

Q1. Identify three (3) two-dimensional drawings/sketches that may be used to clarify or communicate ideas to clients or other parties. For each drawing/sketch, identify four (4) key features that may be shown.

Answer

Drawing/sketch type	Key features
Block Plan	Show Position of building Show Access roads Show Vegetation Show utilities
Site Plan	Show landscape (trees etc) Show parking areas Show earth works Fencing walls gates, etc
Floor plan	Show layout of rooms Show electrical symbols Show lighting drawings Show plumbing details

☐

Q2. Name two (2) advantages of a three-dimensional sketch/drawing.

Answer Clarify or communicate ideas
Make estimates

☐

Q3. Name one (1) individual you might contact to establish the scope and standard of the job being undertaken.

Answer Client

☐

Q4. You need to inspect the relevant area to take measurements for your drawings/sketches. Identify two (2) safety requirements you would need to observe on site.

Answer ☐ Use PPE
Site risk controls

Q5. Identify two (2) types of tools/equipment you would use when inspecting the area to take measurements.

Answer ☐ Spirit levels
Measuring wheels

Q6. Identify two (2) types of tools/equipment you might need when completing sketches/drawings.

Answer ☐ Computer
Writing & sketching equipment

Q7. What action should be taken if any of the tools/equipment identified in Q5. and Q6. are found to be defective? Tick your response.

Answer ☐

Choice	Possible Answers
☐	Report, Record
☐	Stop, Report, Record
☒	Stop, Tag, Report, Record
☐	Stop, Fix, Report, Record

Q8. True or False (Tick your response): It is best practice to double check measurements before recording them.

Answer ☐

☒	True
☐	False

Q9. Explain the purpose of the scale on sketches/drawings.

Answer Buildings and areas are drawn to show actual measurements of objects

☐

Q10. You have measured a wall that is 2.4m high. Using a scale of 1:100, what size will this be drawn? Provide your answer in mm. Show your workings.

Answer 24 mm
 $2400/100 = 24\text{mm}$

☐

Q11. Explain the purpose of a key or legend on sketches/drawings.

Answer Communicate ideas
Make Estimates
Show Measurements

☐

**Q12. Which of the following are true about drawing contours?
Tick all that apply.**

Answer	Possible Answers
☒	Equally spaced contour lines indicate uniform slope
☐	Closely spaced contour lines indicate flat surface
☒	Closely spaced contour lines indicate steep ground
☒	Concentric closed contours with decreasing values toward the centre indicate a pond
☐	Concentric closed contours with decreasing values toward the centre indicate a hill

☐

Q13. Identify the Volume and Parts of the NCC that relate to metal sheet roof cladding for Classes 1 and 10, and Classes 2 to 9.

Answer

Classes 1 and 10	Classes 2 to 9
Volume 2 parts 3.5.1.0 & 3.5.5.0	Volume 1 parts B1.4 & F1.5

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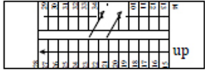
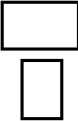
Q14. Which Australian Standard is referenced in the NCC with regards to the requirements for the design and installation of metal sheet roof cladding?

Answer AS1562

☐

Q15. Sketch the following standard design symbols.

Answer

Item	Sketch
Compass (North)	 North point
Sink with one bowl	
Stairs	 STAIRS — arrow indicates direction of travel
Toilet	

☐

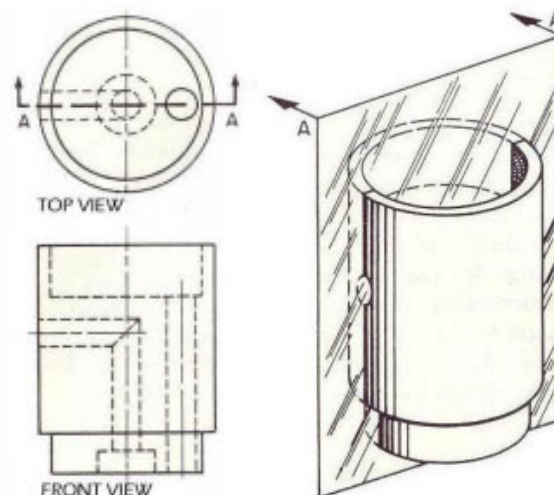
Q16. Explain the meaning of the abbreviations in the table below.

Answer

Abbreviation	Meaning
BK	Brick
CBD / CPD	Cupboard
DP	Down Pipe
INSUL	Insulation
KIT	Kitchen
MSB	Mainswitch board
PBD	Plaster board
RWT	Rain water tank
SHR	Shower
TEL	Telephone
WC	Water Close

☐

Q17. True or False (Tick your response): The dashed/chain lines on the section view shown below represent the portions that have been in contact with the cutting plane.



Source: https://www.mcvts.net/cms/lib/NJ01911694/Centricity/Domain/131/Section_Views.pdf

Answer

☒	True
☐	False

☐

Q18. Explain the use of hatching lines for sectional drawings.

Answer Hatching lines represent material type in contact with cutting plane

☐

Q19. True or False (Tick your response): In an offset sectional drawing, the cutting plane does not travel in a straight line.

Answer

☒	True
☐	False

☐

Q20. Which of the following information should be included in the title block for a sketch/drawing? Tick all that apply.

Answer

Choice	Possible Answers
☒	Client details
☒	Contact details for person who prepared drawings
☒	Date drawing was completed
☒	Drawing number
☒	Drawing title
☒	Job number
☒	Project name and address
☒	Revisions / Amendments (if applicable)
☒	Scale

☐

Q21. True or False (Tick your response): Amendments usually have to be signed or initialled by both the builder and the client to show they both agree.

Answer

☒	True
☐	False

☐

Q22. Explain why it is good practice to have a single repository for sketches/drawings.

Answer To check that the sketches being used are the most up to date sketches and can show history of documents if changes have been made



Q23. Name the Regulation and identify the section that outlines the requirement for structure designers to produce a safety report. Briefly describe the requirements.

Answer

Section of Act	Requirements
<i>Work Health and Safety Act 2011 (Qld) s295</i>	The designer of a structure must give the PCBU who has commissioned the design a written report that specifies the hazards relating to the design which create a risk to those carrying out construction work



CPCBC4014A

PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the Participant to complete work related activities.
- The Assessor will conduct observations of the Participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below – providing your name, signature and date of assessment.
 - The Participant's signature acknowledges that the Assessor provided clear instructions and the Participant understood what was required to complete this assessment.
- The Assessor may substitute a Practical Task with an alternate task of equal value.
 - Alternate tasks must be fully documented by the assessor in the Assessor Comments area.

Participant name

Participant signature

Date

[Click here to enter a date.](#)

Assessor name

Assessor signature

Date

[Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

CPCCBC4014A

PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce sketches and drawings for a small work project (Note: The participant is not required to demonstrate complex drafting skills). Sketches and drawings may be simplified versions taken from architectural drawings, designed to capture design concepts or options. They may be used for estimating purposes and to show measurements and other requirements for building and construction works. Standard drawing conventions and features must be implemented (including direction, scale, key, contours, symbols and abbreviations). The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. Evidence to be submitted may include: Building sketches from projects the candidate has worked on The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer, digital camera, pen and paper.		
Assessment of task		
Name of participant:		
Name of observer:		
Role of observer (Confirm suitability to sign)		
Email address of observer		
Signature of observer:		
Date:	Click here to enter a date.	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1st Occasion	2nd Occasion
1.A. Identify and record types of drawings required and key features, in compliance with the scope and standard of the job.	☐	☐
1.B. Identify and follow WHS requirements on site and statutory/authority requirements.	☐	☐
1.C. Gather and check tools and equipment required for inspection, measurement and producing drawings.	☐	☐
1.D. Inspect relevant area, taking and recording required measurements.	☐	☐
1.E. Create simple 2D and 3D sketches and drawings, using standard drawing conventions and incorporating relevant codes and standards.	☐	☐
1.F. Create sectional drawings of simple structural elements, using standard drawing conventions.	☐	☐
1.G. Record essential information on the drawings with symbols and abbreviations, according to standard drawing conventions.	☐	☐

1.H.	Label, date and process drawings according to organisational administration and quality procedures.	☐	☐
1.I.	Effectively communicate using the following methods: • Using language/concepts appropriate to cultural differences • Non-verbal communication	☐	☐
The participant's performance was: ☐ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS