

CPCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005 Produce labour and material schedules for ordering* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Jereny Tydd
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☐ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Workbook		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCBC4005		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|---|--|
| ☐ Theory Exam | ☐ Electronic call forward sheet (HO4) |
| ☐ Workbook | ☐ Material inspection checklist (HO5) |
| ☐ Practical Assessment | ☐ Procurement specifications (HO6) |
| ☐ Project start record (HO1) | ☐ Project schedule (HO7) |
| ☐ Supplier list (HO2) | ☐ Cost analysis report (HO8) |
| ☐ Contractor list (HO3) | |

Assessor name	
Assessor signature	

CPCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

THEORY EXAM

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions
- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. What dictates how buildings must be constructed in Australia and how may this differ in your State or Territory?

Answer

☐

The NCC must be read in conjunction with state and territory legislation.

Q2. Explain why it is important to understand references the NCC makes to Australian Standards.

Answer

☐

It is important to determine which Australian Standards are being referred to.

Q3. What are some indications that a construction company is abiding by environmental protection laws?

Answer

☐

waterway protection

noise protection

wildlife protection

Q4. What do you check for to confirm product compliance with NCC requirements?

Answer

☐

Australia Certificate

Water Mark

Q5. Where do you record checks that you have made on products and materials that have arrived on-site?

Answer

☐

Check lists, reports

Q6. Briefly explain what 'conditions' are in the context of building applications.

Answer

☐

Conditions are requirements of the building that must be met before councils will approve the start of the actual development.

Q7. Discuss information that may need to be shown in the site plans according to the regulations.

Answer



boundaries

dimensions of the allotment

site levels relative to the (AHD)

finished floor levels

natural and finished ground levels of the proposed building

site datum

Q8. What are three (3) grounds that can be used to decide if a services contract is unfair according to the Independent Contractors Act?

Answer



1. The contract is unfair

2. The contract is unjust

3. The contract is designed to avoid

Q9. Provide one (1) example of how WHS legislation affects building and construction projects in general.

Answer

☐

The work site should not have any health and safety risks/ hazards

Q10. Explain the difference between a contract and a workplace agreement.

Answer

☐

Contracts are between individuals and workplace agreement are between businesses.

Q11. What information can you expect to see included in a supplier contract? List three (3) examples.

Answer

☐

1. Pricing
2. delivery information
3. agreements/ responsibilities

Q12. Discuss why variations can occur in the contract that will affect the scope of works.

Answer

☐

client changes their mind /extra work not planned for

Q13. Discuss what is generally provided in the contract clause relating to variations.

Answer

☐

contracts often include clauses allowing the principal to vary the contract to enable the contractor to do more, less, or different work than initially negotiated.

Q14. Explain why you should compile a list of nominated and approved suppliers and contractors.

Answer

☐

to use trusted suppliers with correct qualifications/experience and availability to complete the job.

Q15. Why is it a good idea to document and track communications with suppliers, employees, and sub-contractors?

Answer

☐

Allows the contractor with ability to track communications made and use these if needed as evidence should anything go wrong.

Q16. Why do you enter critical project information into a project schedule?

Answer

☐

So you know if the project is running on schedule and to plan for the coming weeks of the project.

Q17. Explain what an electronic call forward sheet is.

Answer

☐

A call forward sheet is used to track materials and order materials.

Q18. Clarify site documents that must be organised into a site file (to be held on-site).

Answer

☐

Approved documents and permits

survey plans

construction plans

Contract documents

Q19. What is a Gantt chart used for?

Answer

☐

Tracking the projects schedules

Q20. Discuss the difference between workplace employee labour costs and the costs of engaging sub-contractors.

Answer

☐

Worker requires the PCBU to pay wages, insurances, tax, superannuation

sub-contractor

generally self-employed and must organise their own tax payments, superannuation and insurances.

Q21. Briefly discuss what the following terms indicate when related to employment.

Answer

Term	What this indicates
Daily hire employee	The employment period of a daily hire employee is one day.
Full-time weekly hire employee	have guaranteed minimum weekly ordinary hours.
Part-time weekly hire employee	same as full-time but the entitlements they receive are computed based on the number of hours they worked.
Casual employee	no guaranteed employment hours



Q22. Discuss the importance of monitoring the construction stage progression costs.

Answer

It is important to make sure the project is running on budget and if not were they can cut costs.



Q23. Discuss what workplace overheads are.

Answer salaries ☐

vehicles

rents

tools

Q24. What is public liability insurance?

Answer insurance to cover damage claims by members of the public, customers and ☐

clients.

Q25. Why would someone take out professional indemnity insurance?

Answer To insure they are covered against poor advice, unintentional copyright ☐

infringement, or financial loss due to faulty design.

Q26. What is worker's compensation insurance?

Answer ☐

Insurance provided by employers in cases of work-related injuries or diseases.

Q27. Discuss the responsibilities of the worker who is assigned the task of project scheduling.

Answer ☐

_____ budget/ monitoring costs

_____ timeframes

_____ material/ deliveries

Q28. Why may you need to add the cost of temporary electrical, plumbing, and/or drainage services to the costing sheets?

Answer ☐

_____ Because these services may be needed for the job

Q29. What are site facilities or storage facilities that may need to be added to the site costs?

Answer ☐

_____ site toilets

_____ Temporay fencing

_____ Lighting

CPCBC4005

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

WORKBOOK

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions
- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge. - The timeframe for these tasks will be established by your Assessor or Training Plan, but additional time may be allowed upon negotiation with the Assessor. - You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded. - An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party. - Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support. - If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).
Resources required
Pen

FOR THE ASSESSOR
Instructions
- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments) - All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question). - Assessors are to complete marking in pen of a different colour to the Participant. - If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activity, name a local authority (council) that you wish to examine.

Local authority (council)	Rockhampton regional council
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ACTIVITY 1

Access your local authority to respond to the following regarding a new home building project:

- List the project requiring approvals.
- List fees applicable to a new development applications and approvals.
- How do you check the status of a development application?
- What can you do if approval has been rejected?

a) List the project requiring approvals.

Building Approval
engineering certificate

b) List fees applicable to a new development applications and approvals.

Planning and Development Certificates

c) How do you check the status of a development application?

call the council and ask the correct department

d) What can you do if approval has been rejected?

Ask how to fix the issues and resubmit

**Satisfactory
Outcome**



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PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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FOR THE PARTICIPANT
Instructions - The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer. - The timeframe for these tasks will be established by your Assessor/Observer, in consideration of location conditions and industry requirements. - You must complete all tasks unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER
Instructions - The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance. - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task. - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards. - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types). - All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments). - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved. - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1F.	Specify how availability of materials with suppliers and labour with contractors was confirmed: emails
1.2A.	Specify site files collated: Building plans and specks approvals
1.2D.	Specify how communications were managed with between staff, contractors and suppliers: emails spread sheets
1.3B.	Specify how project progress was managed: emails spread sheets
1.3E.	Specify issues resolved: broken equipment swopped out for new equipment

CPCBC4005 PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1

Description of task:

The participant must demonstrate the skills and knowledge to produce a schedule for the ordering of materials and allocation of labour for one (1) residential or commercial building and construction project including:

Note: Documentation is to be provided as evidence- Use workplace document templates, alternatively templates are available

- Assess physical and human resource requirements.
 - Determine the conditions of approval from local government and regulatory bodies. *(HO1-template)*
 - Document variations to the scope of works. *(HO1-template)*
 - Determine contractual terms and arrangements by the client and the commencement dates. *(HO1-template)*
 - Compile a list of nominated and approved suppliers and contractors. *(HO2 & HO3- template)*
 - Determine and document channels of communication suited to suppliers and contractors. *(HO2 & HO3- template)*
 - Confirm availability of materials with suppliers and labour with contractors.
 - Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. *(HO7- template)*
- Produce schedules.
 - Prepare electronic call forward sheet and site files containing necessary site documentation. *(HO4-template)*
 - Break down project into stages and tasks and set milestones and timeframes for commencement and completion. *(HO7- template)*
 - Itemise materials and labour required for the stages of construction.
 - Develop and manage efficient communications between staff, contractors and suppliers
 - Sequence material delivery dates and commencement times for labour.
 - Factor in unplanned delays.
- Monitor project costs and maintain project files.
 - Monitor construction stage progression costs and approved variation costs against estimated project cost. *(HO8- template)*
 - Manage and monitor project progress against scheduled timelines. *(HO5 template)*
 - Record monitored project progress and variations, estimated and increased costs.
 - Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. *(HO5 & HO6 – template)*
 - Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. *(HO8 – template)*

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Building and construction project; Current construction drawings and specifications; Workplace administration policies and procedures; Templates required to undertake assessment requirements (HO1-HO8); Access to PC and software to research requirements, set up electronic call forward sheets, compile site files and create channels of communication.

Observer details	
Name of observer:	Ayden cooper
Role of observer (Confirm suitability to sign)	Builder / supervisor
Email address of observer	admin@cooperconstructionsandrenovations
Signature of observer:	
Date:	27-7-24

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Assess physical and human resource requirements.	
1.1A. Determine the conditions of approval from local government and regulatory bodies. (HO1- template)	✓
1.1B. Document variations to the scope of works. (HO1- template)	✓
1.1C. Determine contractual terms and arrangements by the client and the commencement dates. (HO1- template)	✓
1.1D. Compile a list of nominated and approved suppliers and contractors. (HO2 & HO3- template)	✓
1.1E. Determine and document channels of communication suited to suppliers and contractors. (HO2 & HO3- template)	✓
1.1F. Confirm availability of materials with suppliers and labour with contractors.	✓
1.1G. Produce a labour and materials schedule across the life of the project and enter critical project information into project schedule. (HO7- template)	✓
2 Produce schedules.	
1.2A. Prepare electronic call forward sheet and site files containing necessary site documentation. (HO4- template)	✓
1.2B. Break down project into stages and tasks and set milestones and timeframes for commencement and completion. (HO7- template)	✓
1.2C. Itemise materials and labour required for the stages of construction.	✓
1.2D. Develop and manage efficient communications between staff, contractors and suppliers	✓
1.2E. Sequence material delivery dates and commencement times for labour. (HO7- template)	✓
1.2F. Factor in unplanned delays. (HO7- template)	✓
3 Monitor project costs and maintain project files.	
1.3A. Monitor construction stage progression costs and approved variation costs against estimated project cost. (HO8- template)	✓
1.3B. Manage and monitor project progress against scheduled timelines. (HO5 template)	✓
1.3C. Record monitored project progress and variations, estimated and increased costs.	✓
1.3D. Record unscheduled and approved variations, changes to the approved plan and specifications and delays to the project. (HO5 & HO6 – template)	✓
1.3E. Resolve issues, within scope of responsibilities, and maintain a cost analysis against final estimated project cost. (HO8 – template)	✓

Observer comments: