

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to read and interpret plans and specifications in order to inform estimation, planning and supervisory activities.

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:

- Any drawing with a cloud or mark-up you have inserted.
- Copy of the correspondence regarding mark up and any site management/authorising engineer response.

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:

Drawings (including site plan), Specifications, Tender documentation, Telephone, Facsimile machine, Computer.

Assessment of task

Name of participant:	Danielle Henderson		
Name of observer:	Joe Stefek		
Role of observer (Confirm suitability to sign)	Engineering Manager		
Email address of observer	joe.stefek@perigon.com.au		
Signature of observer:			
Date:	23/03/2020		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1st Occasion	2nd Occasion	
1 Interpret drawings			
1.1A. Identify purpose and advantage of different types of drawings.	☒	☒	
1.1B. Identify different aspects of drawings.	☒	☒	
1.1C. Identify, understand and apply: • Commonly used symbols and abbreviations • Common building and construction terms on drawings	☒	☒	
1.1D. Identify building site from location drawings.	☒	☒	
1.1E. Identify on the site plan: • True north • Building orientation • Key features in relation to building and other structures • Levels • Contours • Service entry points • Site features to be removed or retained	☒	☒	

1.1F.	Identify key features of plans, elevations and sections.	☒	☒
1.1G.	Identify client requested variations to standard plans on drawings.	☒	☒
2 Interpret specifications			
1.2A.	Identify and correctly apply Provisional Sum (PS) and Prime Cost (PC) values.	☒	☒
1.2B.	Identify and confirm customer variations to standard specifications and communicate changes to organisational personnel.	☒	☒
1.2C.	Apply and communicate correct interpretations of essential elements to estimation, planning and supervisory tasks (including labour hours/costs and material quantities/costs).	☒	☒
1.2D.	Identify Building Codes or standards affecting the work to be undertaken (including references to Australian Standards and the National Construction Code).	☒	☒
1.2E.	Identify key features of products included in the specification, including the design, purpose, aesthetics and cost relationships.	☒	☒
3 Communicate with others			
1.3A.	Consult with industry professionals, clients, organisational personnel and appropriate local authorities.	☒	☒
1.3B.	Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email)	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory			

OBSERVER COMMENTS

During Danielle's time at Perigon, she has shown an interest in the detailed understanding of not only our Electrical drawings but the full set of project disciplines that we use.

Using the legend and general building knowledge she is able to understand the layouts and develop our Emergency Lighting Logbooks and other quality documentation.

She shows a full understanding of drawing sets and comprehension between legend pages or specification references to develop operation and maintenance manuals for each electrical installation and to gain supplier pricing for project variations.

By understanding these drawings, she is able to communicate with our suppliers and subcontractors to provide additional detail for their pricing submissions.