

CPCCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4029B Apply construction information to the sales process* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Pippa Turner
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Pippa Turner

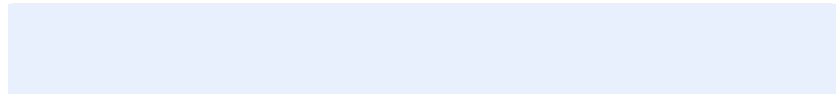
Participant signature



Date 24/02/2022

Assessor name

Assessor signature



Date Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
18		Satisfactory	Not Yet Satisfactory
		☐	☐

Q1. Outline the circumstances in which a building licence must be obtained before carrying out building work.

Answer In QLD, individuals and companies MUST hold a QBCC license to carry out the following:
Any building work valued over \$3,300.00
Building work valued over \$1,100.00 where it involves hydraulic services design
Building work of any value where it involves, drainage, plumbing & drainage, gas fitting, termite management – chemical, fire protection, completed residential building inspection, building design – low rise, medium rise & open, site classification



Q2. Describe the steps involved in organising electricity supply to site. Provide approximate timeframes for this process.

Answer Your electrical contractor will be able to tell you whether there is supply available to your site, should the site not have power the electrical contractor can complete an enquiry on the clients behalf, the distribution network services provider will conduct the necessary network investigations and provide an indicative estimate of potential costs and timeframes for the client to make an informed decision within 20 business days, once all agreed to the distribution network can offer connection within 10 business days



Q3. True or False (Tick your response): Staged approval is one type of approval that may be sought for the building approval stage.

Answer

☒	True
☐	False

☐

Q4. True or False (Tick your response): Building provision approvals are issued by the local government (e.g. Brisbane City Council).

Answer

☒	True
☐	False

☐

Q5. Describe the steps involved in organising water supply to site. Provide approximate timeframes for this process.

Answer

If you would like to connect water you will need to submit a water application approval application, the water approval process works in conjunction with the council development assessment process and applications do not need to be submitted at the same time, for simple residential developments are usually completed within five days.

☐

Q6. Identify the Volume and Parts of the NCC which outline energy efficiency requirements for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume 2: Parts 2.6 & 3.12	Volume 1 Part J

☐

Q7. Describe the long-term benefits of sustainable building solutions. List one (1) environmental benefit and one (1) benefit for the client.

Answer

Topics	Definition
Environmental benefit	Fewer carbon emissions
Client benefit	Higher property value

☐

Q8. Match the insurance types and definitions by writing the appropriate letter next to each number in the centre column.

Answer

Insurances		Answers	Definition	
1	Builder's All Risk	1 -B	A	Covers personal injury or property damage.
2	Indemnity	2 -C	B	Covers accidental risks of physical loss or damage during construction, third party liabilities and advance loss of profits.
3	Public Liability	3 -A	C	Covers costs where a contractor has caused building errors or omissions.
4	Workers' Compensation	4 -D	D	Covers death, injury or illness of employees.

☐

Q9. True or False (Tick your response): Insurance should be taken out by the contractor prior to starting construction.

Answer

☒	True
☐	False

☐

Q10. Select and describe five (5) trades involved in the construction process.

Answer

Trade	Description
Excavation	Prepares the site for building by removing all vegetation and excavating footings
Electricians	Arranges electricity to be connected, places wiring for lighting and power cables, fixes switches, installs powerpoints, wires electrical systems
Plumbing	Organises water supply, installs pipes and drains, installs roof and guttering fits taps, hot water systems and toilets, ensures that downpipes are fitted and the sewer is connected
Steel fixing	Installs reinforcing steel to improve the strength of concrete
Gas fitting	Places gas pipes to appliances



Q11. Order the following steps from 1 to 10 to identify an appropriate construction sequence.

Answer

Step Number	Steps
3	Floor frame
5	Windows and external door frames
7	Wall insulation
1	Set out
9	Painting
6	Electrical wiring
2	Plumbing of waste pipes
8	Internal linings
10	Landscaping
4	Wall frames



Q12. For each of the main stages of construction listed below, identify the main trades involved and an approximate duration of each stage for a standard.

Answer

Stage	Description	
1: Clearing of the site	Trades	Depending on the nature of the land there may be soil testing, site leveling and cleaning undertaken prior to actual construction
	Duration	varies
2: Slab or base stage	Trades	It includes measuring out the design on the site, pouring the footings, underslab drainage, moisture barrier and special mesh for termite protection
	Duration	Approx. 1-2 weeks
3: Frame stage	Trades	This includes the installation of your internal and external support structure, along with walls, conduit for electrical and plumbing, the roof frame and sheeting, gutters and insulation
	Duration	Approx. 3-4 weeks
4: Lockup stage	Trades	Lock up occurs with the windows, doors and remaining walls are installed, its also safe for plumbers, electricians, cabinet makers and other tradesman to begin fitting out the property
	Duration	Approx. 4 weeks
5: Fit-out or fixing stage	Trades	Plumbing, electrical (including lights and power points) and other fixtures and fittings will be installed, the design features that make the property a home will also be added such as cornices, tiling, cabinets and shelving, reveals and architraves
	Duration	Approx. 5-6 weeks
6: Practical completion stage	Trades	This is the stage where all painting, installations and detailing have been completed and you're effectively ready to move in
	Duration	Approx. 7-8 weeks



Q13. Identify five (5) factors that can affect the duration of each construction stage.

Answer Project size, project function, height of building, building complexity, quality requirements and location



Q14. Describe how each of the following factors can affect construction times.

Answer

Factor	Effect
Changed conditions	If the requirements of the job are altered, this will change the initially projected timeframes, especially where additional materials and labour must be organised
Labour availability	The construction process sequence is very important when organising the required labour, for example, a plasterer should only be organised after all other trades have performed their tasks correctly, electricians and plumbers will not be able to access behind the walls as easily once the plasterer has put them up
Material availability	You must liaise with sub-contractors and suppliers to ensure materials are delivered when the sub-contractor is ready to complete their work, materials that are rare or difficult to source should be ordered well in advance
Weather	Weather will affect the ability of trades to complete their jobs on time



Q15. Describe the site establishment requirements for each of the points listed.

Answer

Requirement	Description
Earthworks	Contact dial before you dig before undertaking any excavation to ensure that services will not be damaged during construction
Electricity	Electricity may need to be disconnected from work zones prior to construction and temporary utilities installed for the duration of the construction process
Neighbours	Provide advance notice to neighbours of intended start dates and site contact numbers
Waste disposal	Set up a designated area for rubbish bins and waste removal, check if permits are required to place bins on the street
Water connection	Book in a plumber to perform any required disconnections prior to any demolition taking place



Q16. Identify the section of the *Work Health and Safety Regulations* that outlines the site establishment requirements listed.

Answer

Regulation section	Requirement
40	The layout of the work area must allow for persons to enter, exit and move about without risk to health and safety
41	Adequate facilities must be provided for workers, including toilets, drinking water, washing facilities and eating facilities.
308	A principal contractor for a construction project must install signs outside the work area that shows their name and telephone contact numbers and site office address.



Q17. True or False (Tick your response): The owner is able to access the site at any time.

Answer

☐	True
☒	False

☐

Q18. Which of the following parties should the client contact to access the site? Tick all that apply.

Answer

Choice	Possible Answers
☒	Contractor
☐	Local Government
☐	Industry Regulator (e.g. Queensland Building and Construction Commission)
☐	Subcontractors

☐

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PRACTICAL ASSESSMENT INSTRUCTIONS

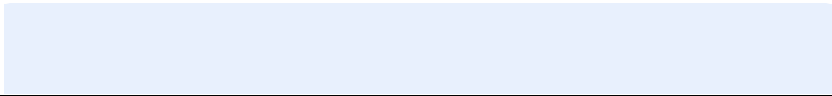
- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's 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 an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name Pippa Turner

Participant signature 

Date 24/02/2022

Assessor name _____

Assessor signature 

Date Click here to enter a date.

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

CPCBC4029B

APPLY CONSTRUCTION INFORMATION TO THE SALES PROCESS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to apply construction information during the sales process in order to develop the customer's knowledge of construction processes and the effects on the contract and building timelines. 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. Evidence to be submitted may include: - RFI and relevant correspondence with client - A variation, price and acceptance by the client 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: Two (2) sales contracts.		
Assessment of task		
Name of participant:	Pippa Turner	
Name of observer:	Leslie Crocker	
Role of observer (Confirm suitability to sign)	Project Manager	
Email address of observer	Leslie.c@woollamconstructions.com.au	
Signature of observer:		
Date:	24/02/2022	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Identify and explain to the customer the approvals required before starting construction, including: - Statutory approvals - Sustainability requirements - Insurance covers	☒	☒
1.B. Identify and explain to the customer the stages and timeframes of construction, including: - Main trade components - Construction process sequence (including approximate duration)	☒	☒
1.C. Identify and explain to the customer potential industry conditions that can affect construction times.	☒	☒
1.D. Identify and explain to the customer site establishment requirements before starting construction.	☒	☒

1.E. Establish site access arrangements with the client.	☒	☒
1.F. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Active listening and responding to client questions	☒	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Pippa identified and explained the approval process through a PCG meeting with the client, whereby she talked through the approval currently obtained and the outstanding approvals required to commence construction. The evidence of this can be sited on the attached PCG Report presented to the client prior to the meeting. As part of this report and subsequent meeting, she also discussed the timeframes for major components and the sequence of works that have been completed and were expected to be completed in the coming weeks. She explained to the client the potential delays that could be incurred due to wet weather in an NOD that was sent through and further evidenced by the submission of an EOT for the wet weather delays. Prior to commencing, Pippa sent through a detailed site establishment plan and traffic route for the client information these are attached for reference. Again, these were also part of her discussion with the client during the PCG meeting where she advised the client on any issues with the current site establishment and traffic control as well as any complaints from neighbours. Pippa has again demonstrated a very high standard of communication with the client and a patient and understanding demeanour when discussing issues such as temporary power shutdowns or water shutdowns.

EXTENSION OF TIME NOTICE AND CLAIM FORM

woollam
CONSTRUCTIONS

AS4902-2000
**Contractors Claim for
Extension of Time No.**

(Clause 34.2)

Project: 1762M Kerrisdale Gardens Stage 2 Date Issued: 16.02.2022
Principal: Good Shepherd Lodge Ltd as Trustee for Good Sheperd Lodge Charitable Trust.
Contractor: Woollam Constructions

To: Peter Bartlett

Woollam Constructions hereby request an extension of time to the Date for Practical Completion.

Pursuant to Clause 34.2 of AS4902-2000, the Contractor notifies the Superintendent that the work under the Contract has been delayed by the event(s) stated below:

Event(s) – Wet Weather Event

Works that have delayed the PC include:

- Civil Works – Filling, compaction and proof roll of the building pad were delayed during this weather event.

Cause of delay: Wet Weather and its effects on the 31st of January 4th February and 7th February.

Duration: 3 days

Cost of Delay: Not Applicable.



Pippa Turner
Contracts Administrator

WC CON 011 EOT Contractors Notice & Claim Form	Approved By: M. Cadzow	Version: 1	Page 1 of 1
Creation Date: 31.07.2007	Amendment Date: 20.01.2014	Review Date: 20.01.2015	

Woollam Constructions Notice of Delay # 01

Project: 1762M Kerrisdale Gardens Stage 1 Date Issued: 31.01.2022
Principal: Good Shepherd Lodge Ltd as Trustee for Good Shepherd Lodge Charitable Trust.
Contractor: Woollam Constructions

To: Peter Bartlett.

Pursuant to Clause 34.2 of AS4902-2000 D&C, Woollam Constructions notifies the Superintendent that the work under the Contract has been delayed by the event(s) stated below:

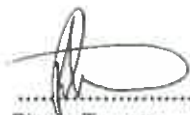
Event(s): *Delays caused due to disruptive weather events.*

Cause of delay: *Wet Weather Conditions starting on Monday 31.01.2022.*

Delays to the following activities:

- Civil Works

The total number of days will be advised once the full extent of the delay is realized due to further forecasted wet weather conditions & in turn when ground conditions are dry enough to safely continue with site progress. A formal request for an extension of time relating to the disruption will be submitted once the full extent is realized.



Pippa Turner
Contracts Administrator



1.0 Procedural / Administration Issues

1.1 Procedural matters

- AS4902-2000 D&C Head Contract, Formal Instrument of Agreement have been executed by the parties.
- Tripartite Agreement to be signed.
- Possession of site effective from 10.01.2022.

1.2 Administration Matters

- Operation works approval received on the 19.01.2022. Prestart meeting lodged with council on the 21.01.2022 and awaiting confirmation of meeting. Council have promised to have meeting by end of this week.
- QFES approval received and Building Approval to be issued by the end of this week.
-

2.0 Key issues

2.1 Status of Requests for Information

Description	Date Submitted	Details	Status
Plants in Courtyard	25/01/2022	Removal of existing plants in planter box area to allow construction of new stormwater lines and pits.	To be discussed in PCG.

2.2 Status of Samples / Endorsements for Approval

RFI No.	Description	Date Submitted	Details	Status

2.3 Status of Off-Site Inspections

Inspection No.	Description	Date Inspected	Details	Status

3.0 Contractual matters

1) Notices issued under contract

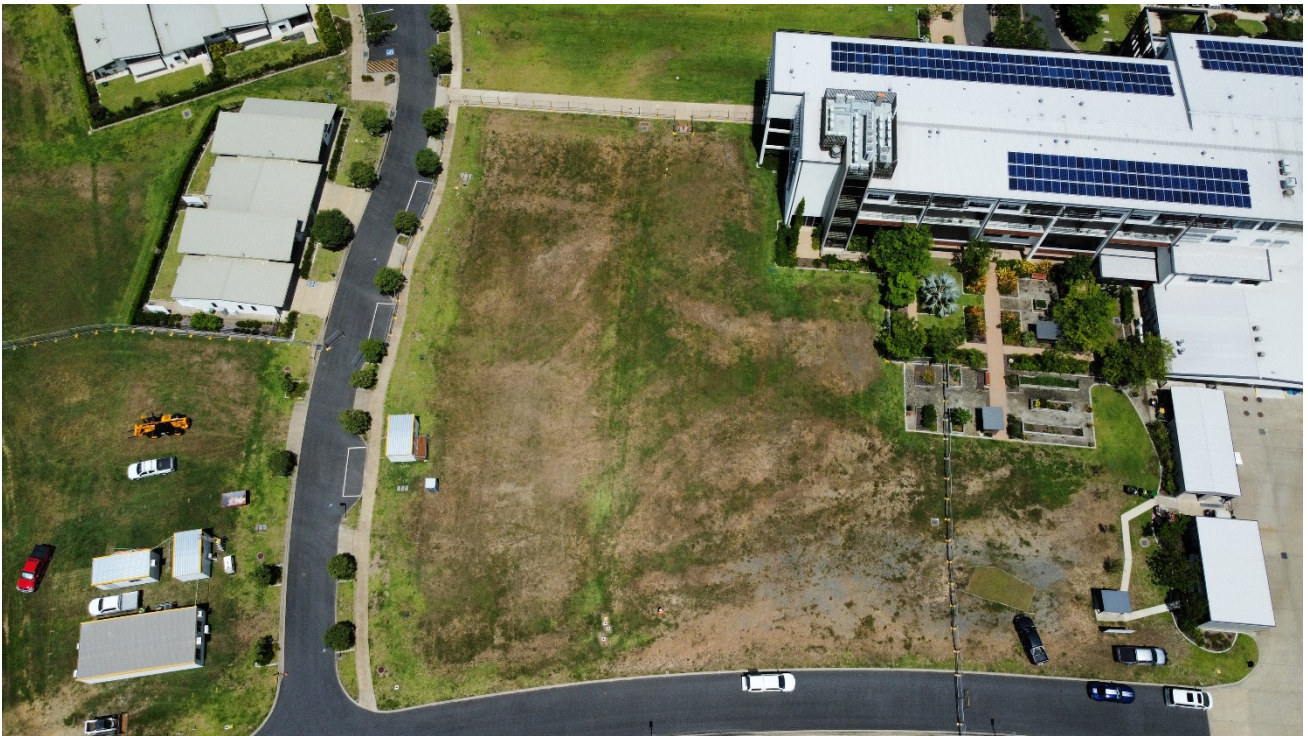
Notices issued for weather on: Nil.

No other contractual matters have been formally raised or addressed.

2) Adjacent Neighbour issues

No issues to date.

4.0 Photographic Records



4.1 SITE SET UP AND TEMPORARY FENCING



4.3 TEMPORARY ACCESS ROAD AND CONTRACTOR PARKING FROM KERRISDALE CRESCENT

6.0 Construction Report

6.1 Progress / Program status

WORKS COMPLETED IN JANUARY 2022:

- Site Amenities
- Site access and control
- Sediment & Erosion controls
- New fire ring main
- Relocation of existing water main

WORKS SCHEDULED FOR FEBRUARY 2022:

- Bulk Excavate and fill building pad
- Piling and bored piers
- Lift pit construction
- Detail Excavation of footings
- Underslab drainage and services

AUTHORITY APPROVALS STATUS:

Approval Description	Status	Status Date	Comments
DA Approval / Minor Change	Received	14-Jan -22	
Operation Works Approval	Received	19-Jan-22	
QFES Assessment	Received	19-Jan-22	
BA Full	In progress		Expected by COB 28.01.2022
MRC Plumbing Approval	Received	21.09.2021	

6.2 Approved Variations

Original Contract Value = \$13,798,170.00

Approved Variations					
Variation No.	Description	Date Approved	Variation Value	Status	Revised Contract Value

Variation Summary:

Total variations approved = \$ 0

Current (Revised) Contract Sum = \$13,798,170.00

All sums noted are exclusive of GST.

6.3 Subcontractors

Below is a list of subcontractors Woollam Constructions have engaged for this project.

Subcontractor	Trade
Future Civil	Earthworks & Civil Stormwater
Veris	Surveyors
Russell Heale	Piling
Barcam	Electrical
Obriens	Plumbing
ARC	Reinforcement supply
Hanson Construction Materials	Concrete supply
Termi-Mesh Mackay	Termite Treatment
Mackay Concrete Pumping	Concrete Pumping
Ceilings and Linings	Demo's Plastering

6.4 Summited NOD's

NOD No	Description	Date Summited
	Nil	

6.5 Summited EOT's

EOT No	Description	Date Summited	Status	Adjusted Practical Completion
	Nil			

7.0 Financial reports

7.1 Progress claims summary

Designation	Claim Number	Month	Nett Amount of Claim (Excl GST)	Status Date	Status
Construction	1	Dec-21	\$525,746.16		Inv Issued

All figures quoted above are exclusive of GST.

Refer to Appendix 8.2 – Forecast Cashflow to completion.

8.0 Work health and safety report

Prescare Corinda RACF			
Health & Safety Metric	Previous Report to Date	Current Month	Project to Date (27 January 2022)
FTE (Full Time Equivalent) [Man Hours of Employees / Subcontractors] (to 29-Jan-20)		843.8	843.8
LTI (No. of Lost Time Injuries)		0	0
MTI (No. of Medical Treatment Injuries)		0	0
Length of Project- Weeks		3	3
Frequency Rate (LTIFR)		0	0
Recordable Injury Frequency Rate (TRIFR)		0	0

Woollam Constructions have adapted their current WHS and Quality Assurance system to encompass new building works at the Kerrisdale Gardens Stage 2 Project.

- ▶ Regular audits are completed and are available for review; please contact our office to arrange copies.
- ▶ Inspection and Test plan have been implemented, copies of applicable Inspections and test are available upon request.
- ▶ Daily Task Safety and Quality observations are completed, copies of observations are available upon request.



9.0 Appendices

9.1 Program – Status as at 27 January, 2022



Proud Member



ISO 9001
QBCC LICENSE No. 1343
PQC REGISTRATION No. 00055 (LEVEL3)
NSW CONTRACTOR LICENSE No. 165793C
WA BUILDING REGISTRATION No. 14180

ACN 009 676 064
ABN 94 009 676 064

A 'TF Woollam & Son Pty Ltd' Company

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