

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	Shanae Andrews
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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.

CPCCBC4029B

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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 Shanae Andrews

Participant signature



Date 22/02/2020

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
18		☐	☐

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

Answer In Queensland, individuals and companies must hold a QBCC licence to carry out:

- Any building work valued over \$3,300
- Building work valued over \$1,100, where it involves Hydraulic Services Design
- Building work of any value where it involves:
 - Drainage
 - Plumbing and Drainage
 - Gas Fitting
 - Termite Management – Chemical
 - Fire Protection
- Complete residential Building Inspections
- Building Design – Low Rise, Medium Rise and Open
- Site Classification



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

Answer In South East Queensland, the following occurs:

- Electrical contractor completes and enquiry on client behalf
- Distribution Network Service (e.g. Energex) 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
- If the application is not expedited (e.g. by agreeing to the Model Terms and Conditions for Deemed Standard Connection Contracts), the Distribution Network will advise of a Network Connection Offer 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 or disconnect from the water and sewerage network or alter network infrastructure, you need to submit a Water Approval application. - In South East Queensland, this application is submitted to Queensland Urban Utilities - 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 - Water and sewerage connection approvals are customised for all scales of development from a new house to a large factory or multi-stage residential sub-division - Where developers are proposing to connect to our water and sewerage services, councils will require evidence that a connection is available - Generally the evidence required, and therefore the relative timing of the two approvals, will depend on the complexity of the proposed development and the likely availability of services Standard connection for simple residential developments are usually completed within five (5) days
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☐

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, Part 2.6	Parts J0 to J8 Volume 1

☐

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	Assessor discretion. May Include: Reduced impact on environmental. Greenhouse emissions through sustainably sourced materials and energy efficient construction
Client benefit	Long term cost saving e.g. energy efficiency, saving on electricity bills

☐

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 -E	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.
Electrician	Arranges electricity to be connected; places wiring for lighting and power cables; Fixes switches, installs power points, 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
Steelfixing	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-levelling and clearing 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, under slab drainage, moisture barrier and special mesh for termite protection
	Duration	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	3-4 weeks
4: Lockup stage	Trades	You can start "locking up" the property because your windows, doors and remaining walls will be installed. It's also safe for plumbers, electricians, cabinet makers and other tradesman to begin fitting out the property
	Duration	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	5-6 weeks
6: Practical completion stage	Trades	This is basically where all painting, installations and detailing have been completed and you're effectively ready to move in.
	Duration	7-8 weeks



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

Answer

- Availability of materials
- Availability of labour
- Inclement weather
- Changed conditions
- Project size 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 Shanae Andrews

Participant signature 

Date 20/07/2020

Assessor name Ingmar Sommer

Assessor signature 

Date 20/07/2020

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

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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:	Shanae Andrews	
Name of observer:	Ingmar Sommer	
Role of observer (Confirm suitability to sign)	Commercial Manager	
Email address of observer	ingmar.sommer@sydneymetro2.com.au	
Signature of observer:		
Date:	20/07/2020	
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