

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:	Danielle Henderson	
Name of observer:	Nigel Butler	
Role of observer (Confirm suitability to sign)	Design Drafter	
Email address of observer	nigel.butler@perigon.com.au	
Signature of observer:		
Date:	11/05/2020	

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

Danielle shows a competency in the various aspects of drawing creation and communicating additional requirements and changes to be incorporated into existing drawings for both office and site works.

She has been observed in the process of liaising with a client for the planter drawing and in the complete process of going through from concept, site visit and completing measurements to producing the drawing to a standard that can be built from, or drafted into CAD.

Her daily work duties incorporate interpretation, information gathering, verification and markup of site use drawings for design and drafting staff to amend drawings to new revisions from construction to as-built status - examples attached.

She has been observed clarifying that electrical gear has been installed to Australian Standards – e.g. lighting, GPO's, exit signs etc. located and installed in correct locations, log books and signs have been labelled and signed off correctly, symbols, annotations and appropriate notes are correctly shown or removed. Should any changes to the design change during her site inspections, she either personally marks up the changes, or combines the electricians markups that are received and creates a final drawing for drafting staff to complete. As this involves being on construction sites, she undergoes site inductions and follows the WHS requirements.

Danielles work is to a high standard and her attention to detail comes through on her persistence to have a legible and correct markups, being well detailed and showing corrections to symbols, notes and locations as changes come through before handing on the CAD department.