



# Assessment task 3 – Contract preparation and administration

## Purpose of assessment

To provide evidence of preparation and contract administration of a low-rise construction contract.

This assessment task accounts for 40% of total assessment.

## Assessment task

Choose an actual low-rise construction project/site. Using this project/site, provide evidence, which clearly demonstrates that you are able to prepare a building contract, which is appropriate for low-rise construction.

You must provide sufficient evidence that meets the purpose of assessment as described. As a minimum, discussion must cover:

- sourcing appropriate expert advice in contract preparation
- scheduling progress payments
- inclusion of specifications in the contract regarding termination of the contract
- contract preparation – calculation of rise and fall
- contract administration requirements
- extension of time application
- finalisation of contract documentation.

Assessment for this task will require demonstrating an understanding of all aspects by submitting a written report or folio, such a report may include written text, diagrams, photographs, etc.