

CPCCBC4012

READ AND INTERPRET PLANS AND SPECIFICATIONS

THEORY EXAM

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following pages. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unassisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. What is the significance of concept drawing/sketches?

Answer ☐ Should reflect: Concept drawing/sketches are important in quickly presenting preliminary ideas related to the building project. Since these drawings are simple and are usually drawn free-hand, they are convenient in outlining the important features and characteristics of the building project and allows for more ideas to be explored in the design.

Q2. Discuss when you may come across concept drawings/sketches.

Answer ☐ Should reflect but is not limited to: When a client is describing an idea of work that they would like to be undertaken, such as installation of a patio roof or a fencing design. When a client shows a builder changes that they would like to make to plans or an existing building. As part of discussion between architect/ designer and client and builder.

Q3. Explain what is meant by architectural plans.

Answer ☐ Should reflect: The Architectural plans, drawn by the architect or building designer, are the drawings, usually a set of drawings, which contain information about the architectural aspects of the building and how architectural elements are integrated into the building.

Q4. Provide four (4) plans that are considered part of the architectural plans.

Answer ☐

1. Should reflect but is not limited to four (4) of: Architectural floor plan
2. Site plan; Elevations
3. Section; Perspective
4. Detail views; Schedule of windows and doors

Q5. Describe what structural plans are.

Answer

Should reflect but is not limited to: Structural plans are drawings which contain information about the structural aspects of the building such as specifications of load-carrying members, dimensions of structural components, etc.



Q6. How is a structural plan different from an architectural plan?

Answer

Should reflect but is not limited to: Structural plans are concerned about showing information on how to make the building strong and stable against expected external forces. On the other hand, architectural plans are concerned about showing information regarding the aesthetic, function, and general feel of the building as a whole.



Q7. Explain what a civil plan is.

Answer

Should reflect but is not limited to: Civil plans are drawings provided to civil engineers. These drawings provide an overview of all construction site elements and how they are integrated into each other during construction phase.



Q8. Discuss how civil plans may be similar to other plans.

Answer

Should reflect but is not limited to: Civil plans generally contain details that can be found on architectural plans and structural plans.

Like architectural plans, civil plans contain the contours of the landscape. You might refer to civil plans if you intend to identify the reduced level of a footing element at a specific area in the site.



Q9. What is the purpose for mechanical plans?

Answer

Should reflect but is not limited to: Mechanical plans are drawings which contain specifications related to mechanical equipment and processes such as heating, cooling, ventilation and transportation. They may be needed to determine access and piping for air conditioning units, Ventilators, Lifts, Escalators or Heating units.

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Q10. Discuss three (3) details you may find in mechanical plans.

Answer

1. Should reflect but is not limited to three (3) of: Size, type, and layout of ducting to determine openings
2. HVAC layout to determine openings and access requirements
Thermostat type and location for fitting purposes
3. Heat-loss and heat-gain calculations to help determine prime location

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Q11. When would electrical plans be used?

Answer

Should reflect but is not limited to: To confirm location for electrical systems or circuits and provide access or building elements to accommodate these. Electrical plans are drawings that provide information about building elements related to electrical systems or circuits, such as power, lighting, and communication.

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Q12. Provide three (3) examples of details contained in electrical plans.

Answer

1. Should reflect but is not limited to three (3) of: Wiring layout for power
2. Wiring layout for lighting
3. Location of panels and switches; Schedule of loads

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Q13. What are plumbing and drainage plans used for?

Answer

Should reflect but is not limited to: Used to guide plumbers in the installation of components such as pipes, fixtures, valves, sanitaryware, etc. They provide sizes of water supply pipes, capacity and location of mains and drainage systems including sewerage.



Q14. Discuss what may be needed when plans display council pipework.

Answer

Should reflect but is not limited to: Council approval may be needed for permits when building near existing pipework to avoid any damage and proper connection to water supply system and drainage systems.



Q15. Why is it important to check and ensure that the plans you are using are the current version?

Answer

Should reflect: You must ensure that the details contained in the plans and specifications you have at hand are updated and that they incorporate the latest amendments.

You must check that the information in the plans is consistent with the specifications document. This means that you must look out for outdated information contained in the plans and check for any discrepancies that exist between the plans and the specifications document. The current version will contain any changes or adaptations that have been made.



Q16. What can occur if an outdated version of the plans is used?

Answer

Should reflect but is not limited to: Estimating mistakes or the purchase of unwanted or non-compliant materials. Installation of wrong or faulty elements. Incurred costs for addressing and rectifying faults caused by the failure to incorporate updates in the plans and specifications. Damage to reputation due to fallout with the client.

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Q17. Discuss what site plans are drawn to reflect.

Answer

Should reflect but is not limited to: the locality of the plan, details on the area, all building structures, adjacent roads, boundaries, contour lines and levels, the proposed building existing structures and major services. Shows a general view of the property as a whole and the entire scope of work involved for the project.

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Q18. Discuss the purpose of reading the floor plan.

Answer

Should reflect but is not limited to: To determine the arrangement of elements such as walls, columns, doors, and windows and defines the limits of the building's different areas. Read to determine such things as the function of the different spaces, the dimensions of rooms and location of appliances (e.g. refrigerators), the layout of walls and the width of doors , windows and stairs.

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Q19. Discuss two (2) key differences between elevation view and section view.

Answer

1. Should reflect but is not limited to: Elevation view shows the vertical projection of the building exterior (façade) at all sides while section view is a vertical projection of a specific cross-section of the building, showing the building interior

2. Section view allows one to analyse the relationships of elements found in the building interior and how they go together. In contrast, the elevation view only shows the relationships of components found on the building exterior (e.g. wall finish). Section view allows one to identify variations in a floor level's elevations. Elevation view cannot show this.



Q20. Discuss the purpose of reading detail drawings.

Answer

Should reflect but is not limited to: Detail drawings are used to provide a close up view of particular construction details. They are generally drawn as a section through the area or feature. Some detail drawings show the design and specifications of important structural components. Detail drawings may be used to demonstrate compliance with regulations and other requirements, to provide information about assembly and the junctions between components, to show construction details, detailed form, and so on, that would not be possible to include on more general drawings
A detail view shows a specific portion of the drawing view (it was generated from), at an enlarged scale.



Q21. Why is it important to measure from a datum point?**Answer**

Should reflect but is not limited to: Datums create starting or reference points for property boundaries and construction points that are consistent with one another. In construction, when we talk about levels, we are talking about heights. A datum level is therefore a physical reference point that has a known height above mean (average) sea level. By using a datum level as a reference point in construction, we can ensure that features across our site are all built at the correct height in relation to each other.

Using a datum level also allows for flexibility in the order that features are built. Features that are not connected can be built at different times, and in different places, so long as their heights are determined in relation to the datum level.

**Q22. Discuss what reduced levels (RL) are and how these are established in construction drawings.****Answer**

Should reflect but is not limited to: Reduced levels are specific heights or elevations that are established based on a horizontal plane of reference called datum. These can be shown using positive and negative symbols to indicate whether the reduced level is above or below the reference point, respectively (e.g. +3.5 metres or -3.5 metres) or by explicitly stating whether a reduced level is above or below the reference point (e.g. 1 metre above RL 2.5 metres or 1 metre below RL 2.5 metres)



Q23. Describe the purpose of the title block and what it contains.

Answer

Should reflect but is not limited to: A title block provides general information about the drawings (e.g. who, what, when and where, etc.) and specific information about a particular drawing sheet. The title block will contain the project title and the site address. It will contain the name of the draftsman/draftsmen, the date of publication, any amendments and will usually contain the scale, the sheet number and the client name.

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Q24. Where is the title block usually located on the plans?

Answer

Should reflect but is not limited to: A title block can be found at the bottom or the side (usually the right-hand side) of the drawing sheet.

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Q25. Describe the purpose of using scale drawings in construction.

Answer

Should reflect but is not limited to: Scale drawings are used for accurately illustrating real-life building components or items at fixed, reduced, and enlarged sizes. These scale drawings can be measured with a scale rule to determine their actual size. Scale drawings are used as they reflect the actual in an easily manageable drawing, drawn in a 'to scale' ratio.

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Q26. Describe each ratio of standard scale ranges below.

Answer

Ratio	Description
1:100	e.g. For one unit of the drawing, the real size of the object is 100 times bigger. OR Given the real size of the object, the drawing is 100 times smaller.
1:2	e.g. For one unit of the drawing, the real size of the object is two times bigger. OR Given the real size of the object, the drawing is two times smaller.
1:50	e.g. For one unit of the drawing, the real size of the object is 50 times bigger. OR Given the real size of the object, the drawing is 50 times smaller.

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Q27. Describe why examining detail drawings is important.

Answer

Should reflect but is not limited to: detail drawings demonstrate the dimensions and help when determining orientation, location, sizes, thickness and methods of construction.



Q28. What is the difference between utilities plans and specifications and services plans and specifications in the context of building construction?

Answer

Should reflect but is not limited to: Utilities plan is concerned with providing information regarding the supply for electricity, and water, lifts, gas supply, sewage and other considerations necessary for the construction phase. On the other hand, the services plan is concerned with systems necessary for the smooth flow of construction operations, including fire safety detection and protection, lighting, and security and alarm.



Q29. Describe what is meant by each of the following drawing descriptions.

Answer

Drawing description	Meaning
Isometric drawings	e.g. A 3D drawing on a 2D surface that is set out using 30° angles. When drawn, the foreshortening of axes is equal, so that the final image is not distorted.
Oblique drawings	e.g. 3D drawings that represent an object accurately by showing the true shape and form of the object based on the point of view of the observer.
Perspective drawings	e.g. An approximate representation on a flat surface of an object (e.g. a house or a building) as it is perceived by the eye, used to depict spatial depth or perspective.
Orthographic drawings	e.g. Drawings wherein 3D images are presented in 2D, in which three views are generally produced (e.g. top view, front view, and side view).



Q30. What are CAD drawings? Explain how CAD is used in building and construction.

Answer

Should reflect but is not limited to: CAD = Computer-aided design / drafting. ☐

A CAD drawing is a 2D or 3D illustration displaying the components of an engineering or architectural project, e.g. a building or a house. CAD is mainly used for detailed engineering of 3D models or 2D drawings of physical components. In building and construction, it is used by engineers, architects, and construction managers to create precise drawings of new buildings (either in 2D or in 3D).

Q31. Provide a brief description of the given classes of buildings according to the National Construction Code.

Answer

Building Class	Description
Class 1a building	e.g. One or more buildings forming a single dwelling like: - A detached house; and - Two or more attached buildings separated by a fire-resisting wall, e.g. row house, terrace house
Class 2 building	e.g. A Class 2 building is a building containing two or more sole-occupancy units.
Class 4 building	e.g. Class 4 is a dwelling in a Class 5, 6, 7, 8 or 9 building.
Class 5 building	e.g. A Class 5 building is an office building used for professional or commercial purposes.
Class 7b building	e.g. A building that is used for storage, or display of goods or produce for sale by wholesale.
Class 10a building	e.g. A private garage, carport, shed or the like.

Q32. What is building information modelling (BIM)?

Answer

Should reflect but is not limited to: Used to design and document buildings and infrastructure, BIM is a 3D model-based process easily shareable, so the collaborators can brainstorm and make the necessary changes to resolve identified conflicts before the construction of the building project.



Q33. Explain how the NCC is relevant to construction drawings.

Answer

Should reflect: As the NCC sets out the technical provisions for design, construction, and performance of buildings and plumbing and drainage systems, the requirements provided must be reflected in the construction drawings during the planning stage (i.e. drawings and sketches at this stage must show that the design, materials, or construction meets the relevant Performance Requirement or Deemed-to-Satisfy (DTS) Provision).



Q34. Discuss the importance of complying with standards during a building and construction project.

Answer

Should reflect but is not limited to: Complying with standards is one way to achieve compliance with government minimum requirements set out in the NCC. In addition, standards serve as concrete examples of best practice that can then be used to model what needs to be done in a building and construction project. They serve as thresholds that the project must meet not only to achieve safety but also to achieve sustainability and proper functionality. These standards are also going to be used to assess the completed building so referring to them during the construction phase means greater chances of passing these assessments.



Q35. Discuss how you would identify wind bracing and tie-down requirements from construction plans.

Answer

Should reflect but is not limited to: Access roof framing plan and roof details for bracing and tie-down details which provide specifications of the location, quantity, and methods of installation of these tie-downs.

Wind bracing and tie-down requirements are also in the detail drawings.

Detail drawings provide large-scale views of wind bracings and tie-downs, which means that you will be able to look further into the configuration of the wind bracings and pick out some of the components require. You must then check these wind bracing and tie-down requirements from the plans against the wind bracing table. This is to make sure that the details in the plans are accurate and to pick out any discrepancies between the details in the plans and the wind bracing table.

To illustrate checking wind bracing materials and tie-down methods for accuracy against the wind bracing table, AS 1684.2-2010 Residential timber-framed construction, Part 2: Non-cyclonic areas will be used as the reference for the wind bracing table.



Q36. Discuss why you would access AS 1684.2 Residential timber-framed construction, Part 2: Non-cyclonic areas, when reading plans and specifications.

Answer

Should reflect but is not limited to: This Standard specifies requirements for building practice including selection, placement and fixing of the various structural elements used in the construction of timber-framed Class 1 and Class 10 buildings as defined by the NCC. I would access this to confirm the wind bracing and tie-down requirements from the plans against the wind bracing table. This is to make sure that the details in the plans are accurate and to pick out any discrepancies between the details in the plans and the wind bracing table.



Q37. Reasonable allowances are made by builders for the different construction items in a building project. Discuss what Prime Cost (PC) items are.

Answer

Should reflect but is not limited to: These are reasonable allowances for the supply and installation of items whose prices cannot be determined at the time the contract is entered. PC items are items that are not yet selected, or whose prices cannot be determined at the time the contract is entered. This requires the builder to make a reasonable allowance (i.e. PC) for the supply and installation of these items.



Q38. Explain what Provisional Sum (PS) items are.

Answer

Should reflect but is not limited to: These are reasonable allowances for the elements of construction work to be carried out and that are not yet defined into detail for builders to be able to establish the cost accurately. PS items refer to particular works or services whose cost of carrying out related elements of work (including the supply of materials needed) are not yet defined into detail for builders to establish accurately. This requires the builder to make a reasonable allowance (i.e. PS) for the particular work itself, the supply of materials needed and other corresponding elements of work involved.



Q39. Explain how to locate installation points of the services to the building from the plans.

Answer

Should reflect but is not limited to: The floor plan will generally show the location of the installation point of the drainage system, and the plumbing and drainage plan will show further in depth. Access the electrical plan for information on installation points for light switches, power points and other systems such as smoke detectors and air conditioners.



Q40. Explain how to locate connection points of services to the building from the plans.

Answer

Should reflect but is not limited to: To locate the connection points, you need to look at the labels in the site plans and schedule of components attached. This will show such things as the consumer pole or utility pole which serves as the connection point for the supply of power to the building and the sewer connection point from the plan. This connection serves to transport wastewater from the building to the main sewer. For water supply connection, you can see from the plans those symbols labelled as 'WM', 'SWM1', 'SWM2', and 'FSM'. Based on the schedule of components, these are water meter, sub water meter 1, sub water meter 2, and fire service meter, respectively, indicating the connection of water supply.



Q41. Explain how to locate fixtures from the plans.

Answer

Should reflect but is not limited to: Identifying the location of fixtures from plans follows the same process for locating installation points of services. In doing so, you need to refer to the construction plans and take note of the labels and legends.



CPCCBC4012

READ AND INTERPRET PLANS AND SPECIFICATIONS

WORKBOOK

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written activities as outlined on the following pages. You must attempt all questions and provide enough detail in your responses to demonstrate your knowledge.
- The timeframe for these tasks will be established by your Assessor or Training Provider. Additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unsisted by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment outcome to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

NOTE

At times, you will be provided with a specific business context to which you must respond, otherwise it is anticipated that you will use a workplace of your choosing (your own, or hypothetical) to provide the context to the task.

At all times, the responses in your assessment must reference **Australian** (Queensland or Federal) documentation, including legislation, regulations, codes of practice, standards and guidance publications.

For the following activities, name the State/Territory you will base your research on.

State/ Territory	Queensland
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ACTIVITY 1

Research and document your findings regarding legislation and codes that apply in your state/territory relevant to the following three (3) items. Summarise the requirements relevant to building drawings and sketches you identified and provide the URL where you sourced your responses.

- Smoke alarms in a new building
- Pool fences
- Protection of waterways

a) Smoke alarms**Name of Legislation (Commonwealth or State)**

National Construction Code (NCC) and the Building Regulation 2021

Summary of relevant excerpt/requirement

NCC Part 3.7.5.2

Smoke alarms must be located in Class 1a buildings in accordance with Housing Provisions 9.5.2 and 9.5.4. Class 1b buildings in accordance with 9.5.3 and 9.5.4.

Must comply with AS 3786, except that in a Class 10a private garage where the use of the area is likely to result in smoke alarms causing spurious signals, any other alarm deemed suitable in accordance with AS 1670.1 may be installed provided that smoke alarms complying with AS 3786 are installed elsewhere in the Class 1 building; and contain a photoelectric sensor; and not also contain an ionisation sensor; be powered from the consumer mains source where a consumer mains source is supplied to the building; and be interconnected where there is more than one alarm.

Symbol showing smoke alarm locations is a circle on plans and drawings

Source (URL or web source)

e.g. <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-2021-0126#pt.4>

e.g. <https://www.abcb.gov.au/sites/default/files/resources/2026/NCC-2025-preview-draft-Housing-Provisions.pdf>

b) Pool fence installation**Name of Legislation (Commonwealth or State)**

e.g. Queensland Development Code MP 3.4—Swimming pool barriers (PDF, 5.4MB). This code calls up and modifies the Australian Standard AS1926. 2024
Building Regulation 2021 Qld. Part 5 Swimming pool safety

Summary of relevant excerpt/requirement

e.g. The minimum height for a pool fence is 1200 millimetres, measured from ground level
The distance between the bottom of the pool barrier and the ground must be no more than 100 millimetres and the distance between any vertical members such as palings, rods or wires must also be no more than 100 millimetres.
Gates must self-close and self-latch when released from all open positions and must not open towards the pool area. Gate latch releases must be located at least 1500 millimetres above the ground and at least 1400 millimetres above the highest lower rail on the fence, or shielded in compliance with the standard. Boundary fence height is minimum 1800mm. 900mm non climbable zone from top.

Source (URL or web source)

e.g.
https://www.hpw.qld.gov.au/_data/assets/pdf_file/0008/4112/guidelinesforpoolownersandpropertyagents.pdf

c) Protection of waterways**Name of Legislation (Commonwealth or State)**

e.g. Environmental Protection Act 1994

Summary of relevant excerpt/requirement

e.g. We must not carry out any activity that causes or is likely to cause environmental harm unless we take all reasonable and practicable measures to prevent or minimise the harm.
e.g. We must not burn rubbish (unless permitted by local government), pour oil and other wastes down the stormwater drain or cause unreasonable noise.

Source (URL or web source)

e.g. <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1994-062#sec.4>

**Satisfactory
Outcome**



ACTIVITY 2

Access Handout 1 (HO1 - Floor Plan with dimensions) and respond to the following:

- What is used for the internal wall lining?
- What is used for the external cladding?
- What roofing cladding is required?
- How do you identify the smoke alarm installation points?

a) What is used for the internal wall lining?

e.g. Plasterboard / gyprock

b) What is used for the external cladding?

e.g. Painted, rendered brickwork

c) What roof cladding is required?

e.g. Colorbond sheeting

d) How do you identify the smoke alarm installation points?

e.g. S within a circle

**Satisfactory
Outcome**



ACTIVITY 3

Access Handout 2 (HO2 - Footing Plan) and Handout 3 (HO3 - Slab Plan) and respond to the following:

- Specify the size and type of reinforcing to be used for BP.1 in Handout 2 (HO2 - Footing Plan)
- How do you determine where each BP.1 footing pier should be placed?
- Mark each of the load bearing points in Handout 3 (HO3 - Slab Plan)

a) Specify the size and type of reinforcing to be used for BP.1

e.g. 450 mm diameter. Also, the reinforcement for this type of footing is designated as 'VERTICAL 5.N12' and 'LIGS R6 Helix – 200 mm PITCH'. This means that there are five vertical bars with nominal diameters of 12 mm, and R6 helix ligatures pitched at 200 mm.

b) How do you determine where each BP.1 footing pier should be placed?

e.g. According to the layout in the plan, each pier is drawn with BP.1 beside it

c) Mark each of the load bearing points in Handout 3 (HO3 - Slab Plan)

e.g. HO3 should be marked as shown in the LG

Satisfactory
Outcome



ACTIVITY 4

Access Handout 4 (HO4 - Residential Floor Plan) and respond to the following:

- Which drawings are shown in these plans?
- Which Australian Standard must be referenced when installing termite protection?
- Make a list of the finishes noted on the document.

a) Which drawings are shown in these plans?

e.g. Floor plan and elevations

b) Which Australian Standard must be referenced when installing termite protection?

e.g. AS 3660

c) Make a list of the finishes noted on the document.

e.g. Roof – Custom orb deep ocean Colorbond
 Gutter/Fascia - deep ocean Colorbond
 Walls – Dulux cargo river
 Corbells -Dulux calf skin
 Window frames – powder coat anotech grey
 Paving – lifestyle paving liquid limestone

**Satisfactory
Outcome**



CPCCBC4012

READ AND INTERPRET PLANS AND SPECIFICATIONS

PRACTICAL ASSESSMENT

Participant name	
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FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks assisted by the Assessor or other personnel, unless the supervisor notes assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS: GENERAL

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1

- ☐ Individual student (as named on cover page)
- ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]

Task	Provide detail
1.1A. 1.1B.	Specify type of plan and NCC class determined: e.g. residential house plan, class 1a
1.1A. 1.1C.	Specify how currency of documents was confirmed: e.g. Checked title panel to verify date of the document and checked for latest amendments to plans/specifications. Checked specifications for amendments and confirm latest document
1.1D.	Specify environmental controls determined from plans/specifications. e.g. General notes: During construction, contractor shall carry out and implement all silt management and erosion control measures as specified in the approved environmental management plan.
1.2B. 1.2D.	Specify how building layout, material requirements spaces and dimensions were determined from plans and specifications. e.g. measurements, symbols and abbreviations were correctly interpreted from floor plan, details and specifications to organise estimates of material quantities and costs.
1.2G.	Specify services identified on site: e.g. connection point; pit cover ; electrical pillar
1.2H.	Specify site features located to be removed/ retained: e.g. tree removal or retained, soil removal or levelling
1.2J.	Specify variations found: e.g. no variation found however example of increased vegetation discussed e.g. gate location differs to plan

1.3A.	Specify concrete footing and slab information identified: e.g. aggregate requirements for concrete mix e.g. reinforcement type e.g. lifting anchors to be galvanised to AS/NZS 4680
1.3B.	Specify how load bearing points were recognised: e.g. from plans
1.3C.	Specify how wind bracing and tie down requirements were confirmed: e.g. checked against specifications and wind bracing table in AS 1684.2
1.4B. 1.4C.	Specify how installation points and fixtures were determined: e.g. using floor plans and electrical and plumbing plans
1.4B.	Specify how connection points were determined: e.g. using site plans and electrical and plumbing plans
1.4C.	Specify where finishing details were located: e.g. finishing schedule