined the needs of the client and documented using template 1. - Ensured that the client's requirements are met in accordance with government construction legislation and documented it using template 1. - Consult the client to determine the requirements related to the project design and costs associated with site work via email. - Confirm client's understanding of extent and cost of required site works and the required design via email.	☐	☐	
Read, understood, and applied relevant government construction legislation. Further documented the following using template 1. - Read and analysed relevant government construction legislation to determined client requirements. - Applied relevant government construction legislation as per the project plan and specifications. - Analysed workplace communication plan to interpreted government construction legislation on the construction site.	☐	☐	

Determined the requirements of the local government, restrictive covenants, required permits, and planning requirements. Determined local government requirements, restrictive covenants, necessary permits and planning requirements and documented using template 1.	☐	☐	
Gave the client accurate legal, technical, and product information. - Analysed the project specification to determined the product information and documented. - Ensured that the information is accurate, legal and technical according to the client requirements and documented. - Emailed the legal, technical and product information to the client.	☐	☐	
Arranged for a site investigation to identified site features and factors that might contributed to or influenced building design. - Analysed the project plan and specifications to conducted a site investigation and documented. - Identified site features and factors that may contributed to or influenced building design and documented. - Ensured that the site features and factors that may influenced building design are in accordance with the client's requirements. - Arrange site investigation. This can be evidenced by an email from the Building Site Supervisor identyfing any site features and factors that may impact of the building design. Note: This task can be simulated with your supervisor.	☐	☐	

Collected and discussed with the client any site and building information that may influenced or affected the design requirements. - Analysed the site plans and project contracts to collected any site and building information that may influenced or affected the design requirements and documented. - Discussed site and building information with the client via email. Note: This task can be simulated with your supervisor.	☐	☐	
The student's performance was:	☐ Not satisfactory ☐ Satisfactory		
Feedback to student:			
Student signature			
Trainer/Assessor signature			

Activity 2: Prepare preliminary documentation.

This activity requires you to prepare preliminary documentation.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 2' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 2.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - Organisational quality policies and procedures
 - Site plans and project contracts
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Site plans
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Business equipment and technology, applications and software to prepare client contracts, drawings, costings and other documentation to meet client requirements.

Instructions for the student:

- The student must:
 - Identify and address risks associated with documentation, design, and copyright.
 - Accurately communicate requirements for sketch plans and drawings to drafting personnel.
 - Prepare and complete the preliminary contract, project schedule, agreement, and estimated processing costs.
 - Submit relevant documentation for verification and recording.

After completing this task, submit the following to your assessor:

- A completed Checklist and Template 2,
- A completed Performance Criteria/Checklist – Activity 2
- Email confirmation with the relevant sketches/drawings attached to the drafting department determining all client requirements for the construction project
- Email confirmation of all preliminary documentation that has been prepared for the construction project has been sent to the relevant department and/or person for verification and recording (ensure that the documents listed in Step 5 are attached to the email)

Checklist 2: Prepare preliminary documentation.

Steps	Tick mark, once completed
Step 1: Identify organisational processes for the following document preparation and document using Template 1. • Risk management including documentation, design and copyright risks. • Preliminary contract, agreement and estimated processing costs.	X
Step 2: Identify and address risks associated with documentation, design, and copyright. • Adhere to organisational processes for preparation of risk management document. • Identify four (4) risks associated with documentation, design, and copyright. • Calculate risk rating. • Take actions to address risks associated with documentation, design, and copyright. • Further, document the following using Template 2. ◦ Four (4) risks associated with documentation, design, and copyright ◦ Actions taken to address risks associated with documentation, design, and copyright.	X
Step 3: Accurately communicate requirements for sketch plans and drawings to drafting personnel. • Determine client requirements for sketch plans and drawings and document using Template 3. • Communicate requirements for sketch plans and drawings to drafting personnel. Note: Email confirmation with the relevant sketches/drawings attached to the drafting department determining all client requirements for the construction project	X
Step 4: Prepare and complete the preliminary contract, project schedule, agreement, and estimated processing costs. Adhere to organisational processes for preparation of preliminary contract, agreement, and estimated processing costs.	X
Step 5: Email the following documents to the appropriate department or person for verification and recording. • Risk management. • Preliminary contract • Project schedule • Agreement • Estimated processing costs. Note: Email confirmation with the documents listed above as attachments to the relevant department and/or person for verification and recording.	X

Template 2: Prepare preliminary documentation and Risk management**Prepare preliminary documentation**

Insert email confirmation with the relevant sketches/drawings attached to the drafting department determining all client requirements for the construction project here (see attachments in folder)

From: nao@knightsabi.com

To: mrdesignsho@knightsabi.com

Date: 19/03/2023

Subject: Request for your review on client requirement for the construction project

Dear Mr Designsho

Hope this email finds you well.

I am writing to request your assistance in determining all client requirements for the recreational facilities construction project as discussed earlier. As you know, we are in the early stages of the project, and it is important that we have a thorough understanding of the client's needs and preferences in order to develop an appropriate building design.

To that end, I would like to request that you conduct a detailed review of all client documentation, including any project briefs, design guidelines, and other materials that have been provided. I would also like you to consult directly with the client, as needed, to ensure that we have a complete understanding of their requirements.

Specifically, I would like you to pay close attention to the following areas:

- Functional requirements: What are the specific functions that the recreational facilities need to serve? What are the key features that are needed to support these functions?
- Aesthetic requirements: What are the client's preferences in terms of style, materials, and finishes? Are there any specific design elements that are particularly important?
- Safety and security requirements: What are the client's requirements in terms of safety and security? Are there any particular hazards that need to be addressed?
- Accessibility requirements: What are the client's requirements in terms of accessibility? Are there any particular needs that need to be accommodated?
- Please include the architectural drawings, electrical/plumbing/mechanical etc

We would like to communicate structural needs, design aspects, plumbing details, electrical diagrams, and even finish material and furniture selections, so that we are all on the same page.

Once you have completed your review, please provide a detailed report outlining all client requirements that we need to work on and/or improve, as well as any recommendations or suggestions that you may have for the building design. Refer to the attachments for your ease of reference

Thank you for your assistance with this important task.

If you have any questions or concerns, please do not hesitate to contact me and looking forward to hearing from you soon

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightsabi.com

(LOGO)

Insert email confirmation with the documents listed above as attachments to the relevant department and/or person for verification and recording here

From: nao@knightscbi.com
To: verificationofficer@knightscbi.com
Date: 20/03/2023
Subject: Verification of documentation

Dear Verico

I hope this email finds you well. I am writing to confirm that all preliminary documentation that has been prepared for the recreational facilities construction project has been sent to you for verification and recording.

This documentation includes:

- Drawings, specifications and plans
- Bidding/tender requirements
- Preliminary contract, agreement and estimated processing costs
- Risk assessment and mitigation plan

We believe that these documents accurately represent the initial planning and preparation phase of the project, and we would appreciate your feedback and verification before we proceed to the next stage.

Please let us know if you have any questions or concerns about the documentation, or if you require any additional information to complete the verification process.

Thank you for your attention to this matter, and we look forward to your response.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Risk management				
Four (4) risks	Risk likelihood	Risk consequence	Risk rating	Control measures
Incomplete or inaccurate documentation	Unlikely	Incomplete or inaccurate documentation can result in delays, rework, or even safety hazards. This can include design documents, specifications, and building codes that are not up-to-date or do not meet the required standards.	Minor	Develop a thorough documentation management plan: This should include a formalized process for managing all project documentation, including regular reviews and updates, version control, and access control.
Design errors and omissions	Unlikely	Design errors and omissions can lead to cost overruns, delays, and legal disputes. This can include incomplete or inadequate design specifications, incorrect materials or dimensions, or lack of coordination between different design elements.	Moderate	Conduct a thorough design review: Conduct a thorough design review before construction begins to identify potential errors and omissions. This should include reviewing all design documents, specifications, and building codes.
Copyright infringement	Likely	Copyright infringement can result in legal action and damages. This can occur when using copyrighted material without permission, such as drawings or photographs, or when failing to obtain the necessary permissions to	Minor	Obtain permission for copyrighted materials: Obtain permission for copyrighted materials before using them in the project. This can include obtaining permission from the copyright holder or obtaining a license for use.

		use copyrighted materials.		
Intellectual property disputes	Unlikely	Intellectual property disputes can arise when using proprietary technology, methods, or design elements without permission. This can result in legal action, damages, and delays to the project.	Minor	Obtain permission for proprietary technology and design elements: Obtain permission for proprietary technology, methods, or design elements before using them in the project. This can include obtaining permission from the intellectual property owner or negotiating licensing terms.

Performance Criteria/Performance Checklist: Activity 2

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Identify organisational processes for the following document preparation and document using Template 1. • Risk management including documentation, design and copyright risks. • Preliminary contract, agreement and estimated processing costs.	☐	☐	
Identified and addressed risks associated with documentation, design, and copyright. • Identified four (4) risks associated with documentation, design, and copyright. • Calculated risk rating. • Took actions to address risks associated with documentation, design, and copyright. • Further, documented the following. ◦ Four (4) risks associated with documentation, design, and copyright ◦ Risk assessment ◦ Actions taken to address risks associated with documentation, design, and copyright.	☐	☐	

Accurately communicated via email the requirements for sketch plans and drawings to drafting personnel. • Determined client requirements for sketch plans and drawings and document using Template 3. • Communicated requirements for sketch plans and drawings to drafting personnel. Note: Email confirmation with the relevant sketches/drawings attached to the drafting department determining all client requirements for the construction project	☐	☐	
Prepared and completed the preliminary contract, agreement, and estimated processing costs.	☐	☐	
Via email, submit the following documents to the appropriate department or person for verification and recording. • Risk management. • Preliminary contract • Project schedule • Agreement • Estimated processing costs. Note: Email confirmation with the documents listed above as attachments to the relevant department and/or person for verification and recording.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	

Feedback to student:

Student signature

Green

Trainer/Assessor signature

Activity 3: Establish client satisfaction.

This activity is a continuation of Activity 2.

This activity requires you to establish client satisfaction.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 3' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 3.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - Organisational quality policies and procedures
 - Site plans and project contracts
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Site plans
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Business equipment and technology, applications and software to prepare client contracts, drawings, costings and other documentation to meet client requirements.
- The student should have access to a range of skilled professionals, including those developing the contract and related documentation.

Instructions for the student:

- The student must:
 - Forward the following plans, developed documentation, and estimated costs developed in Activity 2 to the client for review, amendment, and approval via e-mail.
 - Confirm that the client understands the scope and cost of the required site work.
 - Identify variations and problem areas, then analyse and correct problems in consultation with the client.
 - Check the accuracy of the amended contract documentation and ensure that the client's requirements are met.

After completing this task, submit the following to your assessor:

- A completed Checklist and Template 3,
- A completed Performance Criteria/Checklist – Activity 3
- Email confirmation with the documents listed above as attachments have been sent to the client for review, amendment and approval.

- Email confirmation with the client to ensure that they understand the scope and cost of the required site work.
- Email confirmation with the client to ensure that they were consulted when rectifying any problems.
- Email confirmation (with supervisor) clearly stating the client's requirements have been met with the amended contract.
- Copies of the construction project documents you sourced in completion of this activity.

Checklist 3: Establish client satisfaction.

Steps	Tick mark, once completed
Step 1: Forward the following documentation, and estimated costs developed in Activity 2 to the client for review, amendment, and approval via e-mail. • Preliminary contract • Project schedule • Agreement • Estimated processing costs. Note: Email confirmation with the documents listed above as attachments have been sent to the client for review, amendment and approval.	X
Step 2: Confirm that the client understands the scope and cost of the required site work, including the following. Note: Email confirmation with the client (can be simulated with supervisor) to ensure that they understand the scope and cost of the required site work.	X
Step 3: Identify variations and problem areas, then analyse and correct problems in consultation with the client. • Identify variations and problem areas based on costing and variation requests. • Take actions to rectify problems in consultation with the client. • Further, document the following Template 3. ○ Variations and problem areas ○ Actions taken to rectify problems Note: Email confirmation with the client to ensure that they were consulted when rectifying any problems.	X
Step 4: Check the accuracy of the amended contract documentation and ensure that the client's requirements are met. Instructions: • Check the accuracy of the amended documentation. • Ensure that the client's requirements are met with project contracts. Note: Email confirmation (can be simulated with supervisor) clearly stating the client's requirements have been met with the amended contract.	X

Template 3: Establish client satisfaction.**Establish client satisfaction.**

Insert email confirmation with the documents listed above as attachments have been sent to the client for review, amendment and approval here...

From: nao@knightscbi.com

To: abc@commcompany.com

Date: 20/03/2023 Time: 10:00 am

Subject: Preliminary Contract and Project Documents for Review and Approval

Dear Big Boss

I hope this email finds you well.

As we discussed during our recent meeting, I am pleased to send you the preliminary contract, project schedule, agreement, and estimated processing costs for your review and approval. Please refer to the attached document.

Please take some time to review these documents carefully and let me know if you have any questions or concerns. If you require any changes or amendments to the documents, please don't hesitate to let me know, and I'll be happy to make the necessary adjustments.

Once you have reviewed and approved the documents, we can move forward with the next steps of the construction commercial project. Please note that the estimated processing costs are subject to change based on any revisions or amendments to the project.

For the last ten years, we have completed several high-profile construction projects and achieved great success and have been at the forefront in execution of a wide array of construction projects for large corporations.

Please do not hesitate to contact us for any further information you may require. For this purpose, you can contact me directly, being the authorised person and the single point of contact for this procurement procedure.

Thank you for the opportunity and looking forward to hearing back from you soon.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Insert email confirmation with the client to ensure that they understand the scope and cost of the required site work here...

From: nao@knightscbi.com

To: abc@commcompany.com

Date: 20/03/2023 Time: 12:00 pm

Subject: Confirmation of Scope and Cost for Recreational Facilities Commercial Construction Project

Dear Big Boss

I am writing to confirm our recent conversation regarding the scope and cost of the required site work for the recreational facilities commercial construction project. I want to make sure we are both on the same page and have a clear understanding of the project's scope and cost.

As we discussed, the scope of the project includes the following:

- Construction of recreational change room facilities
- Installation of necessary utilities such as water and electricity
- Landscaping and site preparation work

The estimated cost for the site work is \$1,012,000 which includes all necessary materials, labor, and equipment. Please note that this cost is based on the current scope of work and is subject to change if there are any revisions or additions to the project scope.

I want to ensure that you have a clear understanding of the scope and cost of the project before we proceed. If you have any questions or concerns, please do not hesitate to let me know.

Once you have reviewed this confirmation, please let me know if you are ready to proceed with the project as outlined. I look forward to working with you to make this project a success.

Thank you for the opportunity and looking forward to hearing back from you soon.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Insert email confirmation with the client to ensure that they were consulted when rectifying any problems here...

From: nao@knightscbi.com

To: abc@commcompany.com

Date: 21/03/2023

Subject: Confirmation of Consultation regarding Contract Variation

Dear Big Boss

I am writing to confirm that we consulted with you regarding a variation to the contract and an amendment to the site access and start and end dates for the project. I want to ensure that we have a clear understanding of the changes made to the contract and that you were involved in the decision-making process.

As we discussed, there was a variation to the contract that required an amendment to the site access and start and end dates. We consulted with you and discussed the changes, and you agreed to the revised terms.

The changes to the contract and site access are as follows:

- Site access will now be available starting on 5/3/2023, with work commencing on 5/3/2023
- The project end date has been revised to 5/9/2023

The details of the variation are as follows:

In reference to the 'Conditions of the contract' under 'Miscellaneous point 17 and 'Work Order Variations point 8':

1. This amendment (the "Amendment") is made by RES COMM COMPANY and Knights CBI, parties to the agreement dated 15/01/2023 (the "Contract").

2. The Agreement is amended as follows:

- The Date for giving possession of the site is changed from the original date of 25/02/2023 to new date of 5/03/2023 therefore the site access and commencement of the Project will be moved to the new date of 5/03/2023
- The Date for Practical Completion is therefore pushed forward from the original date of 25/08/2023 to new date of 5/09/2023

Please let me know if you have any questions or concerns regarding these changes. It is essential to us that you are fully informed and involved in the decision-making process for any changes to the contract.

Thank you for your attention to this matter. We look forward to continuing to work with you on this project.

Thank you for the opportunity and looking forward to hearing back from you soon.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

(LOGO)

Variations and problem areas.

- The Date for giving possession of the site is changed from the original date of 25/02/2023 to new date
- The Date for Practical Completion is therefore pushed forward from the original date of 25/08/2023 to new date

Actions taken to rectify problems

- Amendments are made on the contract to reflect the changes as agreed by both parties.
- The Date for giving possession of the site is changed from the original date of 25/02/2023 to new date of 5/03/2023 therefore the site access and commencement of the Project will be moved to the new date of 5/03/2023
- The Date for Practical Completion is therefore pushed forward from the original date of 25/08/2023 to new date of 5/09/2023

Insert email confirmation (with supervisor) clearly stating the client's requirements have been met with the amended contract here...

From: nao@knightscbi.com

To: sitesupervisor@knightscbi.com

Date: 21/03/2023

Subject: Confirmation of Meeting client requirements with Amended Contract

Dear Mr Supervisor

I am writing to confirm that the client's requirements have been met with the amended contract based on the variations we discussed previously. We have made the necessary changes to the contract and have consulted with the client to ensure their needs and expectations have been met.

As we discussed, the changes to the contract included a variation and an amendment to the site access and start and end dates for the project. We worked closely with the client to ensure they were involved in the decision-making process and that their requirements were met.

I am pleased to confirm that the client has approved the amended contract and is satisfied with the changes made. We have also updated our records accordingly to reflect the new contract terms and conditions.

In addition to the above, we have also ensured the following:

- Type of contract used is correct
- Revised information is incorporated
- Reviewed and updated brief, program and budget
- Reviewed detailed design against planning approval and any conditions of approval
- Shared with the client the drawings, schedules, specification as part of the contract
- Estimates and BOQ

Thank you for your attention to this matter. If you have any further questions or concerns, please do not hesitate to contact me.

Kind regards

NAO
Noreen Abu-Obeid
Cost Estimator/Contract Administrator
Mob: 0415818248
nao@knightsabi.com
(LOGO)

Sign off: F Abu-Obeid, Licenced Builder

Date: 21/3/2023

Performance Criteria/Performance Checklist: Activity 3

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Forwarded the following plans, developed documentation, and estimated costs developed in Activity 2 to the client for review, amendment, and approval via e-mail. • Preliminary contract • Project schedule • Agreement • Estimated processing costs. Note: Email confirmation with the documents listed above as attachments have been sent to the client for review, amendment and approval.	☐	☐	
Seek email confirmation that the client understands the scope and cost of the required site work, including the following. Note: Email confirmation with the client to ensure that they understand the scope and cost of the required site work.	☐	☐	
Identified variations and problem areas, then analyse and corrected problems in consultation with the client. • Identified variations and problem areas based on costing and variation requests.	☐	☐	

• Took actions to rectify problems in consultation with the client. • Further, documented the following. ◦ Variations and problem areas ◦ Actions taken to rectify problems Note: Email confirmation with the client to ensure that they were consulted when rectifying any problems.			
Checked the accuracy of the amended contract documentation and ensured that the client's requirements are met. • Checked the accuracy of the amended documentation. • Ensured that the client's requirements are met with project contracts. Note: Email confirmation clearly stating the client's requirements have been met with the amended contract.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			
Student signature			

Trainer/Assessor signature	
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Activity 4: Finalise contract requirements

This activity requires you to finalise contract requirements.

To complete this activity, you are required to:

- Complete the steps given in the 'Checklist 4' provided.
- Access and interpret NCC codes and relevant Australian Standards referenced in the NCC.
- Complete Template 4.

While completing each step, you must place a tick mark against each step given in the checklist once completed.

Instructions for trainer/assessor:

- The student should have access to the following documents:
 - Organisational quality policies and procedures
 - Site plans and project contracts
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Site plans
 - Workplace safety requirements
 - Project plans and specifications
 - Manufacturer specifications and installation instructions
 - Business equipment and technology, applications and software to prepare client contracts, drawings, costings and other documentation to meet client requirements. The student should have access to a range of skilled professionals, including those developing the contract and related documentation.

Instructions for the student:

- The student must:
 - Check that all plans, documents, and specifications viewed by the client have been signed or initialled.
 - Compile all signed documents and send them to the Supervisor assigned for verification and processing for the next stage.

After completing this task, submit the following to your assessor:

- A completed Checklist 4,
- A completed Performance Criteria/Checklist – Activity 4
- Email confirmation (can be simulated with supervisor) that all signed documents have been sent to the appropriate person for verification, so that the project can move onto the next stage.
- Copies of the signed construction project documents you sourced in completion of this activity.

Checklist 4: Finalise contract requirements

Steps	Tick mark, once completed
Step 1: Check that all plans, documents, and specifications viewed by the client have been signed or initialled.	X
Step 2: Compile all signed documents and send them to the Supervisor assigned for verification and processing for the next stage. • Compile all the signed documents. • Forward all the signed documents to the appropriate person for verification and processing for the next stage via email. Note: Email confirmation (can be simulated with supervisor) that all signed documents have been sent to the appropriate person for verification, so that the project can move onto the next stage.	X

From: nao@knightsobi.com

To: sitesupervisor@knightsobi.com

Date: 25/03/2023

Subject: Confirmation of /sending signed documents for verification

Dear Mr Supervisor

I am writing to confirm that all signed documents for the [Project Name] have been sent to the appropriate person for verification. We have completed the necessary paperwork and are now ready to move on to the next stage of the project.

The documents we have sent for verification include:

- Preliminary contract
- Project schedule
- Agreement
- Estimated processing costs

We have confirmed with the client that these documents accurately reflect their requirements and that they are satisfied with the terms and conditions outlined in the contract.

We will keep you updated on the progress of the verification process and any next steps required to move the project forward.

Thank you for your attention to this matter. If you have any further questions or concerns, please do not hesitate to contact me.

Thank you for your attention to this matter. If you have any further questions or concerns, please do not hesitate to contact me.

Kind regards

NAO

Noreen Abu-Obeid

Cost Estimator/Contract Administrator

Mob: 0415818248

nao@knightscbi.com

(LOGO)

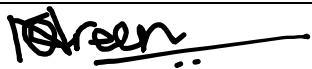
Performance Criteria/Performance Checklist: Activity 4

This task must address the following performance criteria/ performance checklist.

To be assessed as satisfactory (S) in this assessment task, the participant needs to demonstrate competency in the following critical aspects of evidence	S	N/S	Trainer/Assessor to complete (Comment and feedback to students)
Checked that all plans, documents, and specifications viewed by the client have been signed or initialled.	☐	☐	
Compiled all signed documents and send them to the Supervisor assigned for verification and processing for the next stage. • Compiled all the signed documents. • Forwarded all the signed documents to the appropriate person for verification and processing for the next stage via email. Note: Email confirmation (can be simulated with supervisor) that all signed documents have been sent to the appropriate person for verification, so that the project can move onto the next stage.	☐	☐	
The student's performance was:		☐ Not satisfactory ☐ Satisfactory	
Feedback to student:			

Student signature	
Trainer/Assessor signature	

Assessment Results Sheet

Outcome	First attempt: Outcome (make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
	Second attempt: Outcome (make sure to tick the correct checkbox): Satisfactory (S) ☐ or Not Satisfactory (NS) ☐ Date: _____(day)/ _____(month)/ _____(year) Feedback:
Student Declaration	• I declare that the answers I have provided are my own work. Where I have accessed information from other sources, I have provided references and or links to my sources. • I have kept a copy of all relevant notes and reference material that I used as part of my submission. • I have provided references for all sources where the information is not my own. I understand the consequences of falsifying documentation and plagiarism. I understand how the assessment is structured. I accept that the work I submit may be subject to verification to establish that it is my own. • I understand that if I disagree with the assessment outcome, I can appeal the assessment process, and either re-submit additional evidence undertake gap training and or have my submission re-assessed. • All appeal options have been explained to me.
Student Signature	
Date	29/3/2023

Trainer/Assessor Name	
Trainer/Assessor Declaration	I hold: ☐ Vocational competencies at least to the level being delivered ☐ Current relevant industry skills ☐ Current knowledge and skills in VET, <i>and undertake</i> ☐ Ongoing professional development in VET <i>I declare that I have conducted an assessment of this student's submission. The assessment tasks were deemed current, sufficient, valid and reliable. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided feedback to the student.</i>
Trainer/Assessor Signature	
Date	
Office Use Only	The outcome of the assessment has been entered into the Student Management System on _____ (insert date) by (insert Name) _____

Appendix A: Reasonable Adjustments

Write (task name and number) where reasonable adjustments have been applied:

Reasonable Adjustments

- Students with carer responsibilities, cultural or religious obligations, English as an additional language, disability etc. can request for reasonable adjustments.
- Please note, academic standards of the unit/course will not be lowered to accommodate the needs of any student, but there is a requirement to be flexible about the way in which it is delivered or assessed.
- The Disability Standards for Education requires institutions to take reasonable steps to enable the student with a disability to participate in education on the same basis as a student without a disability.
- The trainer/assessor must complete the section below "Reasonable Adjustment Strategies Matrix" to ensure the explanation and correct strategy have been recorded and implemented.
- The trainer/assessor must notify the administration/compliance and quality assurance department for any reasonable adjustments made.
- All evidence and supplementary documentation must be submitted with the assessment pack to the administration/compliance and quality assurance department.

Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)

Category	Possible Issue	Reasonable Adjustment Strategy (select as applicable)
☐ LLN	☐ Speaking ☐ Reading ☐ Writing ☐ Confidence	☐ Verbal assessment ☐ Presentations ☐ Demonstration of a skill ☐ Use of diagrams ☐ Use of supporting documents such as wordlists
☐ Non-English Speaking Background	☐ Speaking ☐ Reading ☐ Writing ☐ Cultural background ☐ Confidence	☐ Discuss with the student and supervisor (if applicable) whether language, literacy and numeracy are likely to impact on the assessment process ☐ Use methods that do not require a higher level of language or literacy than is required to perform the job role ☐ Use short sentences that do not contain large amounts of information ☐ Clarify information by rephrasing, confirm understanding ☐ Read any printed information to the student ☐ Use graphics, pictures and colour coding instead of, or to support, text ☐ Offer to write down, or have someone else write, oral responses given by the student ☐ Ensure that the time available to complete the assessment, while meeting enterprise requirements, takes account of the student's needs

Reasonable Adjustment Strategies Matrix (Trainer/Assessor to complete)

☐ Indigenous	☐ Knowledge and understanding ☐ Flexibility ☐ Services ☐ Inappropriate training and assessment	☐ Culturally appropriate training ☐ Explore understanding of concepts and practical application through oral assessment ☐ Flexible delivery ☐ Using group rather than individual assessments ☐ Assessment through completion of practical tasks in the field after demonstration of skills and knowledge.
☐ Age	☐ Educational background ☐ Limited study skills	☐ Make sure font size is not too small ☐ Trainer/Assessor should refer to the student's experience ☐ Ensure that the time available to complete the assessment takes account of the student's needs ☐ Provision of information or course materials in an accessible format. ☐ Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures ☐ Supply of specialised equipment or services, e.g. a note-taker for a student who cannot write ☐ Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue ☐ Changes to course design, e.g. substituting an assessment task ☐ Modifications to the physical environment, e.g. installing lever taps, building ramps, installing a lift
☐ Educational background	☐ Reading ☐ Writing ☐ Numeracy ☐ Limited study skills and/or learning strategies	☐ Discuss with the Student previous learning experience ☐ Ensure learning and assessment methods meet the student's individual need
☐ Disability	☐ Speaking ☐ Reading ☐ Writing ☐ Numeracy ☐ Limited study skills and/or learning strategies	☐ Identify the issues ☐ Create a climate of support ☐ Ensure access to support that the student has agreed to ☐ Appropriately structure the assessment ☐ Provide information or course materials in an accessible format, e.g. a textbook in braille ☐ Changes in teaching practices, e.g. wearing an FM microphone to enable a student to hear lectures ☐ Supply of specialised equipment or services, e.g. a note-taker for a student who cannot write ☐ Changes in lecture schedules and arrangements, e.g. relocating classes to an accessible venue ☐ Changes to course design, e.g. substituting an assessment task ☐ Modifications to the physical environment, e.g. installing lever taps, building ramps, installing a lift

Explanation of reasonable adjustments strategy used

Trainer/Assessor Name	
Trainer/Assessor Declaration	<i>I declare that I have attached all relevant evidence to provide reasonable adjustment. The training package guidelines and criteria have not been compromised in the process of providing reasonable adjustment to the student. I declare that I have conducted a fair, valid, reliable, and flexible assessment. I have provided explanation of reasonable adjustments strategy used, as required.</i>
Trainer/Assessor Signature	
Date	

Appendix B: Third-Party Verification Log

Third-Party Verification Log

Instructions for the Assessor:

You are required to contact all third-party personnel involved in the candidate's assessment to verify the candidate's performance and evidence submissions and to confirm with them whether the candidate's evidence submissions are true and accurate.

Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:

- Name of third-party personnel contacted
- Relevant qualifications and/or experience of Third-party personnel contacted
- Role in the candidate's assessment (e.g. workplace supervisor, observer, or candidate)
- Contact details (phone number or email address)
- Date contacted

You must also confirm that third-party personnel have verified the candidate's evidence submissions are true and accurate.

Contact No.1

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Contact No.2

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Contact No.3

Name and job title of Third-party Contacted			
Relevant Qualifications/experience of Third-party			
Role in the Candidate's Assessment	Contact Details (Phone number or email address)	Date contacted	Third-Party verifies evidence submissions of the candidate are true and accurate?
			Yes ☐ No ☐ Assessor's Notes

Assessor Declaration

I declare that the information recorded in this *Third-Party Verification Log* is true and accurate.

Assessor's name

Assessor's signature

Date signed

End of Third-Party Verification Log (For the Assessor's Use Only)