

CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

ASSESSMENT SUMMARY

The assessment activities for *CPCBC4005A Produce labour and material schedules for ordering* 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	Gordon Pirret
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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.

CPCCBC4005A

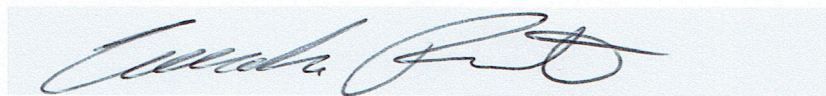
PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Gordon Pirret

Participant signature



Date 8th March 2020

Assessor name

Assessor signature

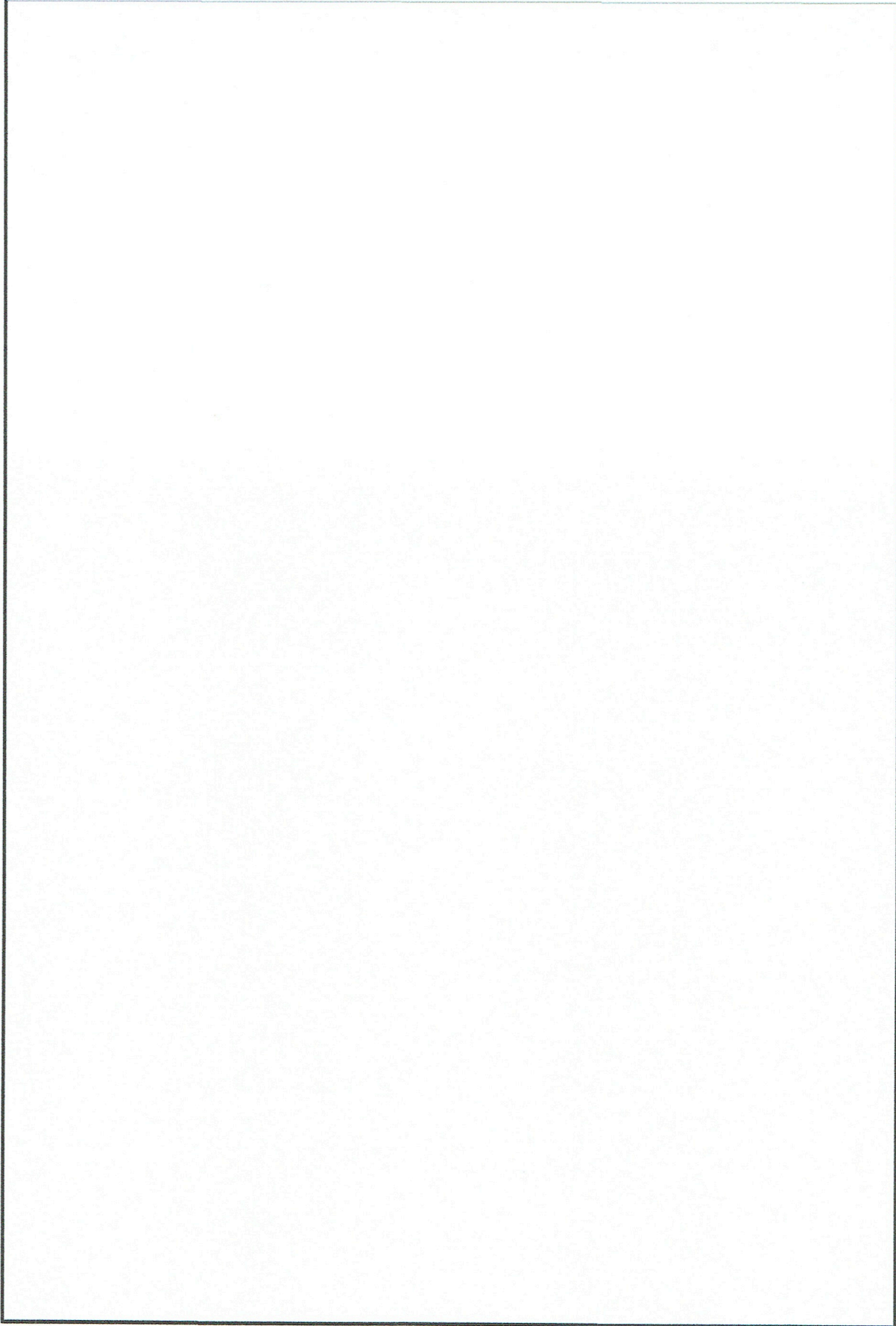


Date [Click here to enter a date.](#)

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

ASSESSOR COMMENTS

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1. Which of the following contractual requirements will influence orders and labour and material schedules? Tick all that apply.

Answer

Choice	Possible Answers
✓	Commencement date
✓	Completion date
✓	Contract price

☐

2. Identify three (3) suppliers and three (3) contractors that you may need to work with when undertaking a building project.

Answer

Suppliers	Contractors
National Tiles	Tiler
ABC Bricks	Bricklayer
AusReo	Concretor

☐

3. Explain the difference between employees and contractors and how they are influenced by scheduling.

Answer

- An employee works in and is part of a business. An employee can be closely directed by their employer as to their work requirements.
- A contractor is someone who runs their own business and provides services to other businesses or individuals. A contractor can decide what work they do, how it is to be carried out and the hours when the work is to be completed.

☐

4. Identify one (1) local government authority and one (1) regulatory body that must be considered when producing schedules.

Answer

- Relevant Local authority such as local council
- The National Construction Code must be considered

☐

5. Why should colour selections be included on the schedules?

Answer Some colour requests made by a client may require a special order to be made. This may incur a wait period for delivery if it is not a standard product. ☐

- 6. True or False (Tick your response): If a project is in a heritage protected area, the council may specify the colours that should be used.**

Answer

✓	True
☐	False

☐

- 7. Identify your local council's requirements regarding working hours and days. Explain how these requirements may affect your schedules.**

Answer A person must not carry out building work in a way that makes audible noise ☐

- on a business day or Saturday before 6.30am or after 6.30pm.
- on any other day, at any time.

These requirements apply to licensed builders and owners builders.

- 8. Identify three (3) common drawings/specifications commonly used in the industry. Explain what information is provided by each document and how this influences labour and material schedules for ordering.**

Answer

Drawing/ Specification	Information provided for labour and material schedules
Site Plans	Site Plans show the building from a birds eye view. They show the location of the building on the property block and show the services locations. Dependant on the access to the block the ordering of materials for a particular job may have to be specifically scheduled and delivered in a particular order to allow for the project to progress in the correct order.

☐

Floor Plans	Floor plans show a birds eye view of the building, allowing anyone to observe the layout of the property. It provides room sizes and dimensions such as bathroom/kitchen/laundry layouts with regards to cabinetry etc. It also show window and door dimensions and exterior services. The floor plan will provide you the correct quantity of PC Items e.g sinks/taps/shower trays, allowing you to order these items early, whilst consulting directly with the colour specifications document ensuring the correct items are ordered.
Colour & Product Specifications	This document includes the colour selection for internal and external areas of the property. It includes items chosen by the client, such as white goods, electrical goods, lights and switches. This is a very important document that required to be constantly referred to to ensure that all the clients personal selections are being turned from a vision in their mind to their very own dream home. This documents allows ordering of the correct paints/colours, carpets, tiles, architraves, bathroom and kitchen hardware, cooker, dishwasher, microwave, cabinetry, windows, doors, balustrades etc. All these items may be required to be delivered at different times and can be scheduled appropriately to allow the direct progress of a project.

9. What three (3) things should a builder do when variations are made to a contract for a project?

- Answer
- Put the variation in writing and seek agreement prior to work commencing
 - Inform client to any additional costs - must be signed and dated by all parties to the contract
 - Inform client to any additional delays due to last minute changes- submit an extension of time if required
 - Seek variation payments in accordance with the variation document



10. Identify two (2) variations that may be raised by the client and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
-----------	---------------------



Change Room Sizes	Client may wish to change Room sizes from standard plan, which would incur re drafting of new drawings, additional costs and re ordering of new wall frames.
Change to White Goods such as Stoves, baths, showers, vanities etc	Client may wish a non standard item, which may incur a higher cost and longer delivery schedule, thus costing more and it may push out the completion date if the item is not delivered in timeframe detailed in initial contract.

11. Identify two (2) variations that may be raised by the builder and explain how it would affect the schedules.

Answer

Variation	Effect on schedules
Tiles - tiles selected discontinued	The client would be informed and we would await the client selecting a new tile. This may delay the expected schedule for that build and may incur a more distant completion and variance to the cost.
Subtraction of bagging due to local covenant requirements not allowing bagging on brickwork	The builder misinformed the client that bagging could be completed, however this was not approved and therefore this was removed and client was required to agree to face brick selected or to select a new brick or to pay for a full render of home



12. Order the following steps from 1 to 5 to outline how a builder should select a supplier/contractor.

Answer

Step Number	Steps
1	Builder to seek quotes from suppliers/contractors
5	Builder to note supplier/contractor details and ordering times on schedule



3	Builder to accept a tender
2	Suppliers/Contractors tender prices back to the builder
4	Parties to sign agreement

13. What is an 'overlay drawing'?

Answer Overlay drawings show further detail on top of the existing plans and specifications. They are generally designed to provide more visual clarity about a building process and provide advice if there have been changes that require subsequent engineering redesign/specialist changes.

☐

**14. Which of the following individuals may sketch overlay drawings?
Tick all that apply.**

Answer

Choice	Possible Answers
✓	Architects
✓	Builder
✓	Draftsmen
✓	Engineers

☐

15. Identify three (3) details that should be included on a work order and reflected on the labour schedule.

Answer

- Work
- Time Period
- Agreed Rates

☐

16. Identify nine (9) details that should be included on a purchase order.

Answer

- Order date and delivery date
- Purchase Order Number
- Supplier details
- Delivery Details
- Supplier contact information
- Projects manager details
- Product Description
- Terms and conditions
- Total Order Cost

☐

17. What is a 'call forward sheet'?

Answer

A call forward sheet is a sheet used to track when materials are needed and when they should be ordered. This tool allows site personnel to schedule and coordinate activities that are to be undertaken on site.

☐

18. True or False (Tick your response): A builder would usually complete all the purchase orders before preparing a call forward sheet.

Answer

✓	True
☐	False

☐

19. Identify two (2) approved plans that should be included with the site documents.

Answer

- Architectural
- Land Survey

☐

20. Match the site files and definitions below by writing the appropriate letter next to each number in the centre column.

Answer

Document		Answers	Definition	
1	Permits		A	May include engineering data
2	Quotes	2 - E	B	Council inspectors may issue a stop work notice until these documents are produced
3	Reports	3 - A	C	Changes requested using a standard form in writing. Need to be signed by both builder and client.
4	Specifications	4 - D	D	List the materials to be used, fittings and fixtures to be installed, and types of finishing required.
5	Variations	5 - C	E	Used to ensure purchase orders are developed using the correct price.



21. In the table below, estimates for labour and actual costs for each trade are listed. Calculate the cost difference for each trade.

Answer

Trade	Estimate	Actual cost	Cost difference
Carpentry	10,000	8,500	-1,500
Electrical	3,000	4,250	1,250
Painting	4,000	3,900	-100
Plumbing	8,000	8,000	0
Tiler	4,500	4,750	250



22. In the table below, the Prime Cost (PC) sums from a contract and actual costs for items are listed. Calculate the cost difference for each item.

Answer

Item	PC sum	Actual cost	Cost difference
Basin taps	100	130	30
Oven	2,500	1,500	-1000
Rangehood	500	900	400
Shower bases	250	265	15



Shower screen	400	350	-50
Shower taps	150	120	-30
Stove	900	1,200	300

23. Where the actual costs are higher than the estimated costs due to a client variation, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers	☐
☐	Builder	
☒	Client	
☐	Supplier	

24. Where the actual costs are higher than the estimated costs due to price increases of materials, who is responsible to pay the difference?
Tick your response.

Answer

Choice	Possible Answers	☐
☒	Builder	
☐	Client	
☐	Supplier	

25. You are given the following table containing the costs for each month of the project.

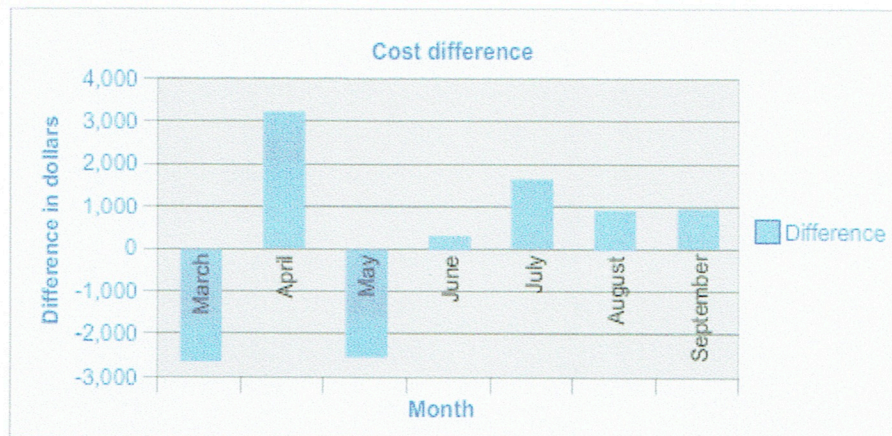
Month	Estimated cost	Actual cost
March	\$36,450	\$38,980
April	\$65,560	\$62,350
May	\$62,450	\$64,960
June	\$61,340	\$61,050
July	\$40,590	\$38,990
August	\$42,650	\$42,550
September	\$35,780	\$34,750

Total	\$344,820	\$343,630
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Using the information in this table, how would you find out in which month the builder actually spent the most? Tick your response.

Answer	Choice	Possible Answers	☐
	☒	Plot both the estimated and actual costs on a graph	
	☐	Plot the actual cost on a graph	
	☐	Work out the difference between the estimated and actual costs	

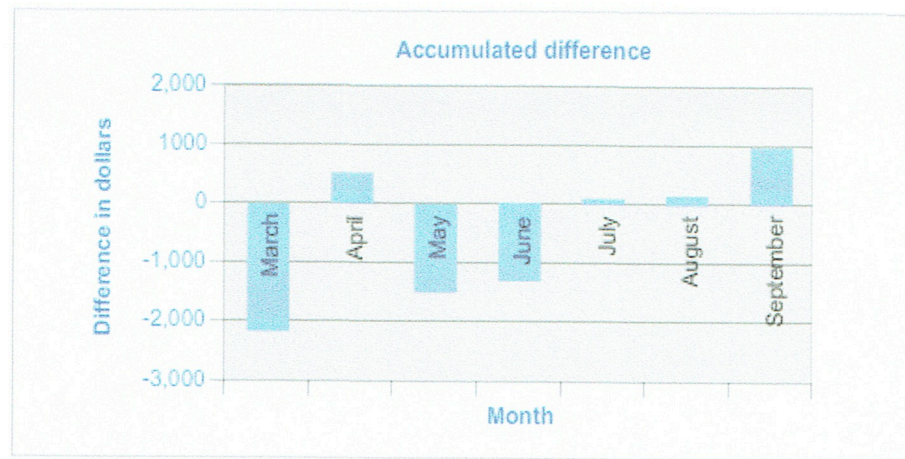
26. The following graph is a visual representation of the difference in each month.



By looking at this graph can you see if the overall project was overestimated or underestimated? Tick your response.

Answer	Choice	Possible Answers	☐
	☐	No, you cannot see this directly from the graph	
	☒	Yes, you can see this from the graph	

27. The following graph is a visual representation of the accumulated difference across the project.



Overall, was the project overestimated or underestimated?
Tick your response.

Answer

Choice	Possible Answers
☒	Overestimated
☐	Underestimated



Refer to the following scenario and house plan to respond to Q28. to Q30.

SCENARIO

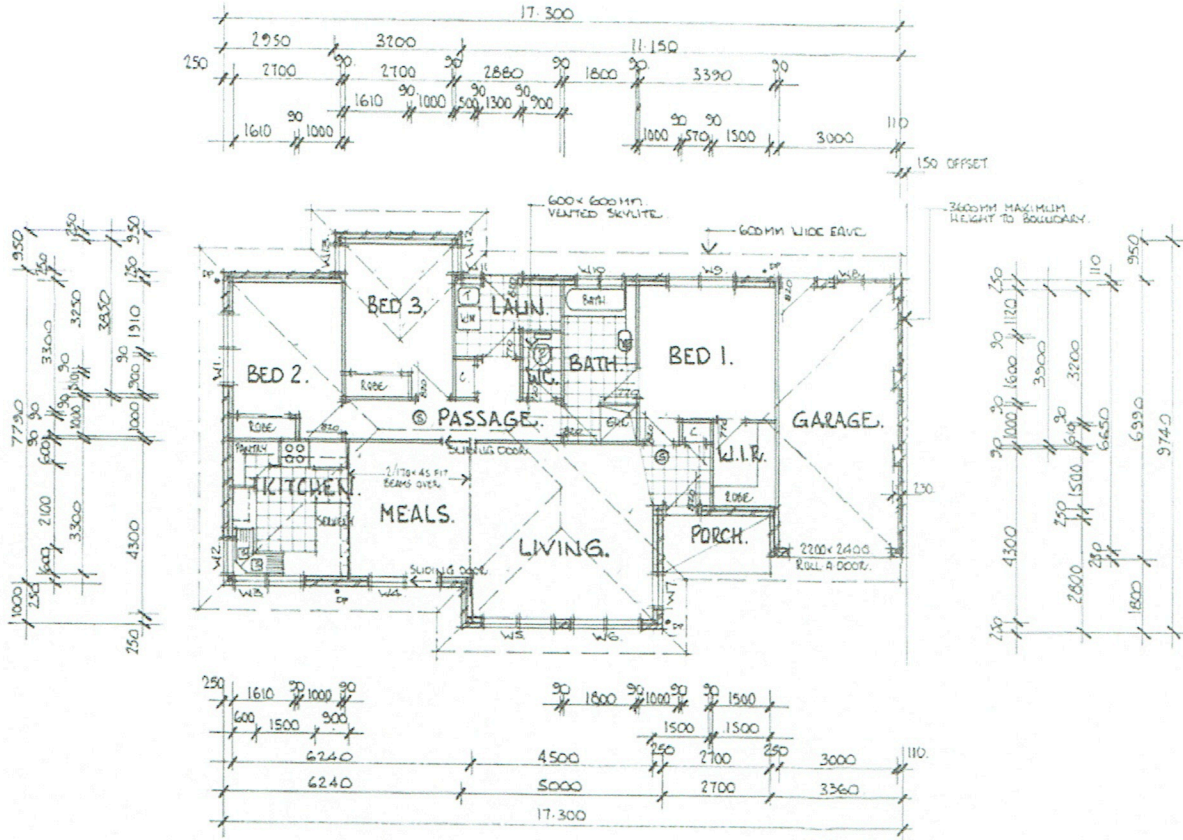
You are a site supervisor of a small residential project, as outlined below:

- The building is to be constructed using brick veneer.
- The building has a floor area of 133 square metres including garage.
- The concrete slab floor with garage floor is incorporated.
- The building will be constructed using hand built wall frame and prefabricated roof trusses.
- The building will have a cement tiled roof and powder coated aluminium windows in timber reveals.
- The driveway and landscaping are to be provided.
- Services are available directly in front of the site.
- The site is almost flat and will only need a scrape with minimal excavation.
- The contract period is 120 days.
- The total job has been pre-costed at \$136,500.

Note: You are not required to estimate the quantity required.

FLOOR AREA:

PROPOSED RESIDENCE 111.59 SQ.M. 1200 SQ. FT.
 PROPOSED GARAGE 21.74 SQ.M. 234 SQ. FT.



28. Using the list of materials prepared, find the following information for four (4) materials of your choice:

Answer

Material	Lead-in time	Delivery date	Order date	Delivery requirements/ special considerations
Steel and concrete for slab	1 week	10/03/20	03/03/20	site access for delivery. P u m p m a y b e required



Timber delivery for wall frames	1 week	16/03/20	09/03/20	timber to be delivered on to garage slab for safe access and easy storage
windows	3weeks	26/03/20	05/03/20	Ensure all windows are delivered to garage and stored in an upright position
roof trusses	4 weeks	28/03/20	27/02/20	trusses to be craned up via Franna

29. Describe the process of ordering the following materials for your project. Be sure to consider the things that need to be considered:

Answer

Material	Ordering process	Considerations
External cladding	External cladding should be ordered after consultation with estimating team before it is required from the supplier. consideration should also be given to what quantity is required at certain locations on site to reduce manual handling.	Site access should be considered along with the possibility for a rear brick delivery to ensure minimal manual handling prior to the site being cut.



Wall frame	Timber frame materials should be ordered again well in advance of its required delivery date. lineal meterage should be triple checked along with 10% wastage allowed.	Consideration should be given to the framing carpenter as building the frames by hand will take a much longer time than having pre fabricated frames on site. Therefore delivering the materials onto the slab in a large area will make life easier for the carpenter.
Windows	Window sizes will need to be cross referenced with the draftsman and the window supplier prior to site delivery. Consultation must also be given to the carpenter regarding how much clearance he has to allow within the frames for the windows. Generally at least a 3 week lead time should be allowed for fabrication and delivery.	Clearance for window frames. Fixing guidelines in the timber reveals, what grade of DPC around the windows is required. Also that the windows are delivered safely and stacked neatly in some kind of chronological order.

30. While excavating one corner of the project, you find the soil below is unsuitable for supporting the foundation. Refer to the relevant Building Regulator and complete their standard builder variation request documentation to be presented to the client.

Answer See attached Form on next page.



FORM 5

Variation No.

0001

VARIATION DOCUMENT

(Condition 22 of the General Conditions of QBCC New Home Construction Contract)

Note to Contractor: This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) Mr and Mrs Smith
(insert name of Owner/s)

From: (Contractor) Gordon Pirret building and contracting

Site Address: Lot 123 Brisbane St, Manghill
(insert Site address)

This document is for a variation:
(tick whichever is applicable)

- ☐ required by law
☒ for extra excavation and foundations
☐ requested by the Owner/Owner's Representative
☐ requested by the Contractor/Contractor's Representative for the following reasons:
(insert reasons)

The change to the Works is as follows: Additional excavation and piers required due to unsuitable ground conditions for build
(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: 0 business days.

NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE:

If the variation causes you actual delay you must also submit a QBCC Form 2 – Extension of Time Claim and Owner's Response to Claim within 10 business days of the delay (see Condition 14).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

- ☒ increase the price by: \$ 1900.00
(incl. GST)
☐ no change to price
☐ decrease the price by: \$ _____
(incl. GST)
☐ increase/decrease (delete whichever is not applicable) the price by an amount that will be calculated as follows:

(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Total Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 10:

(Base Stage)
"Slab stage payment"

Will be increased by \$1900.00

+ GST as per variation
(insert description of Stage from Schedule Item 10)

Mrs Smith
(Owner/Owner's Representative to initial here)

SIGNED: Mrs Smith
(Owner/Owner's Representative to sign)

SIGNED: Carol R
(Contractor/Contractor's Representative to sign)

DATED: 20/03/2020
(day) (month) (year)

DATED: 20/03/2020
(day) (month) (year)

When form completed. Contractor to retain original and give 2 legible copies to Owner.

CPCCBC4005A PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

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 Gordon Pirret

Participant signature



Date 17th March 2020

Assessor name

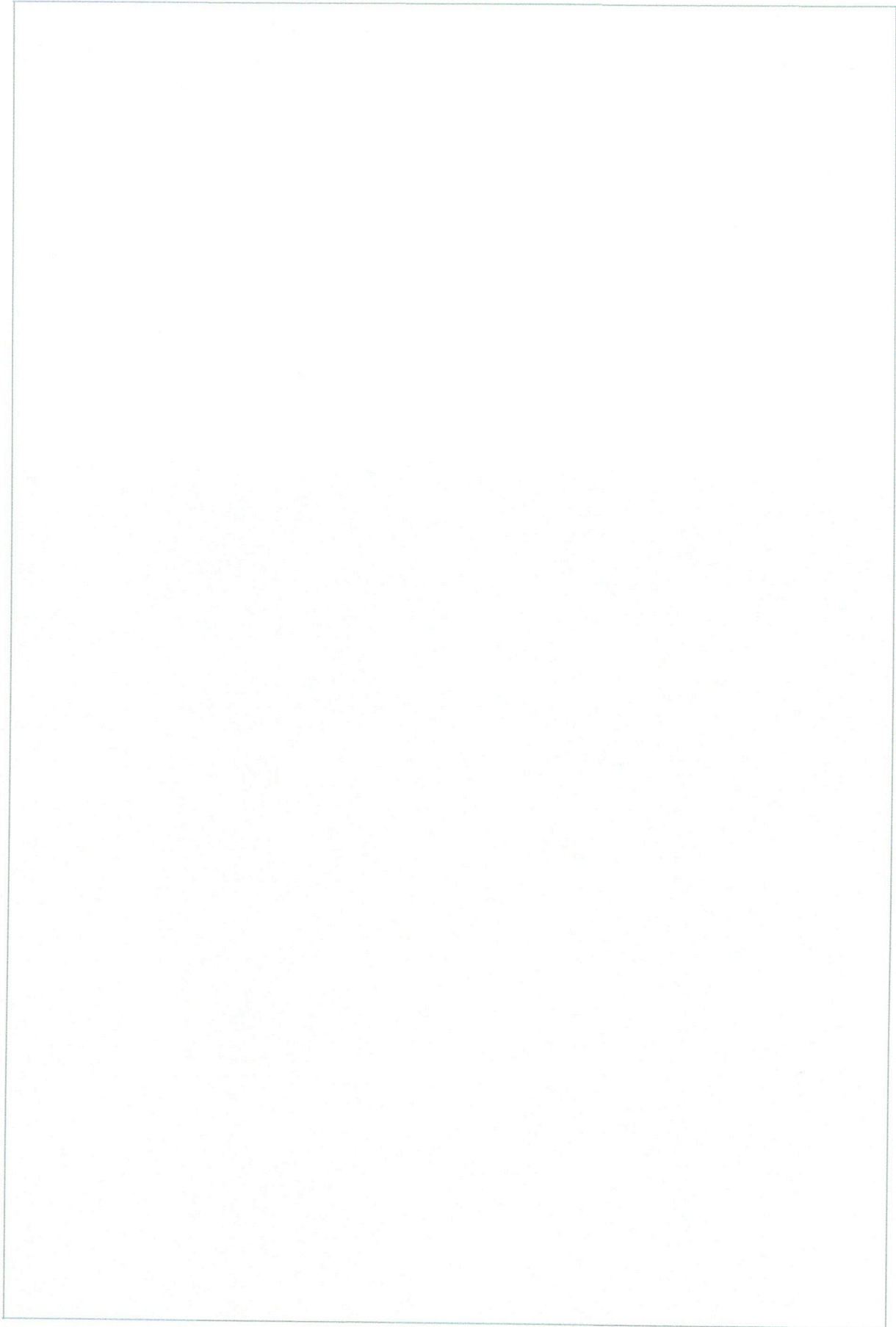
Assessor signature

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

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CPCBC4005A

PRODUCE LABOUR AND MATERIAL SCHEDULES FOR ORDERING

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to produce schedules of resource requirements so that orders can be placed for materials and labour for projects, and costs can be recorded and tracked as they are incurred.

- **Occasion 1:** Residential project
- **Occasion 2:** Commercial project

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:

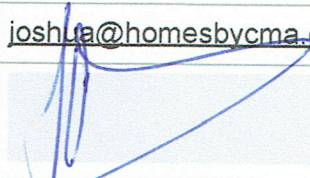
- A copy of a material/labour schedule or supplier list for a project
- A copy of a purchase order for purchasing materials or other resources
- A cost report
- Site condition reports or dilapidation reports
- Contract documents
- Call forward sheets
- Variations

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 documentation (including plans and specifications), computer.

Assessment of task

Name of participant:	Gordon Pirret		
Name of observer:	Josh Reed		
Role of observer (Confirm suitability to sign)	Construction Manager		
Email address of observer	<u>joshua@homesbycma.com.au</u>		
Signature of observer:			
Date:	10th March 2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
A. Consider all contract conditions in the schedules, including: • All contractual requirements • Local government and regulatory bodies' conditions of approval • Colour selections • Variations to contracts, raised by the client or builder	✓	✓	

B.	Produce material and labour schedules, including: • Details of nominated suppliers and contractors in work schedules 1) Application of contract rates	✓	✓
C.	Produce relevant overlay drawings.	✓	☐
D.	Include contract details and instructions on orders.	✓	☐
E.	Prepare site files, including: • All necessary site documents, including plans and specifications • Preparation of call forward sheets, detailing all orders	✓	✓
F.	Analyse project costs against estimates during construction.	✓	☐
G.	Analyse approved variation costs.	✓	☐
H.	Provide a final project cost analysis.	✓	☐
I.	Maintain data files of standard costs, including: • Approved variation cost increases • Changes to standard plans, specifications, and cost files	✓	☐
J.	Effectively communicate using the following methods: • Verbally using language/concepts appropriate to cultural differences • Non-verbal communication	✓	✓
The Participant's performance was: ✓ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

Whilst operating in his role as a construction supervisor, Gordon is expected to read, analyse and interpret each individual clients contract and needs, to ensure their colour selections and variations are adhered to.

Gordon is responsible for ensuring the nominated suppliers are informed of correct order of materials for each project, ensuring that all materials are delivered within an appropriate timeframe, to allow each project to progress as per the schedule. Gordon is also responsible to ensuring he organises his trades to attend at the correct dates to meet project progression.

Gordon works alongside our draftsman, to ensure that clients requested changes can be met. He often utilises overlay drawings that he has drafted with the client directly on site, ensuring that the clients needs are met and that the completed build is exactly what the client had in mind.

Gordon is required, when placing orders for materials, to specify, where necessary, instructions for each individual project delivery, be it specifying appropriate times for delivery, or special access requirements, where he specifies exact drop locations for materials on a particular lot. Some of our projects are on tight residential lots, and therefore, Gordon must foresee potential access issues for some delivered of materials, such as, bricks, frame, and having site cleans at the rear of properties prior to framing where access would be limited. Gordon is also responsible for analysing each project on it's own needs, and recently was supervising the construction of a home in a high traffic area. Gordon was required to utilise traffic control measures and schedule deliveries out with peak hour traffic to minimise disruption.

Gordon is analysing costing for his projects on a daily basis, whether it is an increase or reduction in costs due to structural changes or client variations. Gordon works alongside our accounts and admin teams to ensure that all basis' are covered in relation to accurately costing and invoicing projects. This is also relevant for costing relevant trades for each job.

Gordon, each Wednesday, is responsible for attending at head office and ensuring that all scheduled works are completed and invoices are correct. Gordon is responsible for signing these off for payment. Many times Gordon has questioned invoices, where materials have been short on delivery, or trades may have claimed for completion of a job, when Gordon, from attending at site, knows they are yet to complete. Gordon is extremely thorough and when explaining to trades why their invoice has been paid short or not at all, communicated effectively and appropriately.

Gordon operates a portable file system, for all current projects, where he stores and has available, in both hard copy and via his email system, all relevant and current documentation. This allows him to have to hand and verify with all trades/clients and inspectors the most current workload for that project, ensuring all costing is kept updated and nothing is missed along the way. Gordon is so successful within this role due to his incredible organisation.

Gordon has previously operated as a site supervisor at a structural steel company, where he operated both residential and commercial projects. I first met Gordon during his time in that role where i observed him manage this projects, producing schedules and delivery dates for his companies product. It is due to observing him in that capacity that he was offered a role with our company. Part of my role, working alongside Gordon, was to ensure that his documentation, drawing and costings were accurate, organised and current for each project. I was required to cross reference Gordon's Site drawings with my own Site drawings to ensure accuracy and accountability whilst progressing through the project.

