back to basics
Business Training

CPC40320 CERTIFICATE IV IN BUILDING PROJECT SUPPORT
(CONTRACT ADMINISTRATOR)

ASSESSMENT GUIDE

CONTENTS

PLEASE READ THIS GUIDE IN CONJUNCTION WITH YOUR STUDENT HANDBOOK

📖

INTRODUCTION

The following pages outline:

- What Symbols to look for and what they represent

- A procedure to follow the Assessment process within **CPC40320 Certificate IV in Building Project Support (Contract Administrator)**

- You will also receive a **Student Handbook** at the time of registration. The Student Handbook covers everything you need to know about training with Back to Basics Business Training by Distance Learning

- This **Assessment Guide** outlines what is contained within the qualification:

  - A detailed **Pre-Assessment Notice** which contains the rules of delivering the qualification. This gives you a guide as to the Core and Elective Units of Competency Back to Basics have chosen to complete the qualification.

  - It provides a list of the **Assessment Tasks** in the course along with a guide to submitting each task.

  - There are *How To's* which are guides relating to:

▪ How to follow the assessment task directions	▪ The stages of construction and the standard order of build
▪ How to set out a procedure	▪ How to prepare a bar chart
▪ How to write a report	

  - It also provides a list of what the course contains:

▪ A list of the topics	▪ A brief description and list of the Assessment Tasks
▪ What is needed to complete the course including a list of what Back to Basics provides and a list of what you will need to provide	

  - Back to Basics also provide all the drawings and specifications required to complete the Course requirements.   The drawings consist of:

    - 2 Storey Custom Residential Duplex
    - Amended Drawings of the Duplex to convert to Office Premises
    - Extension to an Existing Dwelling
    - 3 Bed 2 Storey Brick/Tile Dwelling

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SYMBOLS

These Symbols will be in each section of the assessment process. You will be required to answer the questions set out in each section and undertake a number of different activities and tasks. To guide you through your Assessments, all actions required have been given an associated symbol for easy reference.

Questions	This symbol indicates a range of questions that will appear against each section. The questions are placed at the beginning of each topic within the section. You may answer each question directly from the text. There are several questions where you must read the text pages and provide your own interpretation of the information.
Interpret	You may need to read the text pages nominated in the question, interpret the question and then answer **in your own words**.
	You may use the information from the text provided, research the internet *or* complete the task from information within your own Organisation. Each task is clearly numbered with the section/topic it relates to and allocated a specific task number and name. It will also be supported with relevant material and/or site drawings to assist you to complete the task. It is best to submit each task separately to ensure you are on the right track.
Further Research	These are shown throughout the text in blue font – **internet links** for your convenience to search for further detailed information on the topics Back to Basics have provided in their textbooks. When you read through the tasks, you will be reminded to provide your own work. If you use the internet to gather more information, and use this information in your work, you must show where you sourced the information. DO NOT claim it as your own work.
DRAFT **Task**	**Draft Submissions of your tasks** are allowed (**a maximum of 2 per task**) to ensure you are on the right track. Submit the Draft to studentsupport@backtobasics.edu.au Watermark or label it as a Draft or it will be sent directly to the Assessor for marking. Remember this is *only a Draft* and only needs to be set out with brief comments. The person reviewing your draft will provide you feedback within reason. They **will not** tell you how to answer all the questions in the task. They will **guide** you with relevant feedback. When you have received the feedback, complete each task, along with any support documents, samples, drawings etc. that may be required and submit the completed task to lodgement@backtobasics.edu.au
Forms	This symbol indicates that in the activities or tasks you are required to also provide samples of the supporting documents/forms as examples to support your procedures.
	CONTACT YOUR STUDENT SUPPORT TEAM – EACH ONE WILL BE ABLE TO GUIDE YOU OR ENSURE SOMEONE CAN HELP YOU. ☎ **1300 855 713** or **EMAIL** your questions to studentsupport@backtobasics.edu.au
Don't FORGET!	This symbol is in various sections of your course material to remind you to Register with the National Construction Code OR send in your forms and documents to support your submissions OR call our Student Support Team for Assistance.

PRE-ASSESSMENT NOTICE

This Pre-Assessment Notice provides you a list of all the Units of Competency selected for this qualification and a table showing what Units are allocated against each module. It explains the following:

CPC40320 CERTIFICATE IV IN BUILDING PROJECT SUPPORT (CONTRACT ADMINISTRAT0R)

This qualification is designed to meet the needs of estimators, schedulers and/or contract administrators in the building and construction field who may have responsibility for the preparation of estimates from predetermined rates, processing of subcontractor claims and preparation of head and subcontracts for building and construction works. Occupational titles may include:

➢ Building Estimator
➢ Building Scheduler
➢ Contract Administrator

The qualification packaging enables two specialised occupational outcomes depending on elective options which will be reflected as:

1. Certificate IV in Building (Estimator)
2. Certificate IV in Building (Contract Administrator)

PACKAGING RULES

To achieve this qualification, the candidate must demonstrate competency in:

15 units of competency:

- **2 core** units
- **13 elective** units.

To achieve the occupational outcome of **CONTRACT ADMINISTRATOR (this program) electives** must include:

- All Group A elective units
- Minimum of three units from Group B electives
- Remaining units from general electives

UNITS FOR THE CPC40320 CERTIFICATE IV IN BUILDING PROJECT SUPPORT (CONTRACT ADMINISTRATOR)

CORE ELECTIVES	
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4014	Prepare simple building sketches and drawings

MANDATORY ELECTIVES - GROUP A	
CPCCBC4003	Select prepare and administer a construction contract
CPCCBC4006	Select procure and store construction materials for building and construction projects
CPCCBC4026	Arrange building applications and approvals
CPCCBC4031	Process client requirements

MANDATORY ELECTIVES – GROUP B	
BSBPMG426	Apply project risk management techniques
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9, Type C Buildings

General Elective Units of Competency by Back to Basics	
CPCCBC4007	Plan building or construction work
CPCCBC4017	Arrange resources and prepare for the building or construction project
CPCCBC4024	Resolve business disputes
CPCCBC4032	Apply construction law to the sales process

BTB DELIVERY METHOD

Back to Basics has chosen to deliver a selection of Units of Competency from the above list to provide the **CONTRACT ADMINISTRATOR STREAM** Only.

This Qualification is prepared by clustering the Units into one (1) Module.

Contract Administration

Successful completion of the Module and the following Assessment Tasks will provide an **Occupational Outcome** – CPC40320 Certificate IV in Building Project Support (Contract Administrator)

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Contract Administration Module	
Successful completion of the following Assessment Tasks will provide competency in the following Units of Competency:	
CPCCBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
CPCCBC4053	Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings
CPCCBC4003	Select, prepare and administer a construction contract
CPCCBC4005	Produce labour and material schedules for ordering
CPCCBC4006	Select procure and store construction materials for building and construction projects
CPCCBC4007	Plan building or construction work
CPCCBC4012	Read and interpret plans and specifications
CPCCBC4013	Prepare and evaluate tender documentation
CPCCBC4014	Prepare simple building sketches and drawings
CPCCBC4017	Arrange resources and prepare for the building and construction project
CPCCBC4024	Resolve business disputes
CPCCBC4026	Arrange building applications and approvals
CPCCBC4031	Process client requirements
CPCCBC4032	Apply contract law to the sales process
BSBPMG426	Apply risk management techniques
ASSESSMENT PROCESS	
Assessment Booklet	
Assessment Task 1	Legislation, Regulations, Codes & Standards (4001/4053)
Assessment Task 2	Read, Interpret Plans & Specifications (4012/4014)
Assessment Task 3	Building Approvals (4026)
Assessment Task 4	Client Rights & Obligations (4032)
Assessment Task 5	Selection & Preparation of the Contract (4003)
Assessment Task 6	Progress Claims & Variation Procedures (4003)
Assessment Task 7	Planning & Scheduling (4007)
Assessment Task 8	Resource Management (4005/4006/4017)
Assessment Task 9	Prepare & Evaluate Tender Documentation (4013)
Assessment Task 10	Resolving Disputes (4024)
Assessment Task 11	Risk Management (BSBPMG426)
Assessment Task 12	Contract Administration & Documentation (All units)

IMPORTANT INFORMATION REGARDING SUBMITTING YOUR TASKS

PLEASE READ CAREFULLY

Students are advised that while there are no set due dates for the completion of the Assessment Tasks required, you are asked to work towards completion of the Contract Administrator Package over a period of **6 - 8 Months**. **This is based on an average of 15 hours per week.** If you require more time to complete your module nearing the end of your course, please call Back to Basics Business Training and, for a small fee, an extension can be easily arranged. **Note regarding extension of time**: Eligibility for Extensions of Time depends on the amount of work you have completed, for example "*must have completed at least one module*".

Note[1]: Statement of Attainments will only be issued when the student is completing part of the Qualification and when all Assessment Tasks associated with the relevant Module/Unit of Competency are successfully completed.

Note [2]: A **Record of Results** showing each Unit of Competency completed, is provided with each Qualification Certificate. This document is only provided when all Assessment Tasks associated with the relevant Module are successfully completed.

ASSESSMENT TASK – SUBMISSIONS

Note: Assessment Tasks may require further research on the internet and all sources used need to be referenced correctly.

All Assessments must have the Assessment Cover Sheet, signed by the Student, acknowledging the terms and conditions. SEND THE COVER SHEET AS AN ATTACHMENT IN YOUR EMAIL WHEN RETURNING THE TASK. DO NOT RETYPE THE DOCUMENT COVER SHEET. ONLY THE ORIGINAL DOCUMENT, COMPLETED AND SIGNED WILL BE ACCEPTED.

SEND ONLY ONE TASK PER EMAIL. DO NOT SEND ALL THE TASKS IN ONE EMAIL. This creates a risk of the information getting lost in the electronic maze of transit and will result in the email being sent back to you to separate each task as a single email.

ASSESSMENT CONTENT

The contents of the Assessment Tasks __MUST__ be your own work. You may confer with other students, but you must not copy and submit the contents, or any part, of another person's work. Back to Basics Business Training retains a copy of each Assessment Task submitted and will compare works if it is like, or the same as, another submission. **The copying and submitting of another person's work as your own is plagiarism**. Any student found guilty of this will be required to submit a new Assessment. Serious Offenders will be withdrawn from the course with no refund of any fees paid.

The Module Assessment is in 2 Parts:
1. Assessment Booklet (s)
2. A Range of Assessment Tasks

1.   Assessment Booklet Format

The Assessment Booklets are set out with the questions in the same order as the topics in the textbook. Each topic number and name are shown clearly at the start of each new topic in the Assessment Booklet.

The Assessment Booklets are set out in what is called, an *Interactive PDF*. This allows you to type your answers in the blue sections of each question, all of which can be found in the textbook. You *may* copy the text content.

You may come across this symbol that requires you to read the text pages and provide, **in your own words, your own interpretation** of the information.

2.   Assessment Tasks

All Assessment Tasks are set out with clear directions to complete each task, referring you to Topic Numbers and Page Numbers within the text. All task submissions *must be your own work* – DO NOT just copy the words from the text or duplicate the form examples provided. Design your own using the examples as a guide.

The presentation of the document is most important. Refer to ***Pages 13 - 14*** for guidelines regarding your presentation.

Where a question or task's scenario does not specifically refer to an area or climate zone use your own area as the base. **NB** Always nominate the climate zone or area you are referring to.

SUBMITTING THE ASSESSMENT & FURTHER INFORMATION

Assessments must be submitted in ONE of the following 3 formats...

1. Submitting by email (preferred option):

- Save a backup copy first. It is important to save your work as you go and prior to submitting.
- Ensure all your personal details are completed in the section provided on the cover sheet.
- Save the Assessment to your computer in another file to your backup copy, so that you DO NOT copy over and lose the original copy should you want to make any changes.
- Once saved, open an email and attach your Assessment and cover sheet to the email.
- Now email your Assessment to lodgement@backtobasics.edu.au

2. Using the hightail upload link

- As a service to our students, Back to Basics Business Training have an account with a website called HIGHTAIL.
- When you click this link Hightail - Uplink you will be taken to our uplink where you can send us your Tasks, Assessment Booklets and Drafts.
- This Hightail uplink can take files of any size.
- Just drag and drop your files anywhere inside the dotted lines box.
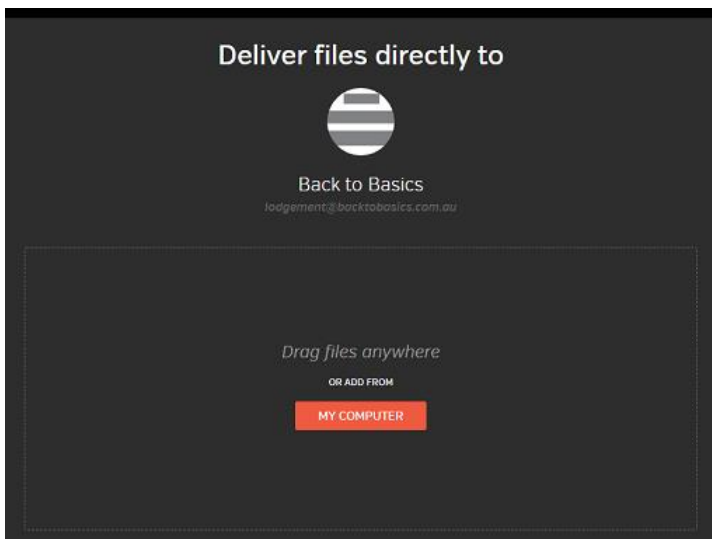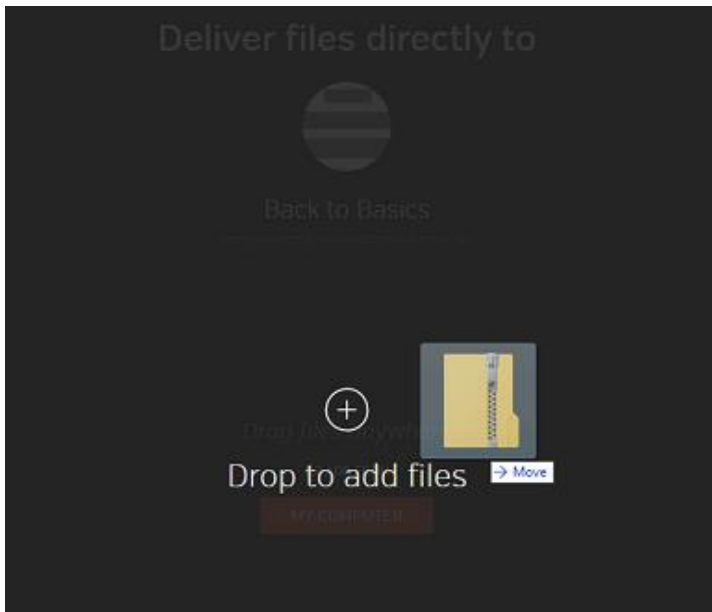
OR use the orange MY COMPUTER button to navigate through your computer to the files.
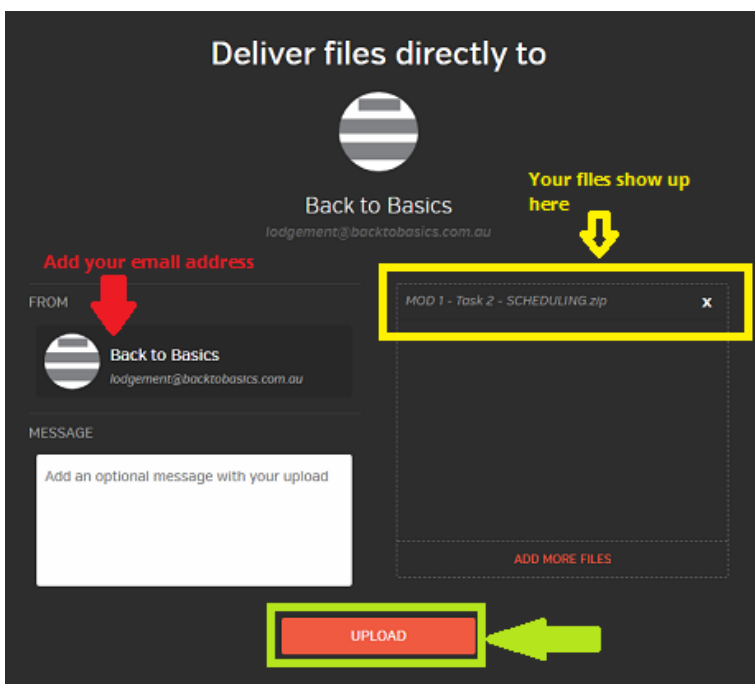
- Add your email address.
- Make sure the files you are sending are all there (if not then drag and drop).
- Click UPLOAD.
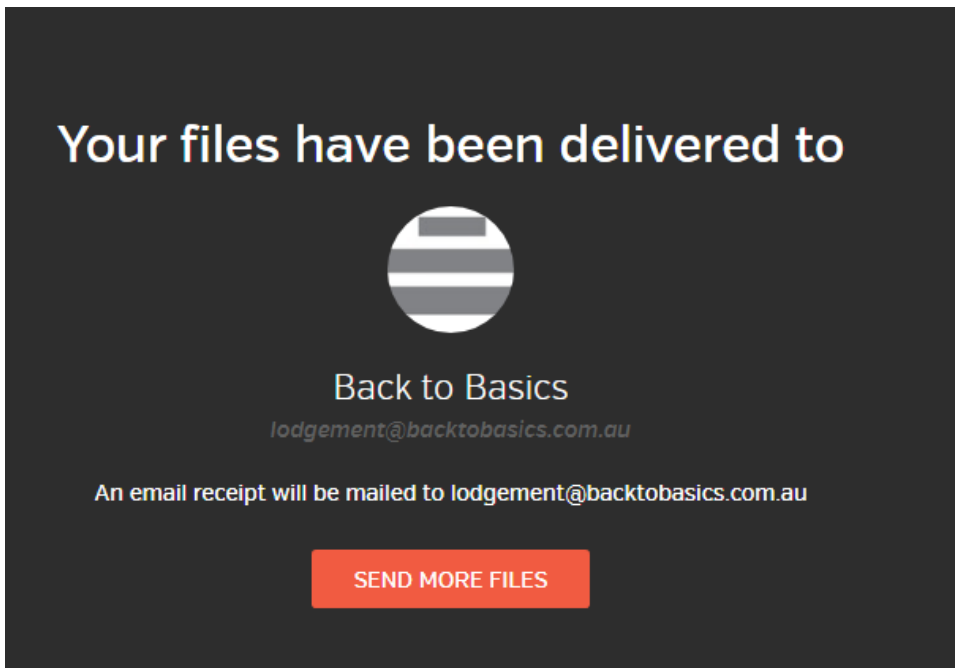
- ◆ If you see this page - Success!

3. Hard Copy:
- ◆ Should this be necessary, discuss the correct process to present your task for assessment with our Student Support Team. They will be only too happy to guide you through the process.

Unsuccessful Assessments/Resubmissions

When a student has not successfully completed an Assessment Task, the Assessment Task will be returned to the student with guidance in the form of a Result Sheet with comments for successful completion. The resubmission should be received by Back to Basics Business Training **within 4 weeks** of the original assessment date.

Copies of Completed Assessments

Back to Basics will retain a copy of each Assessment Task submission on file.

Copies of Assessment Tasks are available. However, the request must be in writing (email is acceptable) and, upon application, Photo ID must be produced.

Appeal

You have the right of appeal. The appeal is to be stated in writing to the CEO of Back to Basics Business Training.

The appeal is to be investigated and processed by the CEO. The principles stated under the policies for unsuccessful Assessments may apply. Should you not be satisfied with the results of the appeal, an Independent Assessor / Mediator is to reassess. The decision of the Independent Assessor will be final.

PRESENTATION OF EACH TASK

The presentation of the document is most important.

All submissions must be **your own work.** DO NOT just copy the words from the text **unless** you are quoting a section from the relevant Acts or Legislations. If you use another Organisation's material you must have evidence, signed letters or references to show the material was taken, or adapted from, that Organisation's newsletter, website, book etc. Your declaration determines all, or part, of the material was actually developed as your own work.

The presentation of the document is also important. The final document MUST be presented in a professional format. **Add a contents page and insert page numbers**.

Your presentation is a major component of the submission. Poorly presented submissions will be assessed as *Not Yet Competent (NYC)* and returned for resubmission.

"Tackling an Assessment Task"

There is no doubt that a lot of reading is required to undertake this Course. This means that there is a lot of re-reading, and referring to the text material required, when undertaking many of the Assessment Tasks. The Student Support Team will give you guidance as to how this can be approached in an orderly way, so that the Module and tasks become more easily manageable.

1. **Re-Read the Assessment Task:** Sometimes the Assessment Task suggests the text topics that are relevant. Often others may also be relevant.

2. **Look over the text;** Scan down the Index/Contents Pages at the front of the text and look for headings that sound on-topic for the Assessment Task. Mark or tag them.

3. **Set up a table:** (On the computer *or* with pencil and scribble paper *or* on a whiteboard *or* butchers' paper). In the left-hand column, list the individual points that the Assessment Task asks you to address.

4. **Re-read the sections of the textbook(s):** that you have identified in Step 2. Look for clues about each individual point you have listed in the left-hand column. Note the clues next to each point in the second column with page numbers as a reference and make a few notes in the last column that can be expanded later.

5. **Research the Internet:** In some tasks you may need to look up the internet for more information. Note in the Internet Reference Column specific websites that you have found that will help you provide more in-depth information for your task.
   If you use the internet to gather more information, and use the information provided in your own work, you must show where you sourced the information. DO NOT claim it as your own work. **There are repercussions regarding plagiarism** resulting in possible withdrawal.

The Assessors do check for internet plagiarism when assessing each task. Just copying the internet information is not acceptable. Also please ensure that all your information relates to the task.

For Example:

Task Point	Text Reference	Internet Reference	Notes
Points set out on the Assessment Directions	Insert the Topic Numbers and Page Numbers where you believe the information is covered in the text	Insert website addresses and/or topics that you believe will align with your Assessment Directions	Insert short notes regarding your points or comments you think would fit – point form only, then expand on each point to complete the task

6. **Start writing:** Once you have extracted some clues from the texts and noted them like this, start writing an answer to each point, beginning with your own common sense and experience and tap into your text references and notes in the table to back up what you are writing.

You can see that if you follow this system, you do not start writing until you have done a lot of investigation and planning (just like a Construction Project!

In the end, you need to write enough to demonstrate that you have understood the material relevant to each task and can apply it to the situations/scenarios provided. There are NO restrictions regarding the number of words or pages.

Some parts of the Course deal with the intangibles of management and supervisions, so it may be more difficult to assemble your thoughts in this area than with more obvious technical, or practical, issues where it is set out in straight forward terms.

Breaking the task down into its separate parts and trying to focus on each part like this often helps.

Remember to include any examples of documents, forms, or reports that you have nominated in the task.

Above all, DO NOT forget that if you need help, you can contact the Student Support Team at any time, and if required you can be put in touch with an Assessor.

HOW TO'S

HOW TO FOLLOW THE ASSESSMENT TASK DIRECTIONS

1.   You must read the task and reference material thoroughly.

2.   The first entry on each task will describe what is needed for you to get organised. This is called **Assessment Information.**

3.   Start with what you need to read, or reference, so that you can get organised and understand the task directions.

4.   Become familiar with the drawings/plans that are provided to you, as you may be asked to change the original intent of the drawing.

5.   Many of the tasks will contain more than one section or part. Each task states how many parts you are required to complete.

6.   Many tasks will demonstrate how to set out the requirements and in what order.

7.   Some of the tasks will provide tables or forms you can complete. **NB** The interactive format allows you to type in your answers.

8.   The Text and the tasks will include the relevant internet links that will be helpful. You can use the internet for reference, but you MUST reference where you got the information from. **Note** how the source documents are noted in our text at the beginning of each topic.

9.   Remember the completed task MUST be your own work. Plagiarism will result in your task being returned *Not Yet Competent (NYC)* along with a warning.

10.   The Course Developers designing the information in the text have completed hours of referencing to provide you with as much information as possible to help you prepare your tasks.

IF UNSURE OF ANYTHING - CONTACT YOUR STUDENT SUPPORT TEAM – EACH ONE WILL BE ABLE TO GUIDE YOU OR ENSURE SOMEONE CAN HELP YOU.
☎ **1300 855 713**

HOW TO SET OUT A PROCEDURE

When asked to write a procedure, the tasks always note the following: *A Procedure is a step-by-step way of carrying out a task. Be specific – point form is acceptable but must be in the correct order. If you use the point form system always begin the section with a short preamble (only needs to be a sentence or two) outlining what the general procedure is, then follow with the relevant steps.*

Include in the procedure **WHO** is responsible for each task, **WHAT** each task is, **HOW** each task is to be carried out, and **WHEN** each task is to be implemented. Include a copy of the relevant documents, **WHEN** they are to be completed and by **WHOM**.

Sometimes it is hard to know where to start. Set out your ideas in the following order:

RULES	DO List your rules first (policies) regarding each phase/section of the task
	DO NOT List tasks that should not be done
PROCEDURE **Step by Step tasks to carry out the role**	1 - Who is responsible?
	2 - What needs to be done first?
	3 - What needs to be done next?
	4 - How is it to be done?
	5 - In what timeframe is each step to be carried out?
	6 - If it is applicable, nominate where the task should be carried out OR where information can be obtained
	7 - If it is applicable, nominate how the process is to be recorded or documented
SUPPORT DOCUMENTS	List the correct document that must accompany each task
	Provide an example of each document (REMEMBER TO INCLUDE SAMPLE DOCUMENTS. YOU WILL BE MARKED NYC IF SUPPORT DOCUMENTS ARE REQUESTED AND NOT RECEIVED)
OBLIGATIONS OF THE PARTIES	PRINCIPAL, CONTRACTOR, SUPERVISOR, SUBCONTRACTOR, WORKER ETC
	Where applicable insert what each Officer's obligations are
CONTINGENCY	List any 'what to do if the wheels fall off' strategies
REVIEW PROCESS	By Whom, When, Frequency
	Report Process
	Follow up

HOW TO WRITE A REPORT

PREPARING YOUR REPORT

There are **5** basic stages in preparing a report

1. Understanding the Brief

Before you begin make sure that you understand:

- The purpose of the report.
- It's scope.
- Whether you are intended to make recommendations.
- Who it is to be presented to?
- The deadline for its completion.

2. Researching Information

This may include:

- Consulting records.
- Talking to people involved.
- Carrying out your own research/observations/tests/experiments.
- Contacting other Organisations.

3. Organising the Information

- Group your material into subject headings.
- Reject unnecessary data.
- Identify the main points.
- Arrange information in logical order.

4. Composing the Rough Draft

- Use standard layout format so that information is easy to follow, and important considerations are not omitted.
- Present your findings factually and objectively. Your opinion is only revealed in the recommendations.
- Justify statements with facts and figures.
- Check that your conclusions and recommendations are logical and practicable.
- Organise your points so that information is set out in the order of importance – main points first.
- Use headings, scorings, indenting and numbering to help your readers follow complex material.

5. Preparing the Final Draft

Check that:

- All necessary headings have been included.
- Your chosen format is appropriate i.e., Memo Report, Letter Report, Short Report or Formal Report.
- Your style and register are appropriate, and you have presented information objectively
- You meet your deadline

Basic Report Layout (as used for the Short, Formal Report)

This is the most used report layout. It varies slightly with the degree of formality of the report, but by using the following headings and layout, you can be sure that all aspects are covered, your information is easy to follow and understand and there is consistency in report-writing styles which makes your report easy to read and refer to.

- **Introduction**

    This sets out clearly the brief of the report – it's purpose, scope and any relevant background.

- **Summary**

    This provides a quick reference to the main theme of the report and the summary, or conclusions, and recommendations.

- **Methods of Research**

    This outlines the way research was carried out and where data was found.

- **Findings or Analysis**

    The information considered is set out clearly, logically and objectively, in order of importance and under appropriate headings.

- **Conclusions**

    Here the conclusions, which must be based on findings, are drawn together. It should not include any new information but may give a personal assessment of the value of the findings.

- **Recommendations**

    These are not always asked for in the brief. Here the writer gives suggestions for solving the problems which the report is concerned with. These should always relate to the conclusions given.

    It is often helpful to number recommendations again with major points first.

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WHAT ARE THE STAGES OF CONSTRUCTION/STANDARD ORDER OF BUILD?

Source: Construction Project Administration in Practice. Author A.A. Kwake. Publisher Pearson Education Limited.

The construction process under a traditional system where the design and production functions are separated, is characterised as a sequential approach, and follows the order of briefing, scheme design, documentation, tendering, construction and commissioning of a building. Each phase is completed and approved before proceeding to the next.

Source: Figure 1.3 Chapter 1.6

BRIEFING	PRE-CONTRACT			POST-CONTRACT	COMMISSIONING
	Design Team	DOCUMENTATION	TENDERING	Production Team	
	Scheme Design			Construction	
	Plan Expenditure			Manage Expenditure	

PROJECT TIMESCALE ⟶
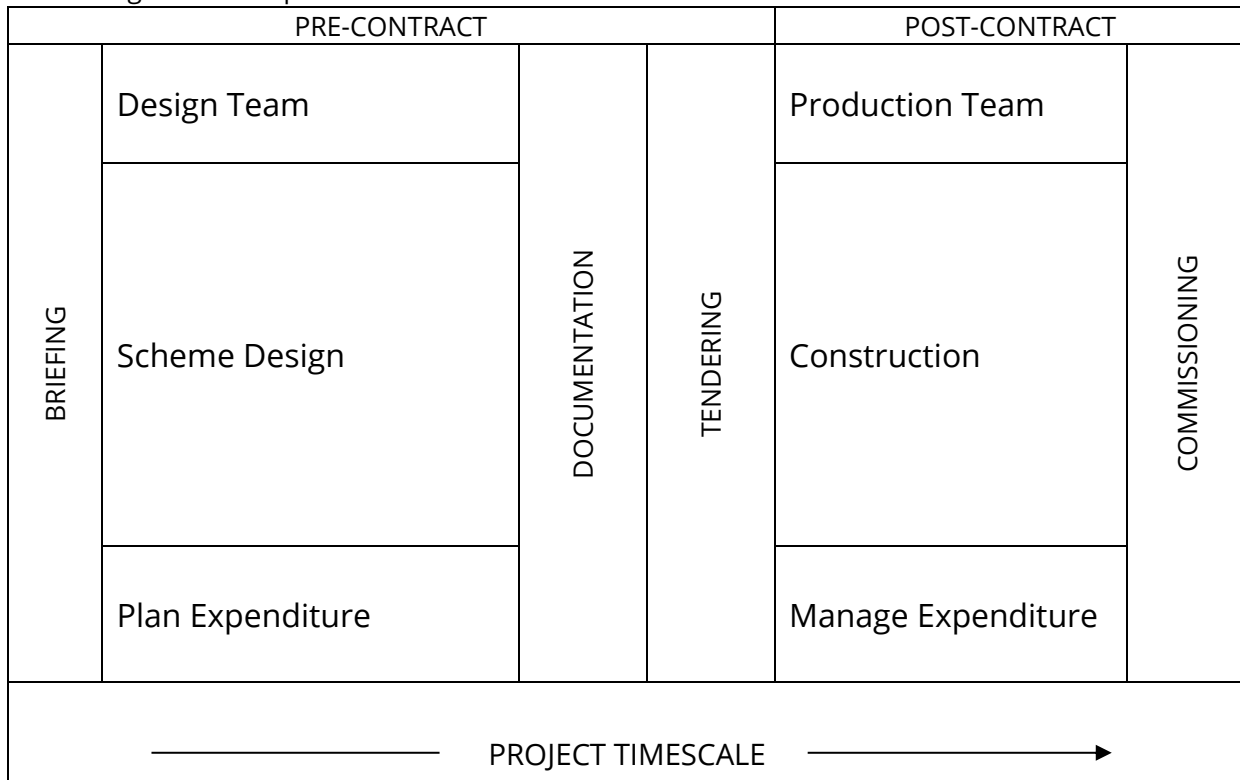
The selected Builder undertakes the construction of the building to shape, size and quality as depicted on the Architect's drawings and specifications.

Site Set Up	▪ Dilapidation Report ▪ Dial Before you Dig Report ▪ Asbestos Reports ▪ Insurances ▪ Surveys ▪ Liaison with the Authorities e.g., Electricity, Water, Local Councils, Environmental ▪ Tree Conservation and Heritage ▪ WorkSafe Requirements ▪ Parking ▪ Discussions with Owners, Superintendents, Architects/Designers, Suppliers etc
Preliminaries	▪ Site clearance ▪ Site access and egress ▪ Project & Safety Signage ▪ Temporary Power / Water ▪ Fencing and/or Hoarding ▪ Security and Surveillance Issues ▪ Lockable Storage ▪ Temporary Scaffolding ▪ Office Facilities ▪ Site and Welfare Facilities ▪ Traffic Management ▪ Electronic Communication Facilities and Methods ▪ Transport for Personnel ▪ Waste and Disposal

STANDARD ORDER OF BUILD

Source: Building Assistance Australia - Extracts

https://buildingassistanceaustralia.com.au/assistance-hub/building-stages/

BUILD STAGE 1 – BASE

The base stage is the most important stage of the build. It forms the foundation for everything else to be built upon. Once building has begun, it is very difficult to alter the base!

Base stage includes the following:

Temporary fencing

Temporary fencing is erected around the site. This is a safety requirement for all types of work, and the fence must be always secured – with no gaps –. Responsibility for maintaining this fence is the Builder's.

Portable Toilet

To service the builders on site, a portable chemical toilet should be delivered. This is usually located near the front of the block, just inside the temporary fencing.

Site Clearance

In order for groundwork to commence, the site needs to be cleared. If this is required, the Builders will factor site clearance/rubbish removal into their quote.

Excavation

The excavation stage of building will see the site levelled, topsoil removed, and the site ready for drainage to be channelled and installed. Most builders will only clear and excavate within the building envelope. (The area designated to build upon).

Drainage & Pipe Work

Once the site is levelled and cleared, the plumbing contractor will dig trenches, lay & connect all underground drainage/plumbing pipework and backfill the trenches. The end result will be a level lot with a series of vertical pipes visible from the ground.

Cut & Fill

Once the Plumbing Contractors have completed their stage of the job, an excavator will be brought onsite to create a rough outline of the foundation footprint. After this is done, the lot will be ready for slab construction.

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Peg Out

Completed by a Qualified Surveyor, or the Concrete Slab Contractor, the peg out phase sees multiple reference pegs put into the ground and connected with a luminous string. This network of pegs forms the outline of where the foundation will be laid.

Silt Barriers with Temporary Fencing

Silt Barriers are often installed along the perimeter of the site to ensure any site water runoff doesn't enter neighbouring properties, plots or onto public footpaths and drains.

Power Supply

With the slab construction yet to commence, an Electrical Contractor will attend the site to install the meter box. For the interim, the meter box will be installed on a pole in the position that will later become one of the walls. During this time, the Electrician will also connect the site to the mains power supply.

Retaining Walls

Not a must for every site, but a necessity for sites that are elevated or have a large step to the neighbouring site. A retaining wall will only be installed if there is a chance that the site could slip or merge with the neighbouring site.

Footing & Slab Construction

First, a Concrete Slab Contractor will assemble a wooden frame around the pegged outline of the property, before lining it with black PVC plastic. Most slabs are not solid all the way through, so it's common for them to install filler material, such as polystyrene blocks, which are then covered with a mesh of reinforcing bars, suspended by plastic risers.

Lastly, the concrete is poured and levelled to the specifications provided by the Builder. Once complete and dried your slab is complete – ready for building to commence!

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BUILD STAGE 2 – THE FRAME

After the slab has been laid, the most notable sign that the build is progressing is the frame. A frame for an average single storey home takes approximately **1 day** to be completed. For a two storey home the build time is more like **2 - 5 days** depending on the complexity of the build.

The following are normally included as part of the Frame Stage:

All external and internal frames for walls and roof trusses

Frame walls are a series of upright beams, joined together by noggins (smaller pieces of wood) to form a sturdy frame for either the external wrapping or internal plasterboards to be fixed to. These frame walls also form an area for windows and doors to be fixed to.

Installation of all windows and doors

Once the frame walls have gone up, the windows and doors are then able to be installed. This usually happens during, or shortly after, the framing stage. In some cases, builders will install temporary doors in preparation for Stage 3.

Electrical box fixed in place

At this stage, the electrical fuse box that was fixed to a pole during the concrete slab prep stage is now incorporated into the frame of the home.

Floor joists (if double storey)

If building a double storey dwelling, the upstairs floor joists will have been installed. The second level frame will be constructed on top of this series of upright structures.

Cladding – Roof then Walls

If it is applicable at this stage, the wooden cladding will be installed.

Floor boarding (if double storey)

If building a double storey dwelling, the second storey's floorboards (which are generally chipboard) will be laid on top of the floor joists and securely nailed into place.

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BUILD STAGE 3 – LOCK-UP

At this stage, you can expect the following to have been completed:

Building Wrap

Building wrap, which is a special type of reinforced paper, is used to protect the building. Known to the Trades as Sisalation paper or Sarking, building wrap often has a reflective surface and thermal properties.

Windows (if not part of Stage 2) are attached to the frame.

Roof Covering before external cladding.

It's at this stage the roof, along with any flashing, gullies, tiles, tin and insulation, will be installed. At times, if no issues are encountered, or if the roof isn't oversized, this job is completed within **1 day**.

Walls

From here the brickwork, cement sheets, blocks or insulation system are installed. Whilst some builders will also include the render, or render base coat, others will not so it's worth confirming this with the Builder.

Fascia boards

Fascia boards and soffit boards (for homes with eaves) are fitted. The purpose of these boards is purely aesthetic, providing a neat appearance for any overhanging, or exposed, elements in the design of the house.

Gutters & Down Pipes

Part of the roof, it's likely that gutters will be installed at this stage too. However, the downpipes that connect the roof gutter to the drain will usually be left until later in the build. Most builders will install temporary plastic bags to avoid water pooling (which can cause damage to the site).

Doors

Although external doors can be installed at this stage, it's more likely the Builder will opt to install temporary ones. This will prevent costly, decorative doors incurring any potential damage. The temporary doors will be replaced with the decorative doors prior to final inspection.

Brickwork/Rendering

If brickwork veneer or a rendered finish has been chosen, it's likely that this will also be completed at this stage. This will depend on the Builder.

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BUILD STAGE 4 – FIXING

Here's what to expect:

Plumber & Electrical Frame Rough-in

Insulation

The roof and wall insulation is installed before plaster boarding the ceiling and walls.

Plasterboard

Plastering covers three areas: ceilings, walls, and cornices (if purchased). Depending on the size of the job and the experience of the Plasterboard Team, a single storey home generally takes **1 - 2 days** to complete. A double storey home can often be completed **within a week**. Once the plasterboards are in place and the joints are covered over, the walls and ceilings are ready to be painted.

Ducted Air-Conditioning / Heating

If ducted air-conditioning or heating has been chosen, these units are usually mounted in the roof space. In some cases, units will be installed before the ceiling plasterboards are in place. However, most builders opt to install them later in the build to reduce the chance of theft.

Wet Areas

It's important that all wet areas such as bathrooms, toilets, washrooms, and laundries are waterproofed prior to tiles being laid. This stage is normally completed by a Specialised Contractor who will identify and waterproof any areas prone to large volumes of water.

Carpentry

Carpentry is completed in two stages. The initial stage includes the installation of kitchen cupboards, bathroom vanities, skirting boards, architraves and internal windowsills. The second and final stage comprises expensive, damage prone items such as internal doors and countertops.

Plumbing - Final

Similar to carpentry, the plumbing phase is also completed in two stages. The initial stage includes items like baths, sinks, shower trays and laundry troughs. The latter stage includes taps, shower heads and toilet bowls as these items should be installed after the tiling to protect them from damage.

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Electrical

Before the plastering stage, the Electrician will "rough in" any required electrical components. This will see TV/Telephone/Data cables run to the fuse box but not connected for obvious safety reasons.

Brickwork

If brickwork and rendering has not been completed in the previous stage, it will be completed at this stage.

Garages and Carports

If the design includes a garage or carport, it will be completed at this stage, along with any other freestanding garage/structure. It's worth noting that garage doors may not be installed until a later stage.

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BUILD STAGE 5 – COMPLETION

Plumbing

Items like shower heads, taps, mixers, shower screens, toilets, outside taps and water storage and heaters are installed and fully tested by a Licensed Plumber.

Painting

At this stage, the Painters will paint all external and internal walls. It's worth noting that walls and ceilings are usually sprayed with two coats of paint as a minimum. The last phase of the painting will be the skirting boards, doors and other woodwork.

Electrical

In the final fix, the Electricians will install all power points, light fittings, phone and data points, as well as any 'smart home' items if applicable.

Carpentry

The final fix will also include all remaining carpentry items, such as internal doors, door handles and latches.

Floors

Carpets, wood floors, floating floors – basically any flooring that isn't tiles will be installed at this stage.

Paths & Driveways

If requested, they will be installed at this stage. However, they are generally not included unless explicitly stated.

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Site Clean

Excess building materials and rubbish will be removed from both inside and outside the property. This is not so much a clean as it is a general clearance of debris.

Pre-Handover Inspection

The pre-handover inspection is an opportunity to formally identify and record any faults or issues with the build. It's common practice for builders to leave a **2 -3 week** grace period for remedying any issues. Be pragmatic and thorough during the inspection as this is your final chance to identify and fix any issues prior to moving in!

Appliances

To avoid damage or theft, appliances such as the oven, stove top, rangehood, dishwasher, air-conditioner or any other expensive appliance will be installed on the day of the handover.

Practical Completion

Practical completion is defined as that stage of the contract when the works can be taken over by the Principal and used safely for their intended purpose. Minor omissions and defects, which do not present the works being used safely, may be present. At practical completion the following usually occur:

1. **The defects liability period commences** Construction contracts usually include a defects liability period during which the Building Contractor is responsible for repairing or rectifying defects that appear in the Works. The period usually commences upon practical completion of the Works and runs for a specified time frame (sometimes also known as the maintenance period).
2. **Final payment**, less any security held, is released to the Building Contractor.
3. **The ownership of the installation is formally transferred** from the Building Contractor to the Principal.
4. **Responsibility for insurance** is transferred to the Principal.
5. **The Building Contractor is no longer liable** for liquidated damages for late completion.
6. **The Building Contractor moves** off site.

HOW TO PREPARE A BAR CHART

Bar Chart Programming

The simplest type of programming tool, useful for small and short term projects is the Bar Chart. With this technique the various activities on a project are listed on the vertical axis of the chart while the horizontal axis comprises the time base. The activities are displayed on the vertical axis down the left hand side of the schedule, and you insert the Trades or stages of construction in the order that you will need them. For example, Standard Order of Build. The vertical axis should not contain any more than 20 activities for each section of the project. Across the top or the bottom of the schedule you insert the time frames that the schedule is broken down into. For example, days, weeks, months, as required. Then you insert the Trade or Task that needs to be completed at that stage of the project within that time frame. This presentation is described as a Gantt Chart.
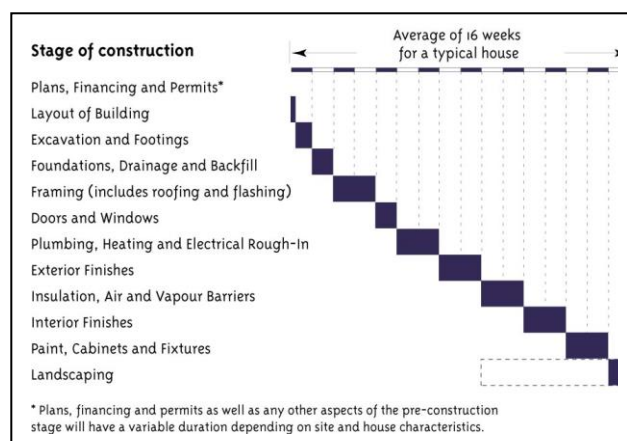
Bar Charts are particularly useful for planning simple projects, for summarising detailed information derived from network planning and for recording progress of the work. Since they are readily understood, Bar Charts simplify communication and understanding of the overall project. The disadvantage of Bar Charts are they DO NOT show dependency relationships (i.e., what depends upon what), they DO NOT show the critical path and they are cumbersome to change (since any alteration must consider both sequence and timing of the activities).

(Source TAFEPLUS)

When the drawings for a building project have been completed, it is helpful to present it in a format which is easily understood and may be used by all personnel on a building job.

Bar Charts are drawn up with the activities shown down the left hand side and the time periods shown horizontally.

Sometimes the activities are shown only as a number or coded letter, but most often by the full name of the activity.

Times to complete each activity are shown by means of bars, which may be open or coloured in. Often the Bar Charts are coloured in to show the work completed to that date also indicating the percentage of work completed. This allows the actual progress of the job to be compared to the scheduled program.

For larger projects there is more than one Bar Chart. There is a Chart for each section of the project and a Master Program is drawn up to coordinate all sections of the job.

A typical bar chart, as shown in our **first** example, should include:

*   Expected start, duration, and completion dates
*   A method of controlling or monitoring the progress

This can be achieved in the suggestions listed below.

*   Colouring in the bars
*   Drawing parallel bars
*   Coloured pins
*   Highlight markers etc

There is no set design of a Bar Chart, however a Chart should include the minimum information as set out below…

*   Project name
*   Time scale (e.g., daily, weekly, monthly etc)
*   Dates
*   Activity description (in order of progress on site)
*   Activity to activity which supports each other or is dependent on each other
*   Method of showing the time elapsed
*   Method of recording the progress of each activity
*   Completion date (contract date/established date of completion)

In the **second** example a Chart is drawn up using the method of working days only, omitting weekends yet showing all holidays.

The time estimated to complete a specific activity, or Trade on the site, is marked in either line or box section (see **third** example), starting from when the activity starts to when it is finished.

Using an example of three activities or Trades, which must be carried out in sequence, and the duration times are

* Trade/Activity A, 1 day
* Trade/Activity B, 1 day
* Trade/Activity C, 2 days

This would be shown on the Chart as our **third** example demonstrates.

This shows quite clearly how work should progress. **Note** that the lines of dependency/support show the interrelationship of the Trades, for example…

> Trade B cannot commence until Trade A has been completed
>
> Likewise, Trade C follows Trade B.

Taking the example further, if the project has been running for 3 weeks (15 working days) and the Bar Chart has been used to monitor progress then it may look like the **fourth** example.

The information that may be extracted from the Bar Chart includes:

- Activity A should be complete and is complete
- Activity B should be complete and is complete
- Activity C should be complete and is complete
- Activity D should be complete and is complete
- Activity E should be complete and is complete
- Activity F should be complete and is complete
- Activity G is only 60% complete but should be complete.

Therefore, as Activity G is on the critical path, the project may be seen to be behind by two working days.

The job of the Site Supervisor is now to determine what action needs be taken to bring the project back on schedule.

To be realistic a Construction Program is only as good as:

- The initial intent of the Planners,
- The accuracy of information available,
- The knowledge of the contract drawings and documents,
- The experience of the Team,
- The number of updates that the Program undergoes, and
- The lines of communication.

Example 1

Time Schedule	MONTH	MAY	JUNE	JULY	AUGUST	SEPT	OCT	NOVEMBER	DECEMBER	JANUARY
OPERATION	DATE									
A	CLEAR & LEVEL SITE									
B	EXCAVATE FOR FOOTING									
C	CONCRETE FLOORING									
D	CONCRETE FRAME									
E	EXTERNAL BRICKWORK									
F	ROOF CONSTRUCTION									
G	ROOF PLUMBING									
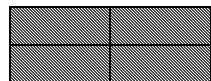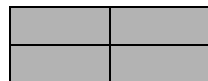
Legend:
- Scheduled Work
- Percentage of Work Completed
- Actual Time Worked
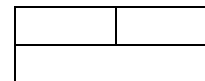
(Source TAFEPLUS)

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Example 2

PROJECT NAME   Contact No.

Date	1			5		8			12		15			19		22		26			29	
Working Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
No **Describe**																						
A Establish Site																						
B Set Out																						
C Footings																						
D Drains																						
E Brick																						
F Bearers & Joists																						
G Wall Frame																						

Example 3

PROJECT NAME   Contact No.

Date	1			5		8			12		15			19		22		26			29	
Working Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
No **Describe**																						
A Establish Site																						
B Set Out																						
C Footings																						
D Drains																						
E Brickwork																						
F Bearers & Joists																						
G Wall Frame																						

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Example 4

PROJECT NAME   Contact No.

Date		1				5	8				12	15				19	22				26	29	
Working Day		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
No.	Description																						
A	Establishment Site	▨																					
B	Set Out		▨																				
C	Footings			▨	▨																		
D	Drains					▨	▨	▨															
E	Brickwork			Order			Deliver		▨	▨													
F	Bearers & Joists									▨	▨												
G	Wall Frame											▨	▨	▨									

(Source TAFEPLUS)

Stallion Constructions Pty Ltd
Stable Corner
Racecourse Road
Broadmeadow
NSW 2292

Telephone : 049 123456
Facsimile : 049 654321

ACN 000 111 999

Short Term Construction Programme

Project:		Project No:	Programme No:
Prepared by:			Date Prepared:

Trade	Duration of Activity																																											

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CONTRACT ADMINISTRATION MODULE

MODULE DESCRIPTION This Module encompasses all facets of the contract management and administration process from Australian Law to Closing the Project.

Back to Basics has prepared this qualification by clustering the Units of Competency shown below surrounding all the requirements of a Building Project and to ensure clarity and content to cover the specific requirements of the Construction Industry.

THE CONTENT of this Module covers a comprehensive range of topics surrounding Australian Law, Construction Contract Issues, Legislation, Regulations, Standards, Codes, Design Principles, Structural Principles and the Construction process from Site Preparation and all the facets relating to the construction of a Building Project. It is made up of two books:

CONTRACT ADMINISTRATION MODULE TOPICS	
BOOK ONE	
Topic	**Name of Topic**
1	Australian Law & Business Obligations
2	Drawings & Specifications
3	Contract Structure
BOOK TWO	
4	Contract Terms & Conditions
5	Sales & Client Needs
6	Building Approvals
7	Procurement
8	Resource Management
9	Sub-Contracting
10	Tender Procedures
11	Building Contracts
12	Resolving Disputes
13	Breach, Suspension, Repudiation & Termination
14	Contract Risk Management
15	Contract Administration
16	Finalising the Project

STUDY SCHEDULE/TIMELINE - CONTRACT ADMINISTRATION MODULE
*** This Module should take you approximately 6-9 months to complete once received **
STUDY SCHEDULE/TIMELINE

Module Received Date _____	Expected Completion Date _____

Task #	Task Name	Date Started	Date Completed	Date Submitted	Assessment Outcome (COMPETENT or NYC)	Resubmission Required (Y or N)
Assessment Booklet 1						
Assessment Task 1	Legislation, Regulations, Codes & Standards					
Assessment Task 2	Read, Interpret Plans & Specifications					
Assessment Task 3	Building Approvals					
Assessment Task 4	Client Rights & Obligations					
Assessment Task 5	Selection & Preparation of the Contract					
Assessment Task 6	Progress Claims & Variation Procedures					
Assessment Task 7	Planning & Scheduling					
Assessment Task 8	Resource Management					
Assessment Task 9	Prepare & Evaluate Tender Documentation					
Assessment Task 10	Resolving Disputes					
Assessment Task 11	Risk Management					
Assessment Task 12	Contract Administration & Documentation (All units)					

REMEMBER ONLY SEND IN ONE TASK AT A TIME FOR MARKING

WHAT IS NEEDED TO COMPLETE THESE MODULES

Back to Basics Business Training will provide the following:

- Module Text Books
- Assessment Booklet & Assessment Tasks
- Links to relevant Acts and Regulations throughout the text
- Links to relevant Associations and Guides
- Links to understand Maths, Geometry etc.
  https://www.mathsisfun.com/index.htm
- Construction drawings, site plans and specifications. Refer to each task as to which drawings apply
- Links to relevant resources for you to gain further information.
- Links to Hightail for uploading your tasks to Hightail *See Pages 19 - 11*
- Guides (How To's) on:
  - How to Follow the Assessment Task Directions *See Page 14*
  - How to Set Out a Procedure *See Page 15*
  - How to Write a Report *See Pages 16 - 17*
  - Stages of Construction & Standard Order of Build *See Pages 18 - 34*
  - How to Prepare a Bar Chart *See Pages 27 - 34*
- Study Schedule/Time Line *See Page 36*

The student will need to have the following to read the Module, complete and send in the Assessment Booklets and Assessment Tasks.

- Digital technology devices - computer applications and software (Microsoft Word and Adobe to read and complete PDF documents) to source and document information as well as access to Word Processing
- Email Address to send and receive learning resources

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