

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	Sophie Scott
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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.

CPCCBC4014A

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 Sophie Scott

Participant signature



Date 8/09/2020

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
Site Plan	Location Access Drainage Existing buildings
Sectional Views	Further structural details such as the roof, walls, subfloor, and footings
Detailed Plans	Dimensions Material type Scale Necessary views

☐

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

Answer

1 – It provides a more realistic view of the area
2 – Improves accuracy

☐

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

Answer

The 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 Signage and barricading

☐

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

Answer Wing-up-tape and clipboard

☐

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

Answer Writing equipment and paper

☐

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 The purpose of scale is to be able to get accurate measurements from a drawing and transfer to real-life

☐

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 2400mm divide by 100 = 24mm

☐

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

Answer Key/legends are used to identify symbols

☐

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

Answer

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
Volume 2 Part 3.5	Volume 1 Section B

☐

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

☐

Q15. Sketch the following standard design symbols.

Answer

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

☐

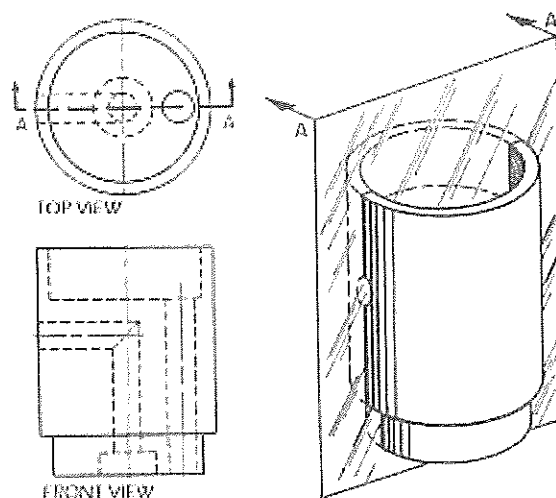
Q16. Explain the meaning of the abbreviations in the table below.

Answer

Abbreviation	Meaning
BK	Brick
CBD / CPD	Cupboard
DP	Distribution Panel
INSUL	Insulation
KIT	Kitchen
MSB	Main Switch Board
PBD	Plasterboard
RWT	Rainwater Tank
SHR	Shower
TEL	Telephone
WC	Water Closet

☐

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 They determine the material type

☐

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 ensure that you are working off the current drawings



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
292	(1) A person appointed as an authorised representative under the repealed Act, section 90D, and holding office immediately before the repeal of that section, from the repeal is taken to be issued with a WHS entry permit under section 134. (2) The person's WHS entry permit is taken to be the identity card issued to the person under the repealed Act, section 90H. (3) For deciding the term of the permit, and despite section 136, the permit is taken to have been issued— (a) when the person was appointed as an authorised representative under the repealed Act; and (b) for the period until the expiry date stated on the identity card. (4) The permit is taken to be issued to the person on the conditions of the appointment mentioned in the repealed Act, section 90F, which may be varied under section 135. (5) If the industrial registrar issues the person with a WHS permit under section 134, subsections (1) to (3) stop applying to the person. (6) An application under the repealed Act, section 90C that has not been decided at the repeal, from the repeal is taken to be an application under section 131 and must be decided by the industrial registrar.



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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 Sophie Scott

Participant signature 

Date 8/09/2020

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:	Sophie Scott	
Name of observer:	Nicklaus McNab	
Role of observer (Confirm suitability to sign)	Site Engineer	
Email address of observer	nmcnab@watpac.com.au	
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.	☒	☒

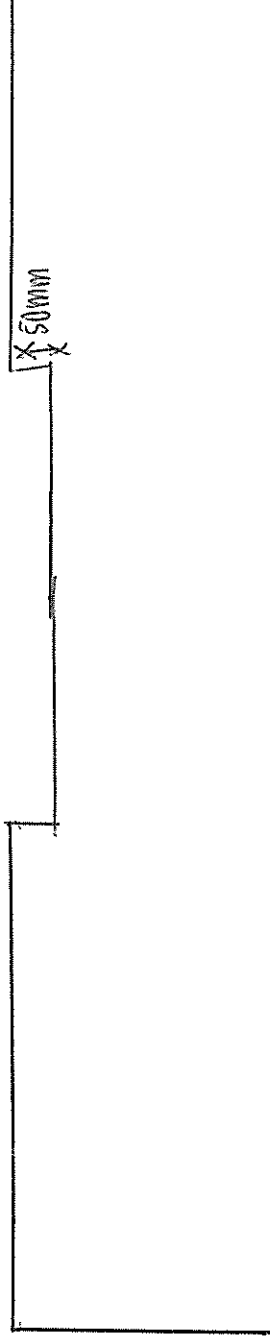
1.H.	Label, date and process drawings according to organisational administration and quality procedures.	☒	☒
1.I.	Effectively communicate using the following methods: - Using language/concepts appropriate to cultural differences - Non-verbal communication	☒	☒
The participant's performance was: ☒ Satisfactory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

OBSERVER COMMENTS

Sophie, as part of her role within the project overseas document control. Within her responsibilities is the management of drawings and specifications, ensuring they are current. Through this she has experience in identifying basic requirements which make up a drawing.

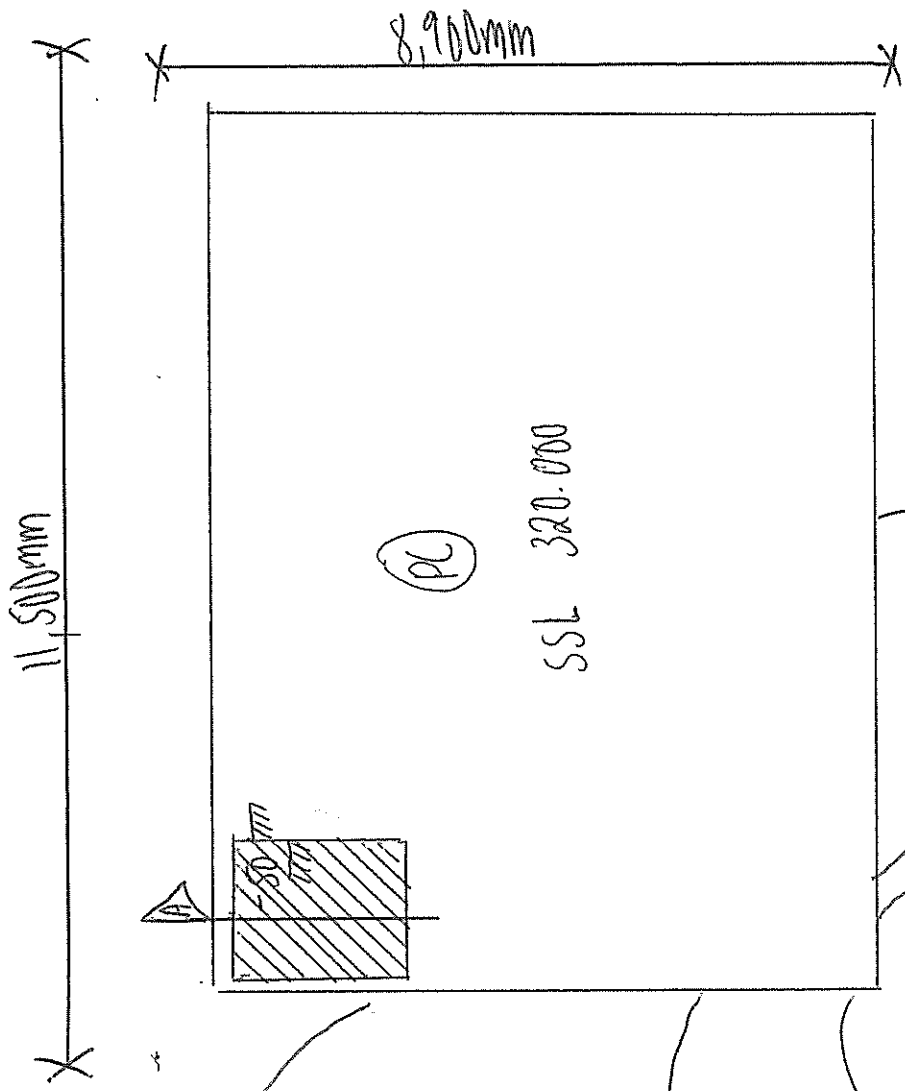
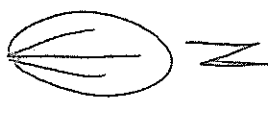
Section of Slab Setdown

Section A



Date 14/08/20
Scale 1:50

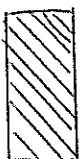
Garage Site Plan



322.000

321.000

323.000

- PC - Polished Concrete.
- SSL - Structural slab level
-  - concrete set down
-  - step.

Scale. 1:100
Date 14/08/20

