

CPCBC4007A PLAN BUILDING OR CONSTRUCTION WORK

PRACTICAL ASSESSMENT INSTRUCTIONS

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

Participant name Caitlin Hamilton

Participant signature



Assessor name Brett Stoward

Assessor signature



Date 17/09/2019 / 3/12/19

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

ASSESSOR COMMENTS	

CPCCBC4007A

PLAN BUILDING OR CONSTRUCTION WORK

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to plan on-site activities, including the employment of physical and human resources and the development of documentation and advice for relevant authorities: - Occasion 1: Residential projects - Occasion 2: Commercial projects These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer (ideally with project scheduling software), Building Contract, Organisational policies, Telephone, Facsimile.		
Assessment of task		
Name of participant:	Caitlin Hamilton	
Name of observer:	Brett Stoward	
Role of observer (Confirm suitability to sign)	RTO	
Email address of observer	brett@successiontraining.com	
Signature of observer:		
Date:	17/09/2019 / 3/12/19	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1 Appraise contract documentation		
1.1A. Review contract documentation, codes, standards and regulations to identify any unusual aspects of construction, use of materials or penalties.	☒	☒
1) Determine availability of selected subcontractors to suit the job requirements.	☒	☒
1.1B. Assess availability of materials and confirm with suppliers.	☒	☒
1.1C. Identify site access requirements and limitations, taking action to facilitate entry.	☒	☒
1.1D. Prepare documentation for authorities controlling construction work and determine project commencement date.	☒	☒
1.1E. Implement procedures for controlling and recording site deliveries.	☒	☒
2 Construction operation strategies		
1.2A. Identify organisational strategies for implementing construction.	☒	☒
1.A. Implement procedures for recording the hire of plant and equipment.	☒	☒

1.2B.	Implement organisational WHS policies and procedures, including hazard and risk management.	☒	☒
1.2C.	Implement procedures for the removal of existing services and hazardous materials, in accordance with Environmental Protection Agency requirements.	☒	☒
1.2D.	Follow procedures for the control of multiple projects.	☒	☒
3 Project schedule			
1.3A.	Sequence construction operations.	☒	☒
1.1	Enter operation details into a manually prepared project schedule or computer-based software package.	☒	☒
1.3B.	Define critical path of the project, revising as required.	☒	☒
1.3C.	Adjust project timeframes to account for anticipated delays.	☒	☒
4 Required resources			
1.4A.	Determine and document temporary services and site accommodation requirements.	☒	☒
•	Determine and document plant requirements and availability, with reference to contract documentation.	☒	☒
1.4B.	Determine and document on-site labour requirements, with reference to contract documentation.	☒	☒
5 Condition reports			
1.5A.	Complete reports on the condition of existing buildings and structures on adjacent site boundaries.	☒	☒
1.2E.	Forward copies of condition reports to the owners of adjacent buildings prior to commencing construction.	☒	☒
1.5B.	Effectively communicate using the following methods: • Telephone, facsimile, email and in writing • Language/concepts appropriate to cultural differences • Non-verbal communication	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

Reviewed Minor Works Agreement of SM2 and all particulars/ schedules.