



# ASSESSMENT WORKBOOK



## CPCCB4004

Identify and produce estimated costs  
for building and construction projects

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## Version Control & Document History

| Date            | Summary of Modifications                                                           | Version |
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| 21 January 2021 | Version 1.0 released for publishing                                                | 1.0     |
| 4 November 2022 | Reduced practical assessment from both residential and commercial to one of these. | 1.1     |

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## Introduction

The **Knowledge Assessment** is a set of generic and workplace questions testing your general knowledge and understanding of the general theory behind the unit.

**You must answer all Knowledge Assessment Questions using your own words.** However, you may reference your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you would likely encounter in a workplace. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Workplace Assessment**. This assessment tests your practical skills with respect to the requirements of the unit of competency relevant in this workbook.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

**The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.**

**When completing the assessments included in this workbook:**

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to satisfactorily answer the question or complete the task.
2. Follow the steps provided in each task.
  - If the question instructed you to describe, provide a description as your response. If the question instructed you to list, provide a list as your response.
  - Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment clearly indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

## Competency-Based Assessments

### Definition of Competency

Assessment in this context can be defined as:

The fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed either in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry, rather than compared with the skills and knowledge of other candidates.

### The features of a competency-based assessment system are:

- It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
- Assessment should mirror the environment the candidate will encounter in the workplace.
- Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
- Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
- In competency assessment, a candidate receives one of only two outcomes – competent or not yet competent.
- The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person to perform a task to the level required in the workplace.
- The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

## Assessing Nationally-Recognised Training

Developing and conducting assessment, in an Australian vocational education and training context, is founded on the Principles of Assessment and the Rules of Evidence:

### Principles of Assessment

#### 1. Assessment must be valid

- Assessment must include the full range of skills and knowledge needed to demonstrate competency.
- Assessment must include the combination of knowledge and skills with their practical application.
- Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.

#### 2. Assessment must be reliable

- Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
- Assessors must be trained in national competency standards for assessors to ensure reliability.

#### 3. Assessment must be flexible

- Assessment, where possible, must cover both the on and off-the-job components of training within a course.
- Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
- Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
- Assessment must be mutually developed and agreed upon between assessor and the assessed.
- Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.

#### 4. Assessment must be fair

- Assessment process must consider the individual needs of the candidate.
- Assessment must provide for reasonable adjustments, where appropriate, to take into account the individual candidate's needs.

*(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)*

## Rules of Evidence

When collecting evidence, there are certain rules that apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

### 1. Valid

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

### 2. Sufficient

This rule relates to the amount of evidence gathered. It is imperative that enough evidence is gathered to satisfy the requirements that the candidate is competent in all aspects of the unit of competency.

### 3. Authentic

When evidence is gathered, the assessor must be satisfied that evidence is the candidate's own work.

### 4. Current

This relates to the recency of the evidence and whether the evidence relates to current abilities.

*(Source: Training in Australia by M Tovey, D Lawlor)*

## Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

## Reasonable Adjustment

*Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre*

Reasonable adjustment in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

### **Why make a reasonable adjustment?**

We make reasonable adjustments in VET to make sure that candidates with a disability have:

- The same learning opportunities as candidates without a disability, and
- The same opportunity to perform and complete assessments as those without a disability.

### **Reasonable adjustment applied to participation in teaching, learning and assessment activities can include:**

- Customising resources and assessment activities within the training package or accredited course
- Modifying the presentation medium
- Learner support
- Use of assistive/adaptive technologies
- Making information accessible both before enrolment and during the course
- Monitoring the adjustments to ensure candidate needs continue to be met

### **Assistive/Adaptive Technologies**

Assistive/Adaptive technology means 'software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities' (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, digital note-takers.

## The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

### **CPCCBC4004 - Identify and produce estimated costs for building and construction projects**

1. Establish project requirements
2. Calculate materials and labour costs
3. Identify type and cost of physical resources
4. Produce estimated project costs

**A complete copy of the above unit of competency can be downloaded from the  
TGA website:**

<https://training.gov.au/Training/Details/CPCCBC4004>

## The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials and the Internet. The Knowledge Assessment may be completed wholly at the candidate's home or chosen place of study. The Practical Assessment must be completed in a workplace or in a simulated environment.

## Contextualising the Assessment Tools

Contextualisation is the process of modifying assessment tools to make learning more meaningful for your students and their employers.

TotalVET Training Resources highly recommends that your RTO contextualise the assessment tools before using them.

You must contextualise the assessment tools to suit:

- Your student's needs
- Your RTO's training and assessment processes
- The work and industry context in which you operate.

### Contextualising for your state/territory

The contents of this assessment tool are not written for a specific state/territory unless stated otherwise. Where the assessment tool refers to legislation and other industry requirements which may vary across states/territories, sample model answers are based on one state/territory.

Should your RTO intend to use this assessment tool for learners from your state/territory, TotalVET Training Resources recommends you to:

- Access and review the legislation and industry requirements applicable in your state/territory.
- Update assessments and benchmark answers to reflect the legislation and industry requirements applicable in your state/territory.

When you are contextualising assessment tools, you must ensure that you retain the integrity of the assessment and the outcomes of the unit of competency.

## Assessment Methods

This workbook uses the following assessment method(s):

### **1. Knowledge Assessment**

A set of generic and workplace questions testing the candidate's general knowledge and understanding of the general theory behind the unit.

### **2. Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

## Resources Required for Assessment

The candidate will need access to:

- Computer with Internet, email access, and a working web browser
- Installed software: MS Word, Adobe Acrobat Reader
- Current construction drawings and specifications of two buildings that have not yet been built. One building must be a residential building and the other building must be a commercial building.
- Building and construction standards
- The National Construction Code (Volumes 1 to 3)
- Government building and construction regulations
- Organisational processes, policies, and procedures regarding the following:
  - Removing waste from construction sites
  - Choosing appropriate contractors, sub-contractors, and employees for building and construction projects
  - Work rates for contractors, sub-contractors, and employees for building and construction projects
  - On-cost and insurance information for contractors, sub-contractors, and employees
  - Compiling costs of building and construction projects
  - Producing estimated project costs
- Calculating technology, online applications, and software to produce building and construction costs

## Accessing External Links

Throughout this workbook, you will be referred to access external webpages. Links to these intranet pages and external webpages are formatted in [Blue Underlined Text](#).

To access these, hold the **Ctrl key for Windows users** or the **Command ⌘ key for Mac users** while clicking on these links.

## Assessment Workbook Cover Sheet

**To the candidate:** Print this cover sheet and complete it by filling in all the required information and signing on the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **CPCCBC4004 Cover Sheet**

|                   |                                                                             |
|-------------------|-----------------------------------------------------------------------------|
| Workbook          | CPCCBC4004                                                                  |
| Title             | Identify and produce estimated costs for building and construction projects |
| First and Surname | Rex Henderson                                                               |
| Phone             | 0490785772                                                                  |
| Email             | Ric.Henderson@mcnab.net.au                                                  |

**Please read the Candidate Declaration below and if you agree to the terms of the declaration, sign and date in the spaces provided.**

**By submitting this work, I declare that:**

- I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time.
- I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook.
- I have organised and named the files I am submitting according to the instructions provided, and I am aware that my assessor will not assess work that cannot be clearly identified and may request the work be resubmitted according to the correct process.
- This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment.
- I am aware that there is a policy of checking the validity of qualifications that I submit as evidence as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes.

**Name:** Rex Henderson

**Signature:**



**Date signed:** 18/07/2023

## Knowledge Assessment

### Preliminary Task

Questions 5, 8, and 9 of this Knowledge Assessment require you to refer to the building and construction requirements and legislation of your state/territory.

For your assessor's reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.

When answering Questions 5, 8, and 9, you must refer to the building and construction requirements and legislation of the state/territory you ticked below.

|                                                                  |                              |                          |                   |
|------------------------------------------------------------------|------------------------------|--------------------------|-------------------|
| The state/territory where you are currently based or located in: |                              |                          |                   |
| <input type="checkbox"/>                                         | Australian Capital Territory | <input type="checkbox"/> | South Australia   |
| <input type="checkbox"/>                                         | New South Wales              | <input type="checkbox"/> | Tasmania          |
| <input type="checkbox"/>                                         | Northern Territory           | <input type="checkbox"/> | Victoria          |
| <input checked="" type="checkbox"/>                              | Queensland                   | <input type="checkbox"/> | Western Australia |

1. The National Construction Code, also known as the Building Code of Australia, is divided into three volumes. Briefly describe the scope of each volume.

i. Volume One

contains the requirements for buildings that are multi-residential, commercial, industrial or public, and;

ii. Volume Two

- contains the requirements for buildings and structures that are residential or non-habitable, and;

iii. Volume Three

- Contains the requirements for plumbing and drainage for all classes of buildings.

2. List the six bushfire attack level ratings that AS 3959 uses to establish the requirements for construction.

i. BAL Low

ii. BAL12.5

iii. BAL19

iv. BAL29

v. BAL40

vi. BAL FZ

3. List four methods of testing that AS/NZS 4020 prescribes for testing products that come into contact with drinking water

- i. Taste of water
- ii. Appearance of water
- iii. Ability of product to support the growth of aquatic micro-organisms
- iv. Cytotoxic activity of water testing

4. Answer the following:

- i. Briefly explain what the General Requirements of buildings are.
- ii. Briefly explain what the Performance Requirements of buildings are.
- iii. Briefly explain the relationship between a building's Performance Requirements and compliance options (e.g. performance solutions, deemed-to-satisfy solutions).

- i. Briefly explain what the General Requirements of buildings are.

Strength and Stability: Building should be capable of transferring the expected loads in its life period safely to the ground. Design of various structural components like slabs, beams, walls, columns and footing should ensure safety. None of the structural components should buckle, overturn and collapse.

- ii. Briefly explain what the Performance Requirements of buildings are.

The performance requirements are the minimum level of performance that that buildings and building elements must meet

- iii. Briefly explain the relationship between a building's Performance Requirements and compliance options (e.g. performance solutions, deemed-to-satisfy solutions).

A Performance Solution (being the correct term with the introduction of NCC / BCA 2016) now means "a method of complying with the Performance Requirements other than by a Deemed-to-Satisfy Solution." Essentially, the two terms are interchangeable, and now mean the same thing.

5. List all the sets of regulations administered by the Environmental Protection Agency (EPA) in your state/territory.

Environmental Protection Regulation

Environmental Protection (air) Policy 2019

Environmental Protection (noise) Policy 2019

Environment Protection (water and wetland Biodiversity) Policy 2019

6. Access and review the project plan below:

[Case Study: Curtin, Australian Capital Territory](#)

After reviewing the project plan, answer the following questions:

- i. What is the size of the land?
- ii. What is the size of the house, excluding the garage and laundry?
- iii. Based on the ground floor plan, how many bedrooms does the house have?
- iv. Based on the working drawing, in which cardinal direction is the terrace oriented?
- v. What was used to replace bricks that were removed?

- i. What is the size of the land?  
825m<sup>2</sup>
- ii. What is the size of the house, excluding the garage and laundry?  
185m<sup>2</sup>
- iii. Based on the ground floor plan, how many bedrooms does the house have?  
Two bedrooms on ground floor
- iv. Based on the working drawing, in which cardinal direction is the terrace oriented?  
Eastern end
- v. What was used to replace bricks that were removed?  
Reconstituted timber weatherboards have been used as cladding

7. Access and review the project plan below:

[Case Study: Birkenhead, South Australia](#)

After reviewing the project plan, answer the following questions:

- i. What is the size of the land?
- ii. What is the size of the house?
- iii. Based on the working drawing, how many bedrooms does the house have?
- iv. Based on the working drawing, what is the size of the carport?
- v. What are the walls of the house made of?

- i. What is the size of the land?  
330m<sup>2</sup>.
- ii. What is the size of the house?  
125m<sup>2</sup>.
- iii. Based on the working drawing, how many bedrooms does the house have?  
Two bedrooms.
- iv. Based on the working drawing, what is the size of the carport?  
18.230m
- v. What are the walls of the house made of?  
Reverse brick veneer walls.

8. Identify one set of regulations in your state/territory related to building residential buildings and briefly explain how the set of regulations is related to building residential buildings.

| Set of Regulations              | How the Set of Regulations is Related to Building Residential Buildings                                                   |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| National Construction Code 2022 | The National Construction Code (NCC) 2022 contains the building and plumbing requirements for new or renovated buildings. |
| QLD Development Code            | The Queensland Development Code brings Queensland's building codes into 1 location.                                       |

9. Identify one set of regulations in your state/territory related to building commercial buildings and briefly explain how the set of regulations is related to building commercial buildings.

| Set of Regulations | How the Set of Regulations is Related to Building Residential Buildings                                                                                                                                                                   |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| QBCC               | Set the minimum technical requirements of how a building needs to be constructed. These requirements include what materials to use, how the construction should be done, and what elements should be present at the site of construction. |

10. Outline the requirements for operating each of the physical resources listed below.

| Physical Resources | Requirements for Operation                                                                                                                                                                                                                                                                                  |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| i. Bulldozer       | The basic education required to be a bulldozer operator is a high school diploma, according to the bureau. However, employers may require additional education, such as courses in math and auto mechanics, which help operators to maintain their own equipment.                                           |
| ii. Excavator      | You need a driver's license and/or a CDL (commercial driver's license) to operate an excavator. Although you don't need a special excavator license, most employers prefer that you are trained and certified.                                                                                              |
| iii. Hoist         | Operation of a hoist requires a High risk ticket.                                                                                                                                                                                                                                                           |
| iv. Forklift       | Operation of a hoist requires a High risk ticket.                                                                                                                                                                                                                                                           |
| v. Mobile Crane    | High school diploma or equivalent required. Completion of apprenticeship for mobile crane operators required. Certification by the North American Crane Bureau Group or the National Commission for the Certification of Crane Operators preferred. Valid state license to operate heavy equipment required |
| vi. Compressor     | Follow manufactures instruction on startup procedures and maintenance.                                                                                                                                                                                                                                      |
| vii. Generator     | Follow manufactures instruction on startup procedures and maintenance.                                                                                                                                                                                                                                      |
| viii. Pump         | Follow manufactures instruction on startup procedures and maintenance.                                                                                                                                                                                                                                      |

11. X. Swayze Construction Co. recently built a new bedroom as an extension to an already-existing bungalow. These are the specifications and features of the new room:

- The room has a mat foundation that is 2 m deep.
- The room has four masonry walls:
  - Two walls are 4 m wide and 3.5 m tall.
  - Two walls are 3 m wide and 3.5 m tall.
- All walls are painted eggshell white.
- The steel tray roofing is 20 m<sup>2</sup> large.
- Laying the mat foundation cost \$30,000.00. This includes labour and materials.
- Putting up all the masonry walls cost \$3,500.00. This includes labour and materials.
- Laying the steel tray roofing cost \$5,000.00. This includes labour and materials.
- Painting the masonry walls cost \$2,000.00. This includes labour and materials.

Given the information above, calculate for the following:

- i. Cost of laying the foundation per metre of depth.
- ii. Cost of building the masonry walls per square metre.
- iii. Cost of laying the steel tray roofing per square metre.
- iv. Cost of painting the masonry walls per square metre.

You must show the calculations to your answers. Round up your answers to the nearest dollar.

- i. Cost of laying the foundation per meter of depth

Mat is  $3.5\text{m} \times 4\text{m} \times 2\text{m} = 28\text{m}^3$  \$30,000.00 divided by 28 = \$1072.00 per  $\text{m}^3$

- ii. Cost of building the masonry walls per square metre

Walls  $4\text{m} \times 3.5\text{m} = 14\text{m}^2$  multiplied by 2 walls =  $28\text{m}^2$

Walls  $3\text{m} \times 3.5\text{m} = 10.5\text{m}^2$  multiplied by 2 walls =  $21\text{m}^2$

$28\text{m}^2 + 21\text{m}^2 = 49\text{m}^2$

Cost of wall \$3,500.00

3500 divided by 49 = 71.42

Total cost of putting up walls is \$72.00 per  $\text{m}^2$  ( rounded up to nearest dollar)

- iii. Cost of laying the steel tray roofing per square metre

Roof is  $20\text{m}^2$

Cost of laying roof is \$5000.00 Divided by  $20\text{m}^2 = \$250.00$  per  $\text{m}^2$

Cost of painting the masonry walls per square metre

Wall:  $4\text{m}$  long  $\times 3.5\text{m}$  high  $\times 2$  walls =  $28\text{m}^2$

Wall:  $3\text{m}$  long  $\times 3.5\text{m}$  high  $\times 2$  walls =  $21\text{m}^2$

Total area of walls  $49\text{m}^2$

Cost of painting walls \$2000.00

\$2000.00 divide by 49 = \$40.81 or \$41.00 (rounded up to nearest dollar)

Please note that this is price is for outside of room Walls as there is no way of entering room to paint inside.

12. X. Swayze Construction Co. recently built a new bathroom as an extension to an already existing bungalow. These are the specifications and features of the new bathroom:

- The foundation slabs cover an area of  $12 \text{ m}^2$
- A total of 20 m of pipes were installed as part of the bathroom's plumbing.
- There are eight new pieces of sanitary ware in the bathroom:
  - One toilet
  - Two washbasins
  - Two sink taps
  - Two shower taps
  - One shower outlet
- The floor area of the bathroom is  $9 \text{ m}^2$ . All of the bathroom floor is tiled.
- The bathroom has four walls.
  - Each wall is 3 m wide and 3 m tall.
  - Only half the height of the wall is tiled.
- Laying the slabs cost \$3,000.00. This includes labour and materials.
- Installing the pipes cost \$6,000.00. This includes labour and materials.
- Installing all the sanitary ware cost \$18,000.00. This includes labour and materials.
- Tiling the tiled sections of the bathroom (i.e. all of the bathroom floor and half the height of each wall) cost \$1,000.00. This includes labour and materials.

Given the information above, calculate for the following:

- i. Cost of laying of the slabs per square metre.
- ii. Cost of installing the pipes per square metre.
- iii. Cost of installing sanitary ware per unit.
- iv. Cost of tiling per square metre.

You must show the calculations to your answers. Round up your answers to the nearest dollar.

- i. Cost of laying of the slabs per square metre.  
Slab is 12m<sup>2</sup> cost \$3000.00. 3000.00 Divided by 12 = \$250 per m<sup>2</sup>
- ii. Cost of installing the pipes per square metre.  
20m of pipe. Install of pipe is \$6000.00. 6000.00 Divided by 20 = \$300 per metre.
- iii. Cost of installing sanitary ware per unit.  
Cost of installing 8 pieces of sanitary ware is \$18,000.00  
\$18,000.00 divided by 8 = \$2250.00 per item.
- iv. Cost of tiling per square metre.  
4 walls, 3m long x 1.5m high = 18m<sup>2</sup>  
Floor, 9m<sup>2</sup>  
18m<sup>2</sup> x 9m<sup>2</sup> = 27m<sup>2</sup>  
\$1000.00 divided by 27 = 37.03 or \$38.00 per m<sup>2</sup> ( rounded up to nearest dollar)

13. Answer the following questions about digital technology and applications.

i. What digital technology helps in estimating quantities. Give three.

- a. Smart Sheet.
- b. Conest – Cloud based estimating.
- c. BuildXAct – download computer software.

ii. How do digital applications help in calculating costs?

you can generate reports that help you decide the breakdowns of projects, analyze project costs and can be linked with scheduling applications

iii. Give three examples of digital applications that can be used in calculating costs.

- a. Procore
- b. Hammertech
- c. Aconnex

iv. Give three examples of digital applications that can be used in maintaining records.

- a. Procore
- b. Hammertech
- c. Aconnex

## Practical Assessment

### Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace, or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to identifying and producing estimated costs for building and construction projects.

The Practical Assessment includes the following:

### Workplace Assessment

A series of written practical tests assessing the candidate's practical knowledge and understanding of the unit of competency.

## Overview

This practical assessment will require you to identify and produce estimated costs for building and construction projects.

Specifically, you will be required to:

1. Establish project requirements
2. Calculate materials and labour costs
3. Identify type and cost of physical resources
4. Produce estimated project costs

**Read the instructions in this project carefully before proceeding.**

### Resources Required for Assessment

To complete this project, you will need access to the following:

- ☒ A workplace that will allow you access to:
  - ☒ Current construction drawings and specifications of one (1) building that has not yet been built. The building can be either:
    - ☒ A residential building, or
    - ☒ A commercial building.
  - ☒ Building and construction standards
  - ☒ The National Construction Code (Volumes 1 to 3)
  - ☒ Government building and construction regulations
  - ☒ Organisational processes, policies, and procedures regarding the following:
    - ☒ Removing waste from construction sites
    - ☒ Choosing appropriate contractors, sub-contractors, and employees for building and construction projects
    - ☒ Work rates for contractors, sub-contractors, and employees for building and construction projects
    - ☒ On-cost and insurance information for contractors, sub-contractors, and employees
    - ☒ Compiling costs of building and construction projects
    - ☒ Producing estimated project costs
  - ☒ Calculating technology, online applications, and software to produce building and construction costs

Assessment forms and templates are provided in each task in this Project Assessment.

# Workplace Assessment

## Overview

This assessment is divided into a series of written assessments. To complete this Practical Assignment, you will need to access and review the workplace documents outlined below.

### **This assessment is divided into nine tasks:**

- Task 1 – Securing Construction Drawings and Specifications
- Task 2 – Identifying Compliance with Regulations, Codes, and Standards
- Task 3 – Identifying Other Project Requirements
- Task 4 – Identifying Materials, Consumables, and their Costs
- Task 5 – Estimating Off-site Production Costs
- Task 6 – Estimating Labour Costs
- Task 7 – Identifying and Costing Physical Resources
- Task 8 – Compiling Project Costs
- Task 9 – Producing Project Estimation

These tasks must be done in the context of a building and construction project which you are currently a part of.

*E.g. You are a senior builder, senior manager, or someone who engages with or manages subcontractors in a building and construction project.*

Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and/or submit any required documentation.

Before starting this assessment, your assessor will also discuss with you these tasks as well as instructions and guidance for satisfactorily completing them. They will also organise the resources required for this assessment (listed below).

### **You are required to:**

- Complete the tasks within the time allowed
- Establish project requirements
- Calculate materials and labour costs
- Identify type and cost of physical resources
- Produce estimated project costs

### **Resources required for assessment**

- Current construction drawings and specifications of one (1) building that has not yet been built. The building can be either:
  - A residential building, or
  - A commercial building.
- Building and construction standards
- The National Construction Code (Volumes 1 to 3)
- Government building and construction regulations
- Organisational processes, policies, and procedures regarding the following:
  - Removing waste from construction sites
  - Choosing appropriate contractors, sub-contractors, and employees for building and construction projects
  - Work rates for contractors, sub-contractors, and employees for building and construction projects
  - On-cost and insurance information for contractors, sub-contractors, and employees
  - Compiling costs of building and construction projects
  - Producing estimated project costs
- Calculating technology, online applications, and software to produce building and construction costs

## Task 1 – Securing Construction Drawings and Specifications

Before starting any of the tasks in the workplace assessment, you must secure the construction drawings and specifications of one (1) building that has not yet been built:

- One of a residential building, or
- One of a commercial building

After completing this task, submit one copy of each set of construction drawings and specifications to your assessor.

## Task 2 – Identifying Compliance with Regulations, Codes, and Standards

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Government Requirements Identification Form** provided along with this workbook, record the following requirements that each building complies with and how each building complies with the following requirements:

- All the building and construction regulations, including state/territory EPA regulations
- All the performance requirements from the relevant volume of the NCC
- All the relevant standards. These standards may be found in the relevant volume of the NCC

You will be assessed on:

- Your practical skills in interpreting relevant building and construction regulations, including state/territory EPA regulations
- Your practical skills in interpreting performance requirements from the relevant volume of the NCC
- Your practical skills in interpreting all the relevant standards

Before starting this task, review the **Workplace Assessment Task 2 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit a completed *Government Requirements Identification Forms*, for either a residential or commercial building project) to your assessor.

### Task 3 – Identifying Other Project Requirements

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Additional Project Details Identification Form** provided along with this workbook, record the following information:

- Building site features, type of building, method of construction, and specified building materials
- Site facility requirements, communication requirements, temporary boundary fencing requirements, and workplace safety requirements
- Waste removal requirements, waste removal procedures, and waste management site fees
- Additional project-specific statutory costs, approval costs, and compliance costs

You will be assessed on your practical skills in:

- Identifying building site features, type of building, method of construction, and specified building materials
- Identifying site facility requirements, communication requirements, temporary boundary fencing requirements, and workplace safety requirements
- Identifying waste removal requirements, waste removal procedures, and water management site fees
- Identifying additional project-specific statutory costs, approval costs, and compliance costs

Before starting this task, review the **Workplace Assessment Task 3 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit a completed *Additional Project Details Identification Forms*, for either a residential or commercial building project) to your assessor.

## Task 4 – Identifying Materials, Consumables, and their Costs

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Materials and Consumables Cost Identification Form** provided along with this workbook, record the following information:

- Materials and consumables to be used in the construction of the building.
- Quantities of the materials and consumables based on the construction drawings and specifications.
- Prices of the materials and consumables

The prices of the materials and consumables must come from the suppliers. You must obtain a list of the prices of the materials and consumables that can be submitted along with the requirements of this task.

You will be assessed on your practical skills in:

- Identifying materials and consumables to be used in the construction of the building.
- Identifying quantities of the materials and consumable based on the construction drawings and specifications.
- Obtaining the prices of materials and consumables from suppliers.

Before starting this task, review the **Workplace Assessment Task 4 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit the following:

- One (1) completed *Materials and Consumables Cost Identification Forms*, for either a residential or commercial building project) to your assessor.
- The list of prices of materials and consumables from suppliers.

## Task 5 – Estimating Off-site Production Costs

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Off-site Production Cost Estimation Form** provided along with this workbook, record the following information:

- Components in the construction of the building to be produced off-site
  - Costs associated with the off-site production of the identified components
- Costs must include the delivery of the components to the construction site. Estimates must come from the manufacturer and must be submitted along with the other requirements in this task.

You will be assessed on your practical skills in:

- Identifying components in the construction of the building to be produced off-site.
- Identifying costs associated with the off-site production of the identified components, including delivery of the components to the construction site.

Before starting this task, review the **Workplace Assessment Task 5 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit the following:

- One (1) completed *Off-site Production Cost Estimation Forms*, for either a residential or commercial building project) to your assessor.
- Off-site production estimate from manufacturers.

## Task 6 – Estimating Labour Costs

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Labour Cost Estimation Form** provided along with this workbook, record the following information:

- Your organisation's policy in hiring appropriate contractors, sub-contractors, and employees needed for the construction of the building
- The number of contractors, sub-contractors, and employees needed for the construction of the building
- The estimated number of labour hours needed to complete the building
- The work rates of contractors, sub-contractors, and employees needed for the construction of the building
- The labour cost involved in the construction of the building, including on-costs and worker insurance costs

You will be assessed on your practical skills in:

- Identifying your organisation's policy in hiring appropriate contractors, sub-contractors, and employees needed for the construction of the building.
- Identifying the appropriate number of contractors, sub-contractors, and employees needed for the construction of the building.
- Estimating number of labour hours needed to complete the building.
- Identifying the work rates of contractors, sub-contractors, and employees needed for the construction of the building.
- Calculating labour costs involved in the construction of the building, including on-costs and worker insurance costs

Before starting this task, review the **Workplace Assessment Task 6 – Assessor's Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit the following:

- One (1) completed *Labour Cost Estimation Forms*, for either a residential or commercial building project) to your assessor.
- Workplace document that includes:
  - The following regarding the hiring of appropriate contractors, sub-contractors, and employees needed for the construction of the building:

- Organisational scope
- Organisational processes
- Organisational requirements
- Work rates for contractors, sub-contractors, and employees
- On-cost and insurance information for contractors, sub-contractors, and employees

## Task 7 – Identifying and Costing Physical Resources

You must complete *Task 1* before proceeding with this task.

Review the construction drawings and specifications you have secured from *Task 1*, then using the **Physical Resources Costing Form** provided along with this workbook, record the following information:

- The physical resources required for the project  
The physical resources must include equipment, machinery, and other plant for hire.
- The limitations, conditions, operational costs, and timeframes of physical resources to be hired
- The prices of hiring said physical resources, which must include the transport of the physical resources to the construction site  
The prices must come from the supplier of the physical resources.

You will be assessed on your practical skills in:

- Identifying the physical resources required for the project.
- Identifying the limitations, conditions, operational costs, and timeframes of physical resources to be hired.
- Identifying the prices of hiring said physical resources from the supplier, which must include the transport of physical resources to the construction site.

Before starting this task, review the **Workplace Assessment Task 7 – Assessor’s Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit the following:

- One (1) completed *Physical Resources Costing Forms*, for either a residential or commercial building project) to your assessor.
- Prices of hiring physical resources from the suppliers of the physical resources.

## Task 8 – Compiling Project Costs

You must complete *Task 1* to *Task 7* before proceeding with this task.

Access and review your organisation's procedures in compiling the following:

- Costs of materials, consumables, and off-site production
- Labour costs
- Costs of physical resources

After reviewing your organisation's procedures, complete the **Compilation Procedure Identification Form**.

Review each of the completed assessment templates from *Task 1* to *Task 7*, then produce the following documents according to your organisation's procedures:

- Compilation of costs of materials, consumables, and off-site production
- Compilation of labour costs
- Compilation of costs of physical resources

The compilations must follow the procedures required by your organisation.

You will be assessed on your practical skills in:

- Compiling costs of materials, consumables, and off-site production
- Compiling labour costs
- Compiling costs of physical resources

Before starting this task, review the **Workplace Assessment Task 8 – Assessor's Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit the following:

- One (1) completed *Compilation Procedure Identification Form*, for either a residential or commercial building project) to your assessor.
- Compilations of costs of materials, consumables, and off-site production for the type of building project selected (i.e. residential or commercial).
- Compilations of labour costs for the type of building.
- Compilations of costs of physical resources.
- Workplace document that includes the procedure for compiling the following:
  - Costs of materials, consumables, and off-site production
  - Labour costs
  - Costs of physical resources

## Task 9 – Producing Project Estimates

You must complete *Task 1* to *Task 8* before proceeding with this task.

Review your completed assessment templates from *Task 5* and *Task 6* and recall how you came up with the estimates by:

- Identifying the risks involved in making estimates
- Identifying ways to mitigate each risk

Document your answers in the **Project Estimation Detail Form**.

After identifying the risks and how you mitigated each risk, access and review your organisation's workplace document that includes the overhead costs, then using your organisation's estimation software, calculate the following:

- Overhead recovery rate of the project (i.e. construction for either type of building) based on the costs identified from the previous tasks
- Overhead margins of the project

Take a screenshot of the software showing the overhead recovery rate and overhead margins of each project and include them in the *Project Estimation Detail Form*.

After calculating the overhead recovery rate and overhead margins of each project, use the same estimation software to produce estimated project cost that can be included in a tender or bill. You must use your organisation's estimation software to produce a prototype of each project's estimated costs that may be included in a tender or a bill. Take a screenshot of the prototype and include the screenshot in the *Project Estimation Detail Form*.

You will be assessed on your practical skills in:

- Identifying risks while estimating costs
- Identifying ways to mitigate risks identified while estimating costs
- Using construction estimation software to calculate for overhead recovery rate
- Using construction estimation software to calculate for overhead margins
- Using construction estimation software to produce a project's estimated cost that can be included in a tender or a bill
- Identifying software program used to produce the overhead recovery rate, the overhead margins, and the estimated cost of the project.

Before starting this task, review the **Workplace Assessment Task 9 – Assessor's Checklist** provided along with this workbook. This form outlines all the practical skills you need to demonstrate while completing this task.

After completing this task, submit one (1) completed *Project Estimation Detail Forms*, for either a residential or commercial building project) to your assessor.

## Assessment Workbook Checklist

### TO THE CANDIDATE

When you have completed this assessment workbook, review your work, and ensure that:

- ☒ **You have completed all the Knowledge Assessments Questions.**
  - ☐ Knowledge Assessment
- ☒ **You have completed the Practical Assessments in this workbook:**
  - ☒ Workplace Assessment
    - ☒ Workplace Assessment Task 1 – Securing Construction Drawings and Specifications
    - ☒ Workplace Assessment Task 2 – Identifying Compliance with Regulations, Codes, and Standards
    - ☒ Workplace Assessment Task 3 – Identifying Other Project Requirements
    - ☒ Workplace Assessment Task 4 – Identifying Materials, Consumables, and their Costs
    - ☒ Workplace Assessment Task 5 – Estimating Off-site Production Costs
    - ☒ Workplace Assessment Task 6 – Estimating Labour Costs
    - ☒ Workplace Assessment Task 7 – Identifying and Costing Physical Resources
    - ☒ Workplace Assessment Task 8 – Compiling Project Costs
    - ☒ Workplace Assessment Task 9 – Producing Project Estimation
- ☒ **You have saved and submitted the following evidence:**
  - ☒ This completed workbook
  - ☒ Assessment Workbook Cover Sheet signed and scanned
  - ☒ Workplace Assessment Task 1 – Securing Construction Drawings and Specifications
    - ☒ One (1) copy of construction drawings and specifications of a residential building or commercial building
  - ☒ Workplace Assessment Task 2 – Identifying Compliance with Regulations, Codes, and Standards
    - ☒ One (1) completed Government Requirements Identification Forms, for either a residential or commercial building project
  - ☒ Workplace Assessment Task 3 – Identifying Other Project Requirements

- ☒ One (1) completed Additional Project Details Identification Forms, for either a residential or commercial building project
- ☒ Workplace Assessment Task 4 – Identifying Materials, Consumables, and their Costs
  - ☒ One (1) completed Materials and Consumables Cost Identification Forms, for either a residential or commercial building project
  - ☒ The list of prices of materials and consumables from suppliers.
- ☒ Workplace Assessment Task 5 – Estimating Off-site Production Costs
  - ☒ One (1) completed Off-site Production Cost Estimation Forms, for either a residential or commercial building project
  - ☒ Off-site production estimate from manufacturers
- ☒ Workplace Assessment Task 6 – Estimating Labour Costs
  - ☒ One (1) completed Labour Cost Estimation Forms, for either a residential or commercial building project
  - ☒ Workplace document that includes:
    - ☒ The following regarding the hiring of appropriate contractors, sub-contractors, and employees needed for the construction of the building:
      - ☒ Organisational scope
      - ☒ Organisational processes
      - ☒ Organisational requirements
      - ☒ Work rates for contractors, sub-contractors, and employees
  - ☒ On-cost and insurance information for contractors, sub-contractors, and employees
- ☒ Workplace Assessment Task 7 – Identifying and Costing Physical Resources
  - ☒ One (1) completed Physical Resources Costing Forms, for either a residential or commercial building project
  - ☒ Prices of hiring physical resources from the suppliers of the physical resources
- ☒ Workplace Assessment Task 8 – Compiling Project Costs
  - ☒ One (1) completed Compilation Procedure Identification Form, for either a residential or commercial building project

- ☒ Compilations of costs of materials, consumables, and off-site production for either a residential or commercial building project.
- ☒ Compilations of labour costs for either a residential or commercial building project.
- ☒ Compilations of costs of physical resources.
- ☒ Workplace document that includes the procedure for compiling the following:
  - ☒ Costs of materials, consumables, and off-site production
  - ☒ Labour costs
  - ☒ Costs of physical resources
- ☒ Workplace Assessment Task 9 – Producing Project Estimation
  - ☒ One (1) completed Project Estimation Detail Forms, for either a residential or commercial building project

#### **IMPORTANT REMINDER**

**You must achieve a satisfactory result to ALL assessment tasks to be awarded  
COMPETENT for the unit(s) relevant to this workbook.**

To be marked as competent in the unit(s) of competency relevant to this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor.

### TO THE ASSESSOR

When you have completed assessing the assessment workbook, review the candidate's submission against the checklist below:

- ☐ **The candidate has completed the Knowledge Assessments in this workbook:**
  - ☐ Knowledge Assessment
- ☐ **The candidate has completed the Practical Assessments in this workbook and has submitted all the required evidence:**
  - ☐ Workplace Assessment
    - ☐ Workplace Assessment Task 1 – Securing Construction Drawings and Specifications
    - ☐ Workplace Assessment Task 2 – Identifying Compliance with Regulations, Codes, and Standards
    - ☐ Workplace Assessment Task 3 – Identifying Other Project Requirements
    - ☐ Workplace Assessment Task 4 – Identifying Materials, Consumables, and their Costs
    - ☐ Workplace Assessment Task 5 – Estimating Off-site Production Costs
    - ☐ Workplace Assessment Task 6 – Estimating Labour Costs
    - ☐ Workplace Assessment Task 7 – Identifying and Costing Physical Resources
    - ☐ Workplace Assessment Task 8 – Compiling Project Costs
    - ☐ Workplace Assessment Task 9 – Producing Project Estimation
- ☐ **The candidate has submitted the following evidence:**
  - ☐ This completed workbook
  - ☐ Assessment Workbook Cover Sheet signed and scanned
  - ☐ Workplace Assessment Task 1 – Securing Construction Drawings and Specifications
    - ☐ One (1) copy of construction drawings and specifications of a residential building or commercial building
  - ☐ Workplace Assessment Task 2 – Identifying Compliance with Regulations, Codes, and Standards
    - ☐ One (1) completed Government Requirements Identification Form, for either a residential or commercial building project

- ☐ Workplace Assessment Task 3 – Identifying Other Project Requirements
  - ☐ One (1) completed Additional Project Details Identification Form, for either a residential or commercial building project
- ☐ Workplace Assessment Task 4 – Identifying Materials, Consumables, and their Costs
  - ☐ One (1) completed Materials and Consumables Cost Identification Form, for either a residential or commercial building project
  - ☐ The list of prices of materials and consumables from suppliers.
- ☐ Workplace Assessment Task 5 – Estimating Off-site Production Costs
  - ☐ One (1) completed Off-site Production Cost Estimation Form, for either a residential or commercial building project
  - ☐ Off-site production estimate from manufacturers
- ☐ Workplace Assessment Task 6 – Estimating Labour Costs
  - ☐ One (1) completed Labour Cost Estimation Form, for either a residential or commercial building project.
  - ☐ Workplace document that includes:
    - ☐ The following regarding the hiring of appropriate contractors, sub-contractors, and employees needed for the construction of the building:
      - ☐ Organisational scope
      - ☐ Organisational processes
      - ☐ Organisational requirements
      - ☐ Work rates for contractors, sub-contractors, and employees
  - ☐ On-cost and insurance information for contractors, sub-contractors, and employees
- ☐ Workplace Assessment Task 7 – Identifying and Costing Physical Resources
  - ☐ One (1) completed Physical Resources Costing Form, for either a residential or commercial building project)
  - ☐ Prices of hiring physical resources from the suppliers of the physical resources
- ☐ Workplace Assessment Task 8 – Compiling Project Costs
  - ☐ One (1) completed Compilation Procedure Identification Form, for either a residential or commercial building project

- ☐ Compilations of costs of materials, consumables, and off-site production for the type of building project selected (i.e. residential or commercial).
- ☐ Compilations of labour costs for the type of building.
- ☐ Compilations of costs of physical resources.
- ☐ Workplace document that includes the procedure for compiling the following:
  - ☐ Costs of materials, consumables, and off-site production
  - ☐ Labour costs
  - ☐ Costs of physical resources
- ☐ Workplace Assessment Task 9 – Producing Project Estimation
  - ☐ One (1) completed Project Estimation Detail Forms, for either a residential or commercial building project

#### **IMPORTANT REMINDER**

**The candidate must achieve a satisfactory result to ALL assessment tasks to be awarded COMPETENT for the unit(s) relevant to this workbook.**

To award the candidate competent in the unit(s) relevant to this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks.

## Record of Assessment (Assessor's Use Only)

| RECORD OF ASSESSMENT |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| Candidate's Name     |                                                                                         |
| RTO Name             |                                                                                         |
| RTO Contact Number   |                                                                                         |
| RTO Email Address    |                                                                                         |
| Assessor's Name      |                                                                                         |
| Unit of Competency   | CPCCB4004 - Identify and produce estimated costs for building and construction projects |

| Knowledge Assessment | S                        | NYS                      |
|----------------------|--------------------------|--------------------------|
| Question 1           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 2           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 3           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 4           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 5           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 6           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 7           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 8           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 9           | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 10          | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 11          | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 12          | <input type="checkbox"/> | <input type="checkbox"/> |
| Question 13          | <input type="checkbox"/> | <input type="checkbox"/> |

| Practical Assessment |   |     |
|----------------------|---|-----|
| Workplace Assessment | S | NYS |

|                             |                          |                          |
|-----------------------------|--------------------------|--------------------------|
| Workplace Assessment Task 1 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 2 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 3 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 4 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 5 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 6 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 7 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 8 | <input type="checkbox"/> | <input type="checkbox"/> |
| Workplace Assessment Task 9 | <input type="checkbox"/> | <input type="checkbox"/> |

| Rules of Evidence                                            | S                        | NYS                      |
|--------------------------------------------------------------|--------------------------|--------------------------|
| All knowledge and skills evidence submissions are valid      | <input type="checkbox"/> | <input type="checkbox"/> |
| All knowledge and skills evidence submissions are authentic  | <input type="checkbox"/> | <input type="checkbox"/> |
| All knowledge and skills evidence submissions are sufficient | <input type="checkbox"/> | <input type="checkbox"/> |
| All knowledge and skills evidence submissions are current    | <input type="checkbox"/> | <input type="checkbox"/> |

| Signature Authentication Checklist                                                                                                                                                                                                                                                                                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| <p>This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions.</p> <p>Read each checklist item and tick YES only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted.</p> |                          |
| Checklist                                                                                                                                                                                                                                                                                                                   | Completed                |
| I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider.                                                                                                                                                                 | <input type="checkbox"/> |
| I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider.                                                                                                                                                                      | <input type="checkbox"/> |
| I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider.                                                                                                                                                                           | <input type="checkbox"/> |

### 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 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 the following 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<br>(Phone number or email address) | Date contacted |
|                                                   |                                                    |                |

**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<br>(Phone number or email address) | Date contacted |
|                                                   |                                                    |                |

**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<br>(Phone number or email address) | Date contacted |
|                                                   |                                                    |                |

| Assessor Declaration                                                                                      |                      |
|-----------------------------------------------------------------------------------------------------------|----------------------|
| I declare that the information recorded in this <i>Third-Party Verification Log</i> is true and accurate. |                      |
| Assessor's name                                                                                           | Assessor's signature |
| Date signed                                                                                               |                      |

End of Record of Assessment (For the Assessor's Use Only)