

# 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 | Michael Lewis |
|------------------|---------------|

| Task                                  | Assessment Results                        |                                                   |
|---------------------------------------|-------------------------------------------|---------------------------------------------------|
| Theory Exam                           | <input type="checkbox"/> Satisfactory     | <input type="checkbox"/> Not Yet Satisfactory     |
| Practical Assessment                  | <input type="checkbox"/> Satisfactory     | <input type="checkbox"/> Not Yet Satisfactory     |
| <b>Outcome for Unit of Competency</b> | <input type="checkbox"/> <b>Competent</b> | <input type="checkbox"/> <b>Not Yet Competent</b> |

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



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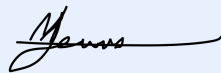
## PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

### 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 Michael Lewis

Participant signature



Date 12/05/2021

Assessor name

Assessor signature

Date Click here to enter a date.

| Number of questions | Number of questions answered correctly | Task outcome (Tick)      |                          |
|---------------------|----------------------------------------|--------------------------|--------------------------|
| 23                  |                                        | Satisfactory             | Not Yet Satisfactory     |
|                     |                                        | <input type="checkbox"/> | <input type="checkbox"/> |



**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                                                                                                   |
|----------------------------------|----------------------------------------------------------------------------------------------------------------|
| Bathroom Floor Plan & Elevations | Location of towel rails etc.<br>Heights of shower rose<br>Tile set out<br>Location of floor wastes             |
| Sectional Views                  | Connection Details<br>Heights of ceilings<br>Floor heights<br>Selection of materials                           |
| Cabinetry Sketches               | Cabinetry design and configuration<br>Cabinetry heights<br>Cabinetry material finishes<br>Location of services |

☐

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

**Answer** 3D sketches provide a more realistic picture of a space and give whoever is looking at the drawing/sketch a better understanding of what's happening.  
  
3D drawings set clear expectations for the clients.

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

**Answer** Architect, building designer, builder and also the client

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- 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** ☐ You would need to inspect any fall or trip hazards you would also need to observe any overhead or any on site machinery hazards.

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

**Answer** ☐ Measuring Wheel & Tape & Laser

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

**Answer** ☐ Pencil & 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          |
|-------------------------------------|---------------------------|
| <input type="checkbox"/>            | Report, Record            |
| <input type="checkbox"/>            | Stop, Report, Record      |
| <input checked="" type="checkbox"/> | Stop, Tag, Report, Record |
| <input type="checkbox"/>            | Stop, Fix, Report, Record |

- Q8. True or False (Tick your response): It is best practice to double check measurements before recording them.**

**Answer** ☐

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

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

**Answer** Buildings are drawn in proportion to the actual measurement of the object which is known as the scale of the drawing.

For example if the drawing is 1:10 the object is drawn a tenth of its actual size

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**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** 2.4m in mm is 2400mm / 100 (scale 1:100) = 24mm

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

**Answer** To give reference to plans so you know what your looking at. Example WB = weatherboard. You can use this to understand what type of material you are to use.

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

| Answer                              | Possible Answers                                                                    |
|-------------------------------------|-------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> | Equally spaced contour lines indicate uniform slope                                 |
| <input type="checkbox"/>            | Closely spaced contour lines indicate flat surface                                  |
| <input checked="" type="checkbox"/> | Closely spaced contour lines indicate steep ground                                  |
| <input checked="" type="checkbox"/> | Concentric closed contours with decreasing values toward the centre indicate a pond |
| <input type="checkbox"/>            | Concentric closed contours with decreasing values toward the centre indicate a hill |

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**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 3.5.1.0 a, Part 3.5.1.3, | Volume 1 Part B1.2 – c (iv), NT B1.4(j) iv, Specification B1.2 2 – Roof Cladding |



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

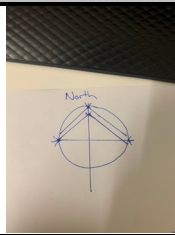
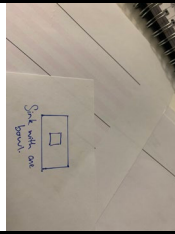
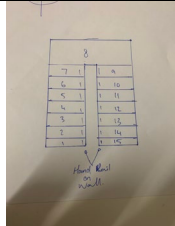
**Answer**

AS1562.1 & AS1170.2

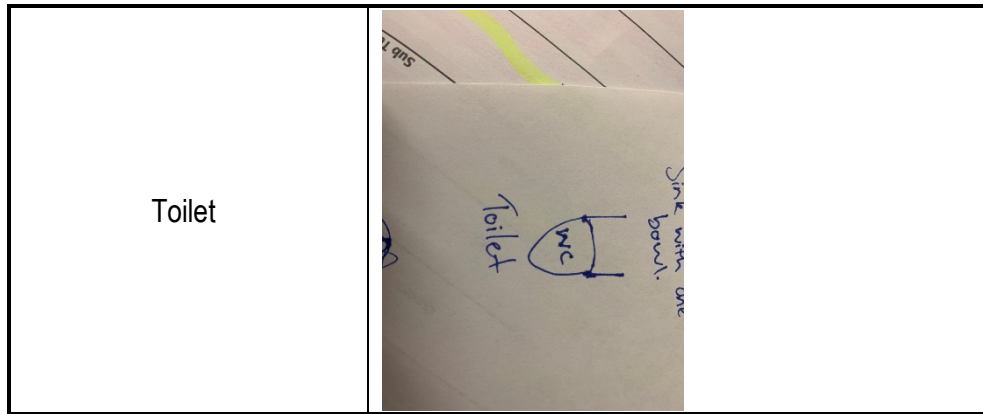


**Q15. Sketch the following standard design symbols.**

**Answer**

| Item               | Sketch                                                                              |
|--------------------|-------------------------------------------------------------------------------------|
| Compass (North)    |  |
| Sink with one bowl |  |
| Stairs             |  |





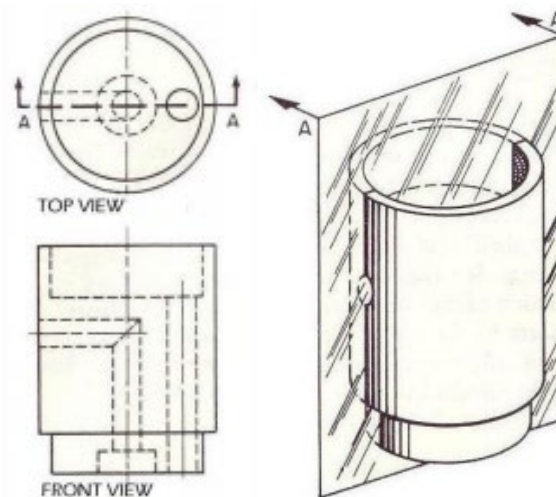
Q16. Explain the meaning of the abbreviations in the table below.

Answer

| Abbreviation | Meaning           |
|--------------|-------------------|
| BK           | Brick             |
| CBD / CPD    | Cupboard          |
| DP           | Down Pipe         |
| INSUL        | Insulation        |
| KIT          | Kitchen           |
| MSB          | Main Switch Board |
| PBD          | Plasterboard      |
| RWT          | Rain water tant   |
| SHR          | Shower            |
| TEL          | Telephone         |
| WC           | Water Closet      |

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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](https://www.mcvts.net/cms/lib/NJ01911694/Centricity/Domain/131/Section_Views.pdf)

Answer

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

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**Q18. Explain the use of hatching lines for sectional drawings.**

**Answer** The hatching lines represent the material type in contact with the cutting plane, as illustrated by the key/legend.

Some material types may be cast iron, steel, bronze brass & alum etc.

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**Q19. True or False (Tick your response): In an offset sectional drawing, the cutting plane does not travel in a straight line.**

**Answer**

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | 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                                 |
|-------------------------------------|--------------------------------------------------|
| <input checked="" type="checkbox"/> | Client details                                   |
| <input checked="" type="checkbox"/> | Contact details for person who prepared drawings |
| <input checked="" type="checkbox"/> | Date drawing was completed                       |
| <input checked="" type="checkbox"/> | Drawing number                                   |
| <input checked="" type="checkbox"/> | Drawing title                                    |
| <input checked="" type="checkbox"/> | Job number                                       |
| <input checked="" type="checkbox"/> | Project name and address                         |
| <input checked="" type="checkbox"/> | Revisions / Amendments (if applicable)           |
| <input checked="" type="checkbox"/> | Scale                                            |

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**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**

|                                     |       |
|-------------------------------------|-------|
| <input checked="" type="checkbox"/> | True  |
| <input type="checkbox"/>            | False |

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**Q22. Explain why it is good practice to have a single repository for sketches/drawings.**

**Answer** It is good practise to have a central location where documents are stored to ensure there is a reference point to check that the sketches/drawings being used are the most current.



**Q23. Name the Regulation and identify the section that outlines the requirement for structure designers to produce a safety report. Briefly describe the requirements.**

| <b>Answer</b> | Section of Act                                                | Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Work Health and Safety Regulation 2011 – Part 6.2 Section 295 | The designer of a structure or any part of a structure that is to be constructed must give the person conducting a business or undertaking who commissioned the design a written report that specifies the hazards relating to the design of the structure that, so far as the designer is reasonably aware (a) create a risk to the health or safety of persons who are to carry out any construction work on the structure or part; and (b) are associated only with the particular design and not with other designs of the same type of structure. |



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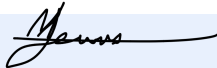
## PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

### 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 Michael Lewis

Participant signature



Date 12/05/2021

Assessor name Kieran Lewis

Assessor signature



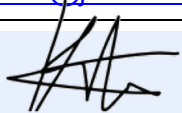
Date 12/05/2021

| Task                | Task outcome (Tick)                 |                          |
|---------------------|-------------------------------------|--------------------------|
|                     | Satisfactory                        | Not Yet Satisfactory     |
| Task 1 (Occasion 1) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Task 1 (Occasion 2) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |



## CPCCBC4014A

### PREPARE SIMPLE BUILDING SKETCHES AND DRAWINGS

| Practical Task 1 (2X)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                     |                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------|
| <b>Description of task:</b><br>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).<br><br>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: <ul style="list-style-type: none"> <li>• Building sketches from projects the candidate has worked on</li> </ul> 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. |                                                                                     |                                     |
| <b>Resources required:</b><br>Computer, digital camera, pen and paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                     |                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                     |                                     |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Michael Lewis                                                                       |                                     |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Kieran Lewis                                                                        |                                     |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Director                                                                            |                                     |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <a href="mailto:kieran@jdlconstruction.com.au">kieran@jdlconstruction.com.au</a>    |                                     |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                     |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 12/05/2021                                                                          |                                     |
| When completing the task, did the participant:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Tick if satisfactorily completed.<br>Provide comments if left unticked.             |                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 1 <sup>st</sup><br>Occasion                                                         | 2 <sup>nd</sup><br>Occasion         |
| 1.A. Identify and record types of drawings required and key features, in compliance with the cope and standard of the job.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.B. Identify and follow WHS requirements on site and statutory/authority requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.C. Gather and check tools and equipment required for inspection, measurement and producing drawings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.D. Inspect relevant area, taking and recording required measurements.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.E. Create simple 2D and 3D sketches and drawings, using standard drawing conventions and incorporating relevant codes and standards.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.F. Create sectional drawings of simple structural elements, using standard drawing conventions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |
| 1.G. Record essential information on the drawings with symbols and abbreviations, according to standard drawing conventions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/> |

|                                                                                                                               |                                                                                                                                                                                                   |                                     |                                     |
|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-------------------------------------|
| 1.H.                                                                                                                          | Label, date and process drawings according to organisational administration and quality procedures.                                                                                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| 1.I.                                                                                                                          | Effectively communicate using the following methods: <ul style="list-style-type: none"><li>Using language/concepts appropriate to cultural differences</li><li>Non-verbal communication</li></ul> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory |                                                                                                                                                                                                   |                                     |                                     |

**OBSERVER COMMENTS**