

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 Lorne Merrick

Participant signature _____

Date Click here to enter a date. 27-04-21

Assessor name Leah Bolton

Assessor signature Leah

Date Click here to enter a date. 27-04-21

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

ASSESSOR COMMENTS

Lorna attended site to measure a small area of a large project (to consider design options) and used tools such as a laser / level / tape measure to collect relevant data. Lorna then used these alongside architectural drawings to produce a drawing of the area. Lorna used scale and relevant abbreviations and symbols, adding the drawing to the project file on dropbox as per administration protocol. Lorna consulted on any WHS issues and legislation requirements. The drawings produced were of a good standard and could be interpreted by other staff.

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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:	Lorna Merrick	
Name of observer:	Leah Bolton	
Role of observer (Confirm suitability to sign)	Manager	
Email address of observer	leah@mtgpty.com	
Signature of observer:		
Date:	Click here to enter a date. 27-04-21	
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

Lorna produced a great standard of drawings on two different job sites producing design options for clients. Lorna used relevant scale, abbreviations and symbols and measured the spaces correctly producing accurate drawings.