# **Assessment Cover Sheet**

**The Cover Sheet must be completed before you start your assessment.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Student Surname** |  | **Student Given Name** |  |
| **Qualification** | CPC40120 CertIV of Building and Construction (Building) | | |
| **Module of Study** | Module 3 | | |
| **Assessment Name** | Activity 2.1 - Establishing Legal Requirements | | |
| **Trainer Name** |  | | |

# Student Statement

Plagiarism is a form of cheating. It is taking and using someone else’s thoughts or writings and representing them as your own. Plagiarism is a serious act and may result in a participant’s exclusion from a Unit of Competency or a course. This in turn may require for students to pay to re-complete the module or course at a later date.

The following list outlines some of the activities for which a participant can be accused of plagiarism:

1. Presenting any work by another individual as one’s own unintentionally
2. Handing in assessments markedly similar to or copied from another student
3. Presenting the work of another individual or group as their own work.
4. Handing up assessments without the adequate acknowledgement of sources used, including assessments taken totally or in part from the internet.

Many of the workbook activities are ‘open book’ yet should still be conducted under test conditions without consultation with other students. If you are unsure of any assessment requirements you should check with your Trainer / Assessor.

By submitting this assessment electronically you declare that all work for assessment tasks submitted for this assessment is your own with no part of any assessment being copied/plagiarised from another person’s work, except where authorised and listed / referenced.

**Business Profile (Part A)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Business Name: | | *Give your business a name* | | | |
| State of Operations: | | *Identify your state or territory* | | | |
| Project Title: | | *Identify the project documentation and contract you have been allocated for this assessment.* | | | |
| Legal Structure | | *Outline your research on factors that influence your identified legal structure of the business or new business venture* | | | |
| Key Operational Activities: | | *Give a high-level summary of the key operational activities required for the current project* | | | |
| **Compliance Frameworks** | | | | | |
| **Area of Consideration** | **Frameworks** | | **Application** | **Policies and Procedures Required** | **Record Keeping** |
| *One per row*  *Include all federal and/or state/territory legislation, regulation, codes of practice, best practice or standards* | | *One response per framework*  *REMEMBER: Your application must relate to domestic building and the specific project in your State or Territory* | *At least one for each area of consideration*  *Identify the key elements of each required policy and procedures* | *At least one requirement for each area of consideration* |
| Consumer legislation including: |  | |  |  |  |
| * negotiating, creating and terminating contractual arrangements |  | |  |  |  |
| * investigating and securing procurement rights relating to products and/or services (both for providing your products and services, and obtaining products and services from others) |  | |  |  |  |
| * identifying options for leasing or owning business premises |  | |  |  |  |
| Industrial relations |  | |  |  |  |
| Taxation |  | |  |  |  |
| **Area of Consideration** | **Frameworks** | | **Application** | **Policies and Procedures Required** | **Record Keeping** |
| Maintaining information and record security and accessibility |  | |  |  |  |
| Environment and sustainability including corporate sustainability |  | |  |  |  |
| Registration and licensing requirements |  | |  |  |  |
| Work Health and Safety (WHS) |  | |  |  |  |
| Insurance cover |  | |  |  |  |
| Risk management including: |  | |  |  |  |
| * Identifying risks |  | |  |  |  |
| * Assessment of risks |  | |  |  |  |
| * Prioritisation of risks |  | |  |  |  |
| * Treatment of risks |  | |  |  |  |
| * Review of risks |  | |  |  |  |

**Business Profile (Part B)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Existing Policies and Procedures** | **Legal Framework associated with Policy** | **Currency** | **Completeness** | **Accuracy** |
| **BAA\_Consumer Protection Policy** |  |  |  |  |
| **Record-Keeping-Policy** |  |  |  |  |
| **WHS Policy** |  |  |  |  |
| **Compliance with existing policies and procedures** |  |  |  |  |