

## **CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A PROCESS CLIENT REQUIREMENTS**

### **PRACTICAL ASSESSMENT INSTRUCTIONS**

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

Participant name Andrea Beard

Participant signature 

Assessor name James Lewis

Assessor signature 

Date ~~Click here to enter a date.~~ 09/10/2019

| Number of tasks | Number of tasks completed | Satisfactory?                       |                                     |
|-----------------|---------------------------|-------------------------------------|-------------------------------------|
|                 |                           | Yes                                 | No                                  |
| 2 (2X)          |                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

| ASSESSOR COMMENTS |
|-------------------|
| <div></div>       |

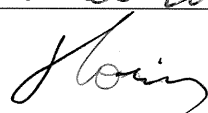
## CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A PROCESS CLIENT REQUIREMENTS

| Practical Task 1 (2X)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------|
| <b>Description of task:</b><br>On two (2) occasions, a suitable observer is to verify the participant's ability to process client requirements in relation to contract documentation. The participant is to obtain client information, accurately convey that information to those developing contract documentation (including drawings and specifications) and complete the administration of the contract documentation process. These tasks may be simulated or real. <ul style="list-style-type: none"> <li><b>Occasion 1:</b> Residential construction project</li> <li><b>Occasion 2:</b> Commercial construction project</li> </ul> <p>The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.</p> |                                                                         |                                     |
| <b>Resources required:</b><br>Telephone, facsimile machine, computer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                         |                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                         |                                     |
| Name of participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Andrea Beard                                                            |                                     |
| Name of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | James Lewis                                                             |                                     |
| Role of observer<br>(Confirm suitability to sign)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Contracts Administrator.                                                |                                     |
| Email address of observer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | James.Lewis@sydneymetro2.com.au                                         |                                     |
| Signature of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                         |                                     |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <del>Click here to enter a date.</del> 09/10/19.                        |                                     |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Tick if satisfactorily completed.<br>Provide comments if left unticked. |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 1 <sup>st</sup><br>Occasion                                             | 2 <sup>nd</sup><br>Occasion         |
| 1.1A. Work with the client to identify and document planning and design requirements: <ul style="list-style-type: none"> <li>Identifying client's design needs</li> <li>Providing correct technical/product knowledge</li> <li>Identifying restrictive covenants</li> <li>Addressing documentation and design risks (including copyright)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input checked="" type="checkbox"/>                                     | <input checked="" type="checkbox"/> |
| 1.1B. Determine site costs with client, including: <ul style="list-style-type: none"> <li>Arranging site investigation to determine site features and costs</li> <li>Confirming client's understanding of extent and cost of required site works</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                     | <input checked="" type="checkbox"/> |
| 1.1C. Arrange and oversee the preparation of sketch plans.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input checked="" type="checkbox"/>                                     | <input checked="" type="checkbox"/> |
| 1.1D. Forward plans to client for approval or amendment, relaying costing and variation requests to drafting personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                     | <input checked="" type="checkbox"/> |
| 1.1E. Finalise sketch plans, specifications and cost documents with client, ensuring all documents were signed and details were initialled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                     | <input checked="" type="checkbox"/> |

|                                                                                                                                                                                                                                                                                                                                                                             |                                     |                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1.1F. Prepare preliminary contract according to organisational needs (selecting correct contract type, and including appropriate clauses and conditions), and submit for checking and recording.                                                                                                                                                                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1G. Prepare construction documents according to preliminary contract, meeting: <ul style="list-style-type: none"> <li>Regulatory authority approval processes</li> <li>Building and construction codes</li> <li>Standards</li> </ul>                                                                                                                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.1H. Effectively communicate using the following methods: <ul style="list-style-type: none"> <li>Verbally using language/concepts appropriate to cultural differences</li> <li>Non-verbal communication</li> <li>Using technology (including telephone, facsimile, email)</li> <li>In writing (to produce contracts and other relevant workplace documentation)</li> </ul> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory                                                                                                                                                                                                                                               |                                     |                                     |

### OBSERVER COMMENTS

## CPCBC4026A ARRANGE BUILDING APPLICATIONS AND APPROVALS & CPCBC4031A PROCESS CLIENT REQUIREMENTS

| Practical Task 2 (2X)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>Description of task:</b><br>On two (2) occasions, a suitable observer is to verify the participant's ability to plan, prepare and lodge a building application. The participant is required to evaluate and review the outcome of the application. These tasks may be simulated or real. <ul style="list-style-type: none"> <li><b>Occasion 1:</b> Development approval</li> <li><b>Occasion 2:</b> Building approval</li> </ul> <p>The assessor is to verify the observer's comments and provide the outcome for the practical task on the front cover of the Practical Assessment.</p> |                                                                                     |                                     |
| <b>Resources required:</b><br>Computer.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |                                     |
| Name of participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Andrea Beard                                                                        |                                     |
| Name of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | James Lewis                                                                         |                                     |
| Role of observer<br>(Confirm suitability to sign)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Contracts Administrator                                                             |                                     |
| Email address of observer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | James.Lewis@sydneymetro2.com.au                                                     |                                     |
| Signature of observer:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                     |
| Date:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <del>Click here to enter a date.</del> 09/10/19.                                    |                                     |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Tick if satisfactorily completed.<br>Provide comments if left unticked.             |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 1st<br>Occasion                                                                     | 2nd<br>Occasion                     |
| <b>1 Plan the process for lodging approval applications</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |                                     |
| 2.1A. Identify the approvals required for each project stage and required information and documentation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 2.1B. Develop and submit a plan for lodging approval application, recognising scheduling requirements and client needs.                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 2.1C. Consult with external specialists, as required, to facilitate the certification of documents, referring to Australian Standards, codes of practice and regulatory requirements.                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| <b>2 Prepare and lodge applications for approval</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |                                     |
| 2.2A. Prepare and check necessary documentation and supporting information for compliance with building approval authority requirements (including plans, specification, drawings and reports).                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> <li>Analyse the impact of the planning application on a range of stakeholders, endeavouring to maximise the likelihood of their support on the application.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 2.2B. Lodge necessary documentation and supporting information with approval authority, using sound document control processes.                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |

|                                                                                                                               |                                                                                                                                                                                                                                                                                                                        |                                     |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 2.2C.                                                                                                                         | Seek confirmation of application status at appropriate intervals to ensure continuing progress.                                                                                                                                                                                                                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| <b>3 Evaluate and review outcome of application</b>                                                                           |                                                                                                                                                                                                                                                                                                                        |                                     |                                     |
| 2.3A.                                                                                                                         | Assess the outcome of the building approval to determine the impact on the project.                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| •                                                                                                                             | Where required, negotiate minor amendments with the client, organisation and approval authority.                                                                                                                                                                                                                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.3B.                                                                                                                         | Analyse rejected submission to determine likely success of an appeal or a resubmission, determining course of action with the client.                                                                                                                                                                                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2.3C.                                                                                                                         | Effectively communicate using the following methods: <ul style="list-style-type: none"> <li>Verbally using language/concepts appropriate to cultural differences</li> <li>Non-verbal communication</li> <li>In writing (including preparing planning submissions)</li> <li>Sound document control processes</li> </ul> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory |                                                                                                                                                                                                                                                                                                                        |                                     |                                     |

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| <b>OBSERVER COMMENTS</b> |
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