****

**Recognition of Prior Learning Kit**

|  |
| --- |
| **CPC40110**  **Certificate IV in Building and Construction (Building)** |

# Part Three – Competency Conversation

|  |
| --- |
| **Table of Contents** |

[Part Three – Competency Conversation 1](#_Toc404072845)

[SECTION 1 3](#_Toc404072846)

[Generic Components – Work Health and Safety 5](#_Toc404072847)

[Generic Components – Plan and preparation 7](#_Toc404072848)

[Generic Components – Communication 8](#_Toc404072849)

[Generic Components – Plans and specifications 9](#_Toc404072850)

[Generic Components – Environmental 10](#_Toc404072851)

[Generic Components – Clean up 11](#_Toc404072852)

[BSBSMB406A Manage Small Business Finances 12](#_Toc404072853)

[CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects 13](#_Toc404072854)

[CPCCBC4002A Manage Occupational health and safety in the building and construction workplace 14](#_Toc404072855)

[CPCCBC4003A Select and prepare a construction contract 15](#_Toc404072856)

[CPCCBC4004A Identify and produce estimated cost for building and construction projects 16](#_Toc404072857)

[CPPCBC4005A Produce Labour and material schedules for ordering 17](#_Toc404072858)

[CPPCBC4006B select, procure and store construction materials for low rise projects 18](#_Toc404072859)

[CPCCBC4007A Plan building or construction work 20](#_Toc404072860)

[CPCCBC4008B Conduct on-site supervision of building and construction projects 22](#_Toc404072861)

[CPCCBC4009B Apply legal requirements to building and construction projects 23](#_Toc404072862)

[CPCCBC4010B Apply structural principles to residential low rise constructions 24](#_Toc404072863)

[CPCCBC4011B Apply structural principles to commercial low rise constructions 25](#_Toc404072864)

[CPCCBC4012B Read and interpret plans and specifications 27](#_Toc404072865)

[CPCCBC4018A Apply site surveys and set-out procedures to building and construction projects 28](#_Toc404072866)

[CPCCBC4024A Resolve business disputes 30](#_Toc404072867)

[BSBSMB401 Establish legal and risk management requirements of small business 31](#_Toc404072868)

# SECTION 1

**Competency Conversation**

**This section assists the assessor in documenting the competency conversation.**

**Do NOT give this section to the applicant.**

Once you have assessed the applicant’s documentary information (Part Two) and determined which competencies you still require more information/evidence on, you use the question bank and Record of Conversation sheets in this section to document evidence of past experience. It is not intended that every question for all competencies be discussed during the conversation, only those competencies the initial documentary review has failed to fully address.

Each question has “key points” to look for in responses. You may use the list of key points to formulate questions of your own if you wish, or contextualise or rephrase the suggested question to the applicant’s particular work situation. The questions are not intended to be a formal ‘script’ for the assessor to follow, but to provide guidance in exploring the range of the applicant’s skills, knowledge and experience in performing a particular task or function.

The Record of Conversation sheets indicate relevant content that should be sought. Place a tick next to each key point as you hear this topic being discussed during the conversation. In doing so, you are making a statement of fact about what you hear the applicant say during the competency conversation. Use the Comments section to provide further detail about the context of the discussion or briefly outline any examples discussed by the applicant. You may also use the Comments section to make a brief analysis of the responses or summary judgements about the quality of the applicant’s responses in relation to the requirements of the competency standard.

Remember, the notes you take about this conversation are important evidenceand should be retained in the applicant’s assessment record.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Work Health and Safety | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 1** How have you kept up to date with the latest OH&S legislation and enterprise policies and procedures?  **Question 2** What safety instructions have you followed and what precautions do you take before commencing any work?  **Question 3** What action have you taken when you recognised a workplace hazard, what are some examples and their associated risks?  **Question 4** In what circumstances are signs and barriers required and which ones have you used? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 1** | | OH&S legislation and regulations  Enterprise policies and procedures  Injury avoidance  Personal protective equipment  Risk and hazard identification  Sign and barrier identification  General Construction terminology |  |  | |
| Follows OH&S legislation and regulations | |  |
| Follows enterprise policy and procedures | |  |
| Recognises breaches to legislation, policy or procedures | |  |
| **Question 2** | |  |
| Familiar with and follows safety instructions for the site and for personnel | |  |
| Routinely applies precautions when undertaking own work | |  |
| Sets up materials, equipment, worksite in accordance with workplace procedure | |  |
| **Question 3** | |  |
| Identifies and avoids obstacles | |  |
| Ensures hazard and risk control; erects barricades and signage | |  |
| Ensures correct manual handling/load carrying capacity | |  |
| Uses and maintains personal protective equipment | |  |
| Uses guards on equipment if required | |  |
| Inspects equipment for damage or worn parts; retires defective equipment | |  |
| Uses MSDS | |  |
| Keeps work area tidy and free of obstruction | |  |
| Ensures availability of first aid | |  |
| Recognises hazards and risks on site and with own work | |  |
| Takes appropriate actions when risks are identified | |  |
| **Question 4** | |  |
| Interprets safety signs | |  |
| Knows where signs should be placed | |  |
| Understands purpose of barricades | |  |
| Knows when and where safety barricades should be used | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Plan and preparation | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 5** What have you considered important for successful job planning?  **Question 6** Explain what methods you have used to sequence your work effectively and give an example of how you have used that within your work role.  **Question 7** Using an example from a previous job, discuss your workload and what parts were completed by other members of the crew  **Question 8** Discuss priorities in your work and what variations might you make in bad weather. | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 5** | | Plans, acquires and uses resources  Enterprise policies and procedures  Set priorities  Teamwork  General Construction terminology |  |  | |
| Reads and interprets work plans | |  |
| Relates own tasks from job plan | |  |
| Provides a verbal plan of action for a project | |  |
| Considers industry and work sector (new building, maintenance/refurbishment, restoration, conservation) | |  |
| Considers heritage listing, conservation, environmental concerns | |  |
| **Question 6** | |  |
| Provides a sequence of activities for the project | |  |
| Indicates how time expectations on sequences were met | |  |
| **Question 7** | |  |
| Relates own workload | |  |
| Relates workload of team members and how that impacts on own work | |  |
| **Question 8** | |  |
| Recognises job priorities | |  |
| Provides alternate solutions in the event of time delays | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Communication | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 9** When uncertain about a situation, what actions have you taken?  **Question 10** How do you give and receive feedback when on a project?  **Question 11** How do you obtain relevant instructions and locate relevant information in order to complete your responsibilities?  **Question 12** What visual signals and communication equipment do you use and why?  **Question 13** What is your role in workplace meetings? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 9** | | Work instructions  Enterprise policies and procedures  Location of site office and senior personnel  Worksite meetings  Sign and barrier identification  General Construction terminology |  |  | |
| Asks questions | |  |
| Seeks guidance and clear instructions | |  |
| **Question 10** | |  |
| Asks questions and provided feedback | |  |
| Listens and changes actions where necessary | |  |
| **Question 11** | |  |
| Refers regularly to site supervisor or similar | |  |
| Obtains and interprets written instructions | |  |
| Knows the whereabouts of senior personnel | |  |
| **Question 12** | |  |
| Utilises visual signals effectively | |  |
| Uses work site communication devices | |  |
| **Question 13** | |  |
| Observes meeting procedures | |  |
| Listens to instructions, takes notes and provides feedback | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Plans and specifications | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 14** How do site plans, building plans and specifications affect projects you have worked on and your role within the project?  **Question 15** Describe a situation where amendments have been made to project drawings and the implications that this has had on your work. | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 14** | | Drawings, plans and specifications  Enterprise policies and procedures  Australian Standards  Site location  General Construction terminology |  |  | |
| Relates to the work to be undertaken and treats as visual instructions | |  |
| Reads and translates drawings, dimensions, symbols and specifications | |  |
| Provides detail of services and site preparation requirements | |  |
| Provides location of physical site points based on drawings | |  |
| Ascertains quality requirements | |  |
| **Question 15** | |  |
| Recognises changes to plans and what that means in respect to materials, equipment and own work role | |  |
| Interprets sketches made from the plans and drawings | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Environmental | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 16** How have you contributed to work site environmental and resource efficiency on a current or previous project? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 16** | | Environmental regulations  Enterprise policies and procedures  Local council by-laws  Site location  General Construction terminology |  |  | |
| Minimises clearing of trees and plants | |  |
| Considers the well being of wildlife | |  |
| Applies barriers to prevent loss of soil | |  |
| Prevents the leaching of site substances into gutters and waterways | |  |
| Manages waste efficiently | |  |
| Keeps noise and dust to a minimum | |  |
| Considers impact of noise on others and allowable hours | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| Generic Components – Clean up | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 17** Explain how you leave the worksite at the end of the day, how waste materials are disposed of and how equipment is stored. | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 17** | | Environmental regulations  Manufacturer’s specifications  Enterprise policies and procedures  Safety procedures  General Construction terminology |  |  | |
| Clears the work area of all waste | |  |
| Disposes of waste in an environmentally friendly manner, recycles or reuses | |  |
| Cleans, maintains, stores and secures equipment | |  |
| Stores/stacks unused materials safely and securely | |  |
| Checks tools and equipment for faults and reports them to supervisor | |  |
| Secures the site | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| BSBSMB406A Manage Small Business Finances | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 18 How would you implement, monitor and review strategies for the ongoing management of a small business's finances** | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 18** | | The following knowledge must be assessed as part of this unit:   * Benchmarking * financial decision making relevant to the business * financial indicators * purpose of financial reports * preparation and interpretation of budget/actual reports * principles for preparation of balance sheets and their interpretation * principles for reparation of profit and loss statements and their interpretation stock records/stock control relevant to the business. |  |  | |
| Implement financial  plan | |
|  |
| Monitor financial  performance | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4001A Apply building codes and standards to the construction process for low rise building projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 19** How would you gain access, interpret and apply relevant building codes and standards applicable to the construction processes in residential buildings | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 19** | | basic design principles and the behaviour of structures under stress, strain,  compression, bending or combined actions   * BCA performance hierarchy * definitions and common technical terms or usage specified under general   provisions of BCA   * general nature of materials and the effects of performance * relevant Australian standards * relevant legislative and OHS requirements, codes and practices   types of working drawings and specifications  understanding of the BCA relating to:   * Class 1 and 10 * Classes 2 to 9 with a gross floor area not exceeding 2000 square metres, not including Type A or Type B construction |  |  | |
| Access and interpret  relevant code and  Standard requirements. | |  |
| Classify buildings. | |  |
| Analyse and apply a  range of solutions to  a construction  problem | |  |
| Apply fire protection  Requirements. | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4002A Manage Occupational health and safety in the building and construction workplace | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 20** Why do you need to conduct an OHS risk analysis including the inspection of workplaces for hazards?  **Question 21** what are the required approaches to remediation? And how are they documented? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 20** | | including safe work method statements and plans such as site safety plans   * appropriate literacy and numeracy skills   communication skills to:   * enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand * seek expert advice and consult with relevant parties and workplace personnel on a variety of issues * use language and concepts appropriate to cultural differences * use and interpret non-verbal communication * written communication skills to complete inspection reports and maintain records |  |  | |
| application of regulatory requirements | |  |
| attention to detail in applying building codes and standards | |  |
| conducting OHS legislation and documentation research | |  |
| construction site inspection techniques for OHS compliance | |  |
| **Question 21** | |  |
| interpretation and application of construction documentation | |  |
| negotiation and conflict resolution skills | |  |
| maintaining records and documents | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4003A Select and prepare a construction contract | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 22** How would you select and prepare appropriate construction contract?  **Question 23** How would you interpret complex documents to make section of low rise building? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 22** | | Required knowledge for this unit is:   * definitions and interpretations commonly applied to contracts * legal meanings of terms and clauses in building and construction contracts * relationships between the organisation and its clients * Various contract types and the circumstances they cover. |  |  | |
| Identify and analyse  the essential elements, sections and clauses of a  business contract | |  |
| Essential terms and elements of a valid contract are identified and analysed | |  |
| Common building contract terms and procedures are  identified and applied | |  |
| Legislative requirements are identified and applied | |  |
| Select an appropriate  contract for the  works to be  undertaken | |  |
| **Question 23** | |  |
| Expert advice is sought as required in the preparation of the contract | |  |
| Final contract is prepared in consultation with relevant personnel and in accordance with the accepted processes of the organisation and legal requirements | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4004A Identify and produce estimated cost for building and construction projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 24** How would you identify and establish estimated costs associated with materials and labour on building and construction sites?  **Question 25** What methods would you use to calculate the estimated costs required to for a building/ construction project? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 24** | | Required knowledge for this unit is:   * how to access and interpret: * national codes, including Building Code of Australia (BCA) and the Plumbing   Code of Australia   * Australian standards relevant to the industry sector * includes state or territory and local government building and construction codes, standards and government regulations relevant to the form of building or construction being undertaken (e.g. WorkCover and EPA) * types of building and construction drawings and specifications * types, scope and usage of labour through the employee and subcontractor systems * operation and structure of the organisation's costing and contracting system |  |  | |
| Measurements are made and quantities identified  from plans and specifications that conform to  standard industry practice | |  |
| Types and numbers of appropriate on-site personnel  are identified and the time required on site is  estimated | |  |
| Labour hours for non-contract elements of on-site  work are calculated | |  |
| Costs or rates for required on-site work are  calculated | |  |
| **Question 25** | |  |
| Lists of materials are produced and quantities  calculated | |  |
| Supplier prices for materials and consumables are  obtained | |  |
| Plant or equipment requirements are identified and  costed | |  |
| Appropriate labour rates and material costs are  selected and applied | |  |
| Company overhead recovery and margins are  applied | |  |
| **Record of Conversation** | | | | | |
| CPPCBC4005A Produce Labour and material schedules for ordering | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 35** What is the importance in producing schedules? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 35** | | written skills to:   complete site reports   develop and maintain site records   interpersonal skills relevant to the supervision and monitoring of work processes   numeracy skills to apply calculations. |  |  | |
| Supervise the  administration of  claims and payment   * processes. | |  |
| Administrative processes are conducted and  supervised with reference to relevant regulatory and  organisational requirements | |  |
| Supervise and  maintain on-site communications. | |  |
| Ensure management  of and compliance  with quality control procedures. | |  |
| Harness is checked and fitted | |  |
| Quality requirements are communicated to on-site  personnel and building work is assessed against construction standards. | |  |
| Ensure management  of and compliance  with quality control procedures. | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPPCBC4006B Select, procure and store construction materials for low rise projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 36** In the case of hazard risk identification what are the issues that need to be considered?  **Question 37** How do you conduct the identification of hazardous materials?  **Question 38** When commencing a new project what do you do to plan safe work practices?  **Question 39** Discuss the application of safe working practices?  **Question 40** What are some of the emergency procedures for work sites? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 36** | | Asbestos management code prevention of exposure  Basic first aid procedures  Common construction industry terminology  Common workplace safety hazards and risks and procedures for reporting these to designated personnel  Construction industry communications equipment and use  Construction industry health and safety signage  Emergency response and evacuation procedures  JSA and safe work method statements  MSDS  Ohs hierarchy of control and role of ohs committees and representatives  Relevant legislation, regulations and workplace requirements relating to OHS, including hazard reduction and personal safety, including duty of care responsibilities, workers' compensation and injury management requirements  Safe manual handling techniques  Safe work practices in normal working environment  Tools and equipment prohibited for use near identified asbestos-containing materials (ACM)  Types of fires and basic firefighting equipment |  |  | |
| Types of hazards | |  |
| Designated personnel | |  |
| Safe work practices | |  |
| Duty of care | |  |
| **Question 37** | |  |
| Risk control measures | |  |
| Signs and symbols | |  |
| **Question 38** | |  |
| Personal Protective Equipment | |  |
| Tools, equipment and materials | |  |
| **Question 39** | |  |
| Prohibited tools and equipment | |  |
| Environmental requirements | |  |
| **Question 40** | |  |
| Types of fire | |  |
| Fire equipment | |  |
| Emergency response procedures | |  |
| Evacuation procedures | |  |
|  | | Safety equipment, policies and requirements for working in confined spaces and at height, including on rooves  Types, possible location and risks of ACM, including serpentine and amphibole groups, and their use in common building materials  Types, purpose and use of construction industry personal protective equipment and clothing  Workplace and equipment safety requirements. |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4007A Plan Building or Construction Work | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 41 Work instructions and operational details are obtained for what purpose?**  **Question 42 Quality requirements include relevant regulations which are always detailed in what documents?** | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 41** | | Identifying faults in operation of equipment  Identifying potential for health and safety risks from workplace information and labels  Identifying the purpose of tags and logs of use for equipment  Job safety analysis (JSA) and safe work method statements  Manufacturer and supplier instructions for plant and equipment  Names and functions of equipment, components and materials  Requirements to plan own work  Safely use equipment, shift and handle products and materials. |  |  | |
| Information includes:   * diagrams or sketches * instructions issued by authorised organisational or external personnel * manufacturer specifications and instructions, where specified * material safety data sheets (MSDS) * memos * regulatory and legislative requirements pertaining to plasterboard * relevant Australian standards * safe work procedures relating to plasterboard * signage * verbal, written and graphical instructions * work bulletins * work schedules, plans and specifications.   Planning and preparation include:   * assessment of conditions and hazards * determination of work requirements and safety plans and policies * equipment defect identification * work site inspection. | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Question 42** |  |  |  |
| Australian standards AS6001-1999, AS/NZS4576 Guidelines for Scaffolding. |  |
| Internal company quality policy and standards |  |
| Manufacturer specifications |  |
| Workplace operations and procedures. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4008B Conduct on-site supervision of building and construction projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 44**  **Question 45** | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 44** | |  written skills to:   complete site reports   develop and maintain site records   interpersonal skills relevant to the supervision and monitoring of work processes   numeracy skills to apply calculations. |  |  | |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
| **Question 46** | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4009B Apply legal requirements to building and construction projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 47** | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 47** | | building and construction industry contracts   OHS frameworks and obligations under federal, state and territory legislation and  regulation   organisational policies and procedures related to discrimination and harassment   reasonable understanding of federal, state or territory anti-discrimination and equal employment opportunity legislation   risk management processes and practices and the planning required to develop  plans   state or territory building and construction codes, standards and government  regulations  workplace safety requirements. |  |  | |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4010B Apply structural Principles to residential low rise construction | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 48** | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 48** | |  |  |  | |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |
|  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4011B Apply structural principles to commercial low rise construction | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 49** What are the principles of construction erecting or demolition of low rise projects?  **Question 50** how will you ensure that the building code of Australia has been complied with? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 49** | | building and construction industry contracts  new and emerging building technologies, techniques and materials  relevant state or territory building and construction codes, standards and  government regulations  underlying principles related to structural analysis  Workplace safety requirements. |  |  | |
| Apply structural principles to the planning of the erection or demolition of a structure. | |  |
| Analyse and plan for  the structural  integrity of Class 2 to  9 buildings. | |  |
| Plan, coordinate and manage laying of floor system. | |  |
| Laying of structural floor system specified in building's plan is supervised and checked for compliance with project documentation. | |  |
| **Question 50** | |  |
| Plan, coordinate and manage laying of footing systems. | |  |
| Structural integrity of the footings specified in building's plan is assessed for compliance with relevant codes and accepted industry construction principles. | |  |
| Cures paint finish using recommended curing method and tests finished paint surface using prescribed testing procedures | |  |
|  | |  |  |  | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4012B Read and interpret plans and specification | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 51** What outcome are required when interpreting plans?  **Question 52** Explain the steps you have followed when reading plans.  **Question 53** Outline the procedures you have followed of estimation and planning and supervising activities? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 51** | | building and construction practices   internal documentation systems   regulatory approvals processes and timeframes   relevant state or territory building and construction codes, standards and regulations   types of building and construction drawings and drawing perspectives   types of building and construction industry contracts. |  |  | |
| Identify types of  drawings and their  purposes | |  |
| Apply commonly  used symbols and  abbreviation | |  |
| Locate and identify key features on a site plan. | |  |
| Identify and locate  key features on  drawings | |  |
| **Question 52** | |  |
| Building codes or standards affecting the work to be  undertaken are identified, including references to  Australian standards and the National Construction Code  (NCC). | |  |
| **Question 53** | |  |
| Identify non-structural  aspects to the specification. | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4018A Apply site survey and set-out procedures to building and construction projects | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 54** What are the basic measurement used?  **Question 55** what is levelling and what are some of the techniques used?  **Question 56** what are the standards procedures that you should follow in performing accurate calculations? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 54** | | applications of structure in building systems and application to survey and site set out  BCA and Australian standards   design principles   level and grade checking us used to perform survey control to accuracy criteria   nature of survey and levelling devices and effect of performance on site   work drawings and specifications  Types of paints, including the characteristics and uses of paint materials |  |  | |
| Trigonometric and geometric calculations commonly  used with grid lines, off sets and right angle triangles  are calculated and recorded without error | |  |
| Set up and use  levelling devices. | |  |
| Mark out and  determine levels on a  grid for contouring  and volume  calculations | |  |
| **Question 55** | |  |
| Calculation of staff readings to enable a specific  reduced level (RL) set-out to be determined is  calculated without error | |  |
| **Question 56** | |  |
| Use of levelling device is demonstrated in  accordance with standard operating procedures | |  |
| Calculations and expressions of grades in three  forms are determined to specified tolerances | |  |
|  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| CPCCBC4024A Resolve Business Disputes | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 57** What would you resolve a business dispute and actions would you take? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 57** | | enable clear and direct communication, using questioning to identify and  confirm requirements, share information, listen and understand   research and evaluate information and circumstances surrounding a business  dispute   read and interpret relevant legislation   use and interpret non-verbal communication   use language and concepts appropriate to cultural differences   written skills to:   complete checklists   send emails and faxes   write memos and reports   negotiation relevant to dispute resolution situations  problem solving in the context of dispute resolution  Research and evaluate information and circumstances surrounding a business dispute.  contractual and business frameworks underpinning the building and construction  industry   mores, values and attitudes of various groups in the community that should be  accounted for in discussions  Possible reactions from persons under pressure, such as anger and withdrawal. |  |  | |
| Established business dispute resolution procedures  are reviewed and implemented as appropriate. | |  |
| Business dispute resolution procedures are developed where required and documented, and  agreement to procedures is secured from all parties | |  |
| Conduct an initial  investigation into  business disputes and  possible resolution  strategies. | |  |
| Identify opportunities  for dispute  resolution. | |  |
| Relevant statutory laws are identified, applied and  followed. | |  |
| Disputes are resolved in accordance with common  law. | |  |
|  | |  |
|  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record of Conversation** | | | | | |
| BSBSMB401 Establish legal and risk management requirements of small business | | | | | |
| **Candidate’s Name** |  | | | Date |  |
| **Assessor’s Name** |  | | | Date |  |
| **Question 58** How would you identify the legal and risk management of the business?  **Question 59** What legislation, codes and regulatory requirements are you required to comply by?  **Question 60** How would you negotiate and arrange contracts? | | | | | |
| **Key Points**  The applicant’s response should evidence the following | | **Industry Knowledge Requirements**  These must be evidenced in the applicant’s response | Performance Criteria **S or NS** | **Comments**  Record other key points and examples from conversation. | |
| **Question 58** | | business registration and licensing requirements  commonwealth, state/territory and local government legislative requirements relating to business operation, especially in regard to OHS and environmental issues, equal employment opportunity, industrial relations, anti-discrimination, taxation  creation and termination of relevant legal contracts  cultural differences and legal implications  duty of care imposed by Law of Torts  legal rights and obligations of alternative ownership structures  record keeping to meet minimum legal and taxation requirements  relevant consumer legislation  relevant industry codes of practice  relevant insurance requirements and products. |  |  | |
| Identify and implement business legal requirements | |  |
| **Question 59** | |  |
| Comply with legislation, codes and regulatory requirements | |  |
| **Question 60** | |  |
| Negotiate and arrange contracts | |  |
|  | |  |