



Australian Government

**Assessment Requirements for
CPCCB4032 Apply contract law to sales
processes**

Release: 1

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Modification History

Release 1 This version first released with CPC Construction, Plumbing and Services Training Package Release 5.0.

Supersedes and is equivalent to CPCBC4032A Apply contract law to sales processes. Updated to meet the Standards for Training Packages 2012.

Performance Evidence

To demonstrate competency, a candidate must meet the elements and performance criteria of this unit by applying contract law to the sales process for one building and construction project.

In doing this, the candidate must:

- select the correct contract for the building project
- select the appropriate clauses and conditions within the contract and explain the reasons and impacts to the client
- administer the contract to meet government legal and regulatory requirements
- follow organisational procedures to apply contract law to the sales process
- determine and explain to the client appropriate measures to be taken in the event of anomalies in rendering the contract
- communicate and finalise pre-contract agreements with client.

Knowledge Evidence

To be competent in this unit, a candidate must demonstrate knowledge of:

- contract types and the circumstances they cover
- contract law and related government legislation and regulations
- legal meanings of terms and clauses in building and construction contracts
- definitions and interpretations commonly applied to contracts
- definitions of building work
- pre-contract agreements:
 - offer and acceptance documentation
 - preliminary contracts
 - preparation of plan agreements
- clauses in construction contracts:
 - cost adjustments

- extensions of time
- offers and acceptances
- payments
- retention of moneys
- scope of work
- terms and representations
- pre-contract clauses:
 - conditions
 - scope of work
 - time for completion
- relationship between the organisation and its clients.

Assessment Conditions

Assessors must meet the requirements for assessors contained in the Standards for Registered Training Organisations.

Assessment can be undertaken in the workplace or in a simulated workplace environment.

A simulated environment is one that realistically replicates workplace conditions, materials and equipment, interactions with others and workplace irregularities, and which meets industry standards for safety and environmental practices.

Candidates must have access to:

- variety of construction contracts
- government contract law legislation and regulation
- organisational policies, procedures and other quality documentation to undertake the performance criteria and assessment requirements
- digital technology to access information and software to process and save contract documentation
- relevant building industry and local authority codes and standards
- site plans and project contracts

Links

Companion volumes to this training package are available at the VETNet website - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>