

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4008B Conduct on-site supervision of building and construction project* 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	Rik Chetcuti
------------------	--------------

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.

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Rik Chetcuti

Participant signature



Date 29/05/2021

Assessor name

Assessor signature

Date Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
46		☐	☐

ASSESSOR COMMENTS

Q1. Name the Act and identify the section that addresses the amount of progress payments. Briefly describe the requirements.

Answer

Section of Act	Requirements
Queensland Building and Construction Commission Act 1999 – Schedule 1B 34 Progress payments for regulated contracts.	(1) The building contractor under a regulated contract must not claim an amount under the contract, other than a deposit, unless the amount— (a) is directly related to the progress of carrying out the subject work at the building site; and (b) is proportionate to the value of the subject work that relates to the claim, or less than that value. Example for paragraph (b)— The claimed amount is for half of the contract price for a regulated contract, less a 5% deposit, and is demanded after the completion of half of the subject work. Maximum penalty—50 penalty units. (2) A regulation may prescribe when an amount is proportionate to the value of subject work under a regulated contract. (3) For subsection (1), a building contractor is taken to claim an amount if the contractor demands or receives the amount. (4) In this section— building site, for a regulated contract, does not include a place where the subject work has been, is being, or is to be, carried out if the work is required to later be installed or constructed at another place under the contract. deposit, for a regulated contract, means the deposit permitted for the contract under schedule section 33(1).



Q2. Name the Regulation and identify the section that identifies the types of dispute resolution processes for progress payments. Briefly describe the requirements.

Answer

Section of Regulation	Requirements
Queensland Building and Construction Commission Act 1999 – 67P Late Progress Payments	(1) This section applies if— (a) the contracting party for a building contract is required to pay an amount (the progress amount) to the contracted party for the building contract; and (b) the progress amount is payable as the whole or a part of a progress payment; and (c) the time (the payment time) by which the progress amount is required to be paid has passed, and the progress amount, or a part of the progress amount, has not been paid. (2) For the period for which the progress amount, or the part of the progress amount, is still unpaid after the payment time, the contracting party is also required to pay the contracted party interest at the penalty



	rate, as applying from time to time, for each day the amount is unpaid. (3) In this section— penalty rate means— (a) the rate made up of the sum of the following— (i) 10% a year;[s 67R] Queensland Building and Construction Commission Act 1991 Part 4A Building contracts other than domestic building contracts Current as at 1 May 2021 Page 175 Authorised by the Parliamentary Counsel (ii) the rate comprising the annual rate, as published from time to time by the Reserve Bank of Australia, for 90 day bills; or (b) if the building contract provides for a higher rate of interest than the rate worked out under paragraph (a)—the higher rate.
--	---

Q3. List three (3) different documents you might refer to when making contract payments.

Answer Ensure that your contract payments are made in accordance with:
The contract allowance
Relevant material supply purchase orders
Invoices

☐

Q4. Identify two (2) types of construction allowances, using examples.

Answer **Material allowance amounts:** The amount of money allocated to cover the cost of material(s) and any applicable taxes only, excluding the labour to install the specified material(s), overhead and profit not included.
Installed allowance amounts: The amount of money allocated to cover the cost of both material and labour to install the specified material(s) and any applicable taxes, overhead and profit not included.

☐

Q5. To avoid misunderstanding between the builder and client regarding construction allowances, describe one (1) organisational policy/procedure that might be implemented.

Answer Builders should provide a work order for the allowance immediately upon completion of the work or purchase of material. Customers should insist on seeing work orders for every project when allowances come into play.
Or
Builders should insist that changes, as pertaining to cost allowances, are approved by the client before they lay out any money for the new materials or labour. Customers should request that the builder secure approval before spending additional funds for materials or labour costs.

☐

Q6. True or False (Tick your response): Any changes to the original contract (time and/or work) must be in writing.

Answer

☒	True
☐	False

☐

Q7. Who must sign a contract variation (time and/or work)?
Tick all that apply.

Answer

Choice	Possible Answers
☐	All subcontractors
☐	All suppliers
☒	Builder
☒	Client

☐

Q8. Fill in the blanks: Once a variation is signed, the builder must provide a copy to the client within 5 Business days.

Answer

☐

Q9. True or False (Tick your response): Subcontractors should be given time to rectify issues before a back-charge is incurred.

Answer

☒	True
☐	False

☐

Q10. Identify one (1) document you might supply to a subcontractor to justify a back-charge.

Answer

Include as much detail as possible when sending notice of defective work. If the subcontractor does not remedy the defects, keep the invoices and timesheets regarding the back-charges separately to show they link back to the subcontractor.

On the flip side, the subcontractor should also document all phases of the work performed as well. As a general rule, when courts analyse back charges, they look to see if the incurred fees fall 'within the scope of the contract'.

☐

Q11. True or False (Tick your response): Invoices should correspond with delivery notes.

Answer

☒	True
☐	False

☐

Q12. Identify two (2) controls for ensuring that invoice payments are appropriately authorised.

Answer

Two control for ensuring that invoice paments are appropriately authorised can be Comparisons between budgeted amounts and actual figures and Segregation of duties, so those who accrue costs are separate from those who make payments.

☐

Q13. What type of insurance should you take out for site loss or damage?

Answer

Contract Works Insurance (sometimes referred to as 'Construction All Risks Insurance') protects the construction-related activities of a construction project – including accidental risks of physical loss or physical damage to the contract works during construction as well as third party liabilities and the advance loss of profits.

☐

Q14. Identify three (3) written records you might supply to support an insurance claim.

Answer

The following are supportive to a claim: Receipts, Police reports, Product make/model/serial numbers, Photographs.

☐

Q15. Name the document that outlines the timeframes for processing insurance claims.

Answer

Under the General Insurance Code of Practice, insurance companies promise to respond to your claim within 10 business days and tell you whether they will accept or deny your claim based on the information you have provided.

If the insurance company needs more detailed information before making a decision, it will let you know what information it needs from you within 10 business days of receiving your claim.

The insurance company might decide to appoint a loss assessor, loss adjuster or an investigator to get more information. If so, the insurance company will give you an estimate of how long it will take to make a

☐

decision about your claim. It will also notify you within five business days of appointing that person and it will let you know, every 20 business days, about the progress of your claim.

If your claim is complex, the insurance company will negotiate with you to arrange a different timeframe for settling the claim.

Q16. You should record communications with which of the following parties? Tick all that apply.

Answer

Choice	Possible Answers
☒	Clients
☒	Contractors
☒	Inspectors
☒	Suppliers
☒	Unions

☐

Q17. You have participated in on-site communication for the following matters. Which of the listed communications should you record in your site diary? Tick all that apply.

Answer

Choice	Possible Answers
☒	Allocating and managing human resources
☒	Communicating with regulatory authorities to ensure compliance
☒	Facilitating dispute prevention and resolution
☒	Maintaining environmental controls and obligations
☒	Managing expenditure
☒	Participation in on-site meetings
☒	Placing orders for supplies or equipment
☒	Scheduling of plant and equipment

☐

Q18. True or False (Tick your response): A file note should be used to document important interactions between the builder and client.

Answer

☒	True
☐	False

☐

Q19. True or False (Tick your response): File notes are regularly referred to.

Answer

☒	True
☐	False

☐

Q20. Which of the following details should be on a site report?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Conditions (e.g. weather)
☒	Observation date and time
☒	Project details
☒	Safety observations
☒	Sign-off by observer
☒	Site activities

☐

Q21. Briefly describe the purpose of a site report.

Answer

The idea behind conducting observations and creating observation reports is to step back and make a conscious and objective assessment of project progress, as well as general site activity, safety or environmental findings and evidence of anything out of the ordinary.

☐

Q22. When can a notice for unsatisfactory work be issued by the client?
Tick all that apply.

Answer

Choice	Possible Answers
☒	Before work commences
☒	Before work completes
☒	Upon completion of work

☐

Q23. True or False (Tick your response): A notice of unsatisfactory work should be communicated in writing.

Answer

☒	True
☐	False

☐

Q24. Identify three (3) quality control procedures that may be implemented.

Answer Three quality control procedures that may be implemented are, Client onsite meetings, regular site checks and having trades complete a trade pack to ensure they are a skilled tradesman. ☐

Q25. True or False (Tick your response): Site checklists should be maintained for all stages of the building project.

Answer

☒	True
☐	False

☐

Q26. True or False (Tick your response): Site checklists may be used as a reminder for workers and during inspections.

Answer

☒	True
☐	False

☐

Q27. What is the purpose of an organisational quality manual and who might refer to this document?

Answer Once you have identified the types of procedures that will assist you in managing your building project quality (such as checklists, quality checks and on-site reviews) you can then transfer these procedures into written form within a Quality Manual. ☐

This practice ensures your business maintains its quality systems and continuously improves those systems.

Q28. Identify the Volume and Parts of the NCC that relate to the quality requirements for garage doors for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
B1.4 Determination of structural resistance of materials and forms of construction	3.0.4 Determination of structural resistance of materials and forms of construction

☐

Q29. Which Australian Standard is referenced in the NCC with regards to the quality requirements for garage doors?

Answer AS/NZS 4505 Garage doors and other large access doors (incorporating amendment 1) ☐

Q30. True or False (Tick your response): Building approvals/inspections must be carried out by Council building certifiers.

Answer

☒	True
☐	False

☐

Q31. Name the Regulation and identify the section that identifies the mandatory stages requiring inspection for a single detached Class 1a building. Briefly describe the requirements.

Answer

Section of Act	Requirements
Building Regulation 2016 (Qld)	building inspections on Class 1a dwellings must be performed at the following stages: Footing Slab Frame Final

☐

Q32. True or False (Tick your response): A supervisor must watch over the work as it is happening.

Answer

☐	True
☒	False

☐

Q33. Identify three (3) checks that may occur to verify painting work meets the required standard.

Answer

1 – Pre paint inspection carried out to ensure adequate surface 2 – Correct paint type used for internal and external environments 3 – Selected class of finish achieved in accordance with contract documents.	☐
---	--------------------------

Q34. True or False (Tick your response): Specific requirements for quality and finish should be included in the contract, so the builder knows the standard required to be met.

Answer

☒	True
☐	False

☐

Q35. List three (3) implied standards for building work, as per the Australian Consumer Law.

Answer

Three implied standards for building work as per the Australian consumer are NNC one and two and the applicable Australian Standard for which work is being completed onsite. For example the Australian standard that should be referenced when painting work is being completed is, AS/NZS 2311:2000 Guide to the painting of buildings.

☐

Q36. For each of the following topics, identify an organisational policy that may be in place.

Answer

Topic	Policy
Pre-handover inspection	Arrange an on-site inspection with the client perhaps a week before the date nominated for handover. This gives you a final opportunity to address any remaining issues prior to handover
Final payment	Organise final payment of the project at practical completion and not at handover

☐

Q37. True or False (Tick your response): Final payment is to be made prior to practical completion.

Answer

☒	True
☐	False

☐

Q38. True or False (Tick your response): The contract may specify that certificates of inspection are required prior to receiving final payment.

Answer

☐	True
☒	False

☐

Q39. List five (5) aspects that may be checked as part of the final inspection.

Answer

Aspects that may be checked as part of the final inspection include,
The control and discharge of stormwater
The height of the floor above ground
Support of any earthworks necessary to protect the building and other property
Protection against water penetration
Fire safety issues such as smoke alarms
Room ventilation
Toilet door swing
Vermin proofing
Sub-floor ventilation
Termite protection and re-treatment notice
Stairs, handrails and balustrades
Swimming pool fencing of the final inspection include,

☐

Q40. True or False (Tick your response): The building certifier's certificate indicates that all inspections and approvals required by the legislation have been satisfactorily completed.

Answer

☒	True
☐	False

☐

Q41. What documents should be provided to the client on handover day?

Answer ☐

The following documents should be provided to the clients on handover day,
 Certificates of inspection
 Warranties relating to appliances and termite protection
 Reports, notices or other documentation issues by service providers (e.g. electricity, gas, telephone, water or sewerage)
 Provide a Practical Completion Certificate to the client where this is required under the contract.

Q42. Identify two (2) items that might be found on a defects item document.

Answer ☐

Items that you might typically find a defects item documents are, damage to roof (Typical for double stories and their ground floor rooves due to trades accessing them to install various materials to first floor),hairline cracking to concrete (Ensure hairline cracks are within tolerance) and typical paint touch ups.

Q43. True or False (Tick your response): The builder and client must agree to all items listed on a defects document.

Answer ☐

☐	True
☒	False

Q44. Fill in the blanks: Defects noted at handover should be rectified within _____ months after completion of the work.

Answer ☐

Q45. True or False (Tick your response): The client must sign-off once defects have been rectified.

Answer ☐

☒	True
☐	False

Q46. Identify two (2) reasons why you should implement a site safety policy.

Answer

The primary goal of safety policies is to protect workers from foreseen or unforeseen risks. Every organisation has at least some form of a policy in place for assessing the safety of a work site and dealing with potential hazards. Along with these policies, there are governmental regulations that also need to be followed. Two reasons a site safety policy are required are to ensure the physical and mental wellbeing of employees and clients entering a job site and also for insurances purposes, to prove to the insurance company/provider when some does go wrong the appropriate policy and/or procedure has been put in place to ensure the builder/organisation is not found to be negligent.



CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

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 Rik Chetcuti

Participant signature



Date 29/05/2021

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)	☐	☐

ASSESSOR COMMENTS

CPCCBC4008B

CONDUCT ON-SITE SUPERVISION OF BUILDING AND CONSTRUCTION PROJECT

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to supervise implementation of administration processes relating to construction projects:

- Occasion 1: Residential construction projects
- Occasion 2: Commercial construction projects

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:

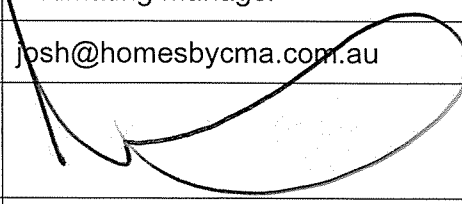
- Site diaries and safety plans
- Extension of time notices
- Requests for information
- Site instructions issued
- Quality control checklists
- Material delivery registers
- Other emails, letters or correspondence
- Invoice authorisation forms or registers
- Project handover procedures
- Project handover checklists
- Defect inspection checklists

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:

Contract, Computer, Site diary, Site checklist, Organisational quality manual.

Assessment of task

Name of participant:	Rik		
Name of observer:	Josh Casey		
Role of observer (Confirm suitability to sign)	Estimating Manager		
Email address of observer	josh@homesbycma.com.au		
Signature of observer:			
Date:	29/04/2017		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1 Administration of claims and payment processes			
1.1A. Make contract payments in accordance with contract allowance or orders.	☒	☐	
1.1B. Carry out drawings against allowances in accordance with organisation policy and procedures.	☒	☐	

1.1C. Authorise variations to contracts, taking corrective action as necessary.	☒	☐
1.1D. Apply back-charges in accordance with policy guidelines.	☒	☐
1.1E. Authorise payment of invoices for material supply.	☒	☐
1.1F. Complete and process insurance claims for site loss or damage.	☒	☐
1.1G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☐
2 On-site communications		
1.2A. Maintain a diary of on-site communication and events, including communications with clients, contractors, inspections, union matters and suppliers.	☒	☐
1.2B. Prepare and issue file notes detailing specific instructions.	☒	☐
1.2C. Prepare and keep site reports detailing specific supervisory inspections.	☒	☐
1.2D. Communicate variation requests or requirements to the appropriate person.	☒	☐
1.2E. Communicate requests for extensions of time to the appropriate person.	☒	☐
1.2F. Communicate notice of unsatisfactory work in writing to the appropriate individual.	☒	☐
1.2G. Conduct and supervise administrative processes with reference to relevant regulatory and organisational requirements.	☒	☐
1.2H. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☐
3 Quality control procedures		
1.3A. Identify relevant quality control procedures.	☒	☐
1.3B. Use and complete site checklists detailing specific items to be inspected and appropriate stages.	☒	☐
1.3C. Use industry and organisational quality manuals and procedures in managing the quality process.	☒	☐
1.3D. Implement a site safety policy.	☒	☐
1.3E. Arrange local authority inspections.	☒	☐
1.3F. Communicate quality requirements to on-site personnel and assess building work against construction standards.	☒	☐
1.3G. Put processes in place to supervise on-site work to ensure the performance of work to industry, regulatory and contractual standards.	☒	☐
4 Project administration		
1.4A. Carry out project administration processes and preparation for practical completion in accordance with contract obligations and company policy.	☒	☐
1.4B. Identify and apply practical completion inspection procedure, and communicate this to the client.	☒	☐
1.4C. Identify and carry out handover procedures in accordance with organisational policy, including providing certificates and appropriate client information (including termite protection and appliance warranties).	☒	☐
1.4D. Obtain defects liability items from clients, rectify defects and obtain client sign-off.	☒	☐

1.4E. Conduct and supervise administrative processes with reference to regulatory and organisational requirements.	☒	☐
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

I can confirm that Rik was able to complete the above at a satisfactory standard. Rik has expressed in depth construction knowledge to both myself, the director of Homes by CMA and also the Construction manager.