

CPCCBC4014A

PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4014A Prepare simple building sketches and drawings* cover all aspects of the unit of competency required. To demonstrate competence in this unit, a participant must undertake all tasks and complete them satisfactorily and consistently. For Apprentices and Trainees, this includes employer completion of the Employer Record Book (ERB).

Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be equitable, fair and flexible. If a participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, who should note such arrangements in the 'Assessor Comments' on the affected assessment. If a participant feels they are not yet ready to be assessed, they should discuss their options with their Trainer/Assessor.

To satisfactorily complete the assessment, the participant is required to answer all questions correctly and demonstrate their skills to industry standards. If a participant does not answer some questions or perform some tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency. The Trainer/Assessor is able to provide the participant with additional information on interpreting the assessment outcomes and provide guidance on the participant's options. Should a participant still be deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result.

By signing the cover page for each assessment item, the participant acknowledges they understand the assessment instructions and requirements and consent to being assessed. The participant also verifies and assures the RTO that the work submitted is their own work.

Participant Name	Melissa Parsons
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Task	Assessment Results	
Theory Exam	☐ Satisfactory	☐ Not Yet Satisfactory
Practical Assessment	☐ Satisfactory	☐ Not Yet Satisfactory
Outcome for Unit of Competency	☐ Competent	☐ Not Yet Competent

Assessor Name	
Assessor Signature	
Unit Competence Determination Date	Click here to enter a date.

CPCBC4014A

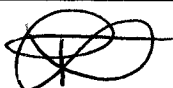
PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances, whereby the Participant's answers will be documented by a party other than the Participant. This must be acknowledged in writing (e.g. FT001 and Assessor Comments)
- Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- Assessors are to complete marking in pen of a different colour to the Participant.
- If a Participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
 - If a Participant changes their response in writing, they must put their initials next to the written change.
 - If a Participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name Melissa Parsons

Participant signature



Date

Click here to enter a date. 6/9/2021

Assessor name

Assessor signature

Date

Click here to enter a date.

Number of questions	Number of questions answered correctly	Task outcome (Tick)	
		Satisfactory	Not Yet Satisfactory
23		☐	☐

ASSESSOR COMMENTS

- 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
Floor Plan	layout sizes of rooms doors view from above walls
Elevation Plan	Windows Doors External view Vertical dimensions
Section Plan	Internal view Heights Depths Thickness

☐

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

Answer

More realistic view of space
 Easier to check errors

☐

- 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

PPE
Site flagging
Warning signs

☐

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

Answer

Tape measure
Measuring wheel

☐

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

Answer

Computer
Scale ruler

☐

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

☐

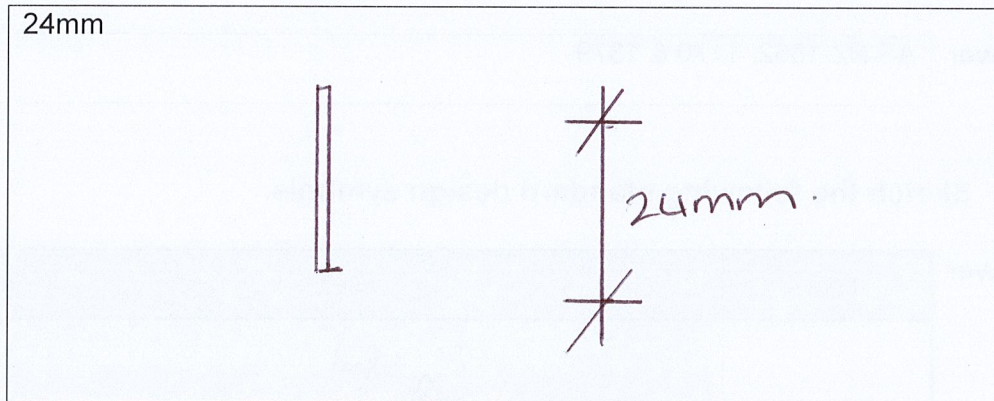
Q9. Explain the purpose of the scale on sketches/drawings.

Answer To show items that are not convenient to draw at their actual size



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 24mm



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

Answer Symbols and abbreviations could have more than 1 meaning
Key or legend elevates miss interpretation



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

Choice	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
Vol 2 Part 3.5.1	Vol 1 B1.2



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

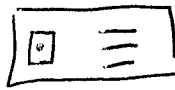
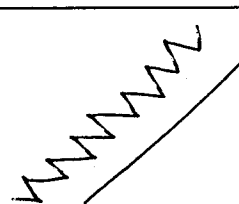
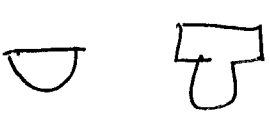
Answer

AS/NZ 1562, 1170 & 1379



Q15. Sketch the following standard design symbols.

Answer

Item	Sketch
Compass (North)	
Sink with one bowl	
Stairs	
Toilet	



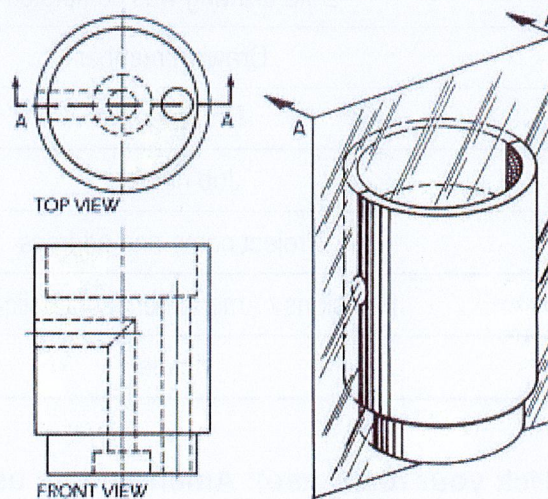
Q16. Explain the meaning of the abbreviations in the table below.

Answer

Abbreviation	Meaning
BK	Brick
CBD / CPD	Cupboard
DP	Down pipe
INSUL	Insulation
KIT	Kitchen
MSB	Main switch board
PBD	Plasterboard
RWT	Rain water tank
SHR	Shower
TEL	Telephone
WC	toilet

☐

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 Material type that comes in contact with the 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 It is important to have 1 x central location and format for storing all documents so that everyone knows where to find, how to file / store



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
Work Health and Safety Regulation 2011 Part 6.2 295	-specify hazards relating to the design of structure -make aware any risk to health or safety



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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 Melissa Parsons

Participant signature 

Date Click here to enter a date. 6/9/2021

Assessor name _____

Assessor signature _____

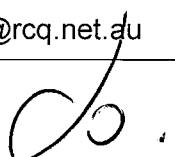
Date Click here to enter a date.

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

ASSESSOR COMMENTS

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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:	Mellissa Parsons	
Name of observer:	Daniel Ogden	
Role of observer (Confirm suitability to sign)	Senior Contracts Administrator	
Email address of observer	dogden@rcq.net.au	
Signature of observer:		
Date:	6/09/2021	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd 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

As per email from Myles Walder (Teacher) a sketch of scaffold on our project has been done on an elevation plan and a scaffold inspection checklist has been written