

CPCCBC4012

READ AND INTERPRET PLANS AND SPECIFICATIONS

ASSESSMENT SUMMARY

The assessment activities for *CPCCBC4012 Read and interpret plans and specifications* cover all aspects of the unit of competency. For Apprentices/Trainees, this includes supervisor completion of the Apprentice/Trainee Record (ATR).

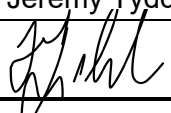
Participants must read all the information given before starting any assessment task. The assessment tasks are intended to be fair, flexible, valid and reliable. If a Participant has any questions or requires alternative arrangements to be made such requests should be directed to their Trainer/Assessor, 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 all questions or perform all tasks, they will be deemed 'Not Satisfactory' for the task and 'Not Yet Competent' for the unit of competency.

The Trainer/Assessor can provide the Participant with additional information on interpreting the assessment outcomes and guide the Participant's options. If a Participant is still deemed 'Not Satisfactory' they will have the opportunity to undertake a supplementary assessment or appeal the result as per the process in the Student Handbook.

By signing below, the Participant acknowledges:

- They understand the assessment instructions and requirements, and consent to being assessed.
- The work submitted is to be their own work – with the work of/with others needing to be clearly acknowledged and documented.
- They consent to any photo/video recording of their work that occurs during assessment.

Participant name	Jeremy Tydd
Participant signature	

Pre-requisite unit(s) to be achieved and authenticated prior to undertaking assessment

☒ Not applicable

Task	Date completed	Assessment Results	
Theory Exam		☐ Satisfactory	☐ Not Satisfactory
Workbook		☐ Satisfactory	☐ Not Satisfactory
Practical Assessment		☐ Satisfactory	☐ Not Satisfactory
Outcome for CPCCBC4012		☐ Competent	☐ Not Yet Competent

Evidence requirements checklist (ticked by assessor and evidence supplied to RTO)

- | | |
|--|--|
| ☐ Theory Exam | ☐ Practical Assessment |
| ☐ Workbook | ☐ Cost estimation sheet (<i>HO5 template available</i>) |
| ☐ Hand out 3 - Slab Plan for Activity 3 | |

Assessor name	
Assessor signature	

CPCCBC4012

READ AND INTERPRET PLANS AND SPECIFICATIONS

THEORY EXAM

Participant name	Jeremy Tydd
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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 responses 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 ☐ They are practical in being able to quickly draw up ideas and designs, showing features and design ideas that than can be furter explored.

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

Answer ☐ when someone is trying to explane to you there design or idea so it can be more easily visulised.

Q3. Explain what is meant by architectural plans.

Answer ☐ Plans that are drawn by a archetrct or desgner

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

Answer ☐

1. Site plans
2. detail views
3. floor plan/ layout
4. section

Q5. Describe what structural plans are.

Answer ☐ Drawings containing structural aspects of the design plans

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

Answer ☐ Structural plans show ,bracing ,and strenght componants were as
architectural plans show aesthetics and design

Q7. Explain what a civil plan is.

Answer ☐ They are provided by a civil engineer and show the civil work required

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

Answer ☐ some of the plan may have similer information for the structure location,footing

Q9. What is the purpose for mechanical plans?

Answer Theses include things such as heating, cooling and vintilations needed ☐
in the building to be built to code.

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

Answer size of vents ☐
1.

calculations of heat
2.

HAVAC
3.

Q11. When would electrical plans be used?

Answer When building a new structure or conducting maintnence ☐

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

Answer Wiring layouts ☐
1.
switch layouts
2.
lighting layouts
3.

Q13. What are plumbing and drainage plans used for?

Answer So plumbers know where to install pipes and fixtures so they are in the correct spot

☐

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

Answer Approval and permits will likely be needed before works are started

☐

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

Answer Plans often get changed so it is important that you check that you are using the final plan

☐

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

Answer Mistakes and incorrect installation of materials and unnecessary costs

☐

Q17. Discuss what site plans are drawn to reflect.

Answer levels, general view, structure, existing structures

☐

Q18. Discuss the purpose of reading the floor plan.

Answer So you know the layout of the walls, windows, doors and size of the rooms

☐

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

Answer

1. elevation view show a vertical view at side walls ect

☐

2. section view shows levels

Q20. Discuss the purpose of reading detail drawings.

Answer

to understand a more specific detail of the drawings

☐

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

Answer so we can make sure that everything is built to the correct height ☐

and everyone has the same reference point to work off.

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

Answer Heights or elevations based of the datum point ☐

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

Answer They often contain information such as site address ,dates,scale,and ☐

who they were drawn by.

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

Answer usually across the bottom ☐

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

Answer They are used as you are more able to see the of components ☐

and the size agenest other rooms ect.

Q26. Describe each ratio of standard scale ranges below.

Answer ☐

Ratio	Description
1:100	100 times bigger than the drawing
1:2	two times bigger than the drawing
1:50	50 times bigger than the dawing

Q27. Describe why examining detail drawings is important.

Answer They give you the information that you need to construct the project ☐
such as sizes and locations.

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

Answer Utilitie plans show information such as electricity, water and gas whereas service plans show things such as alarms and security. ☐

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

Answer ☐

Drawing description	Meaning
Isometric drawings	A 3D drawing on a piece of paper
Oblique drawings	A drawing showing the real shapes
Perspective drawings	A rough drawing
Orthographic drawings	A drawing with multiple views of the one object

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

Answer

CAD stands for Computer aided design

CAD is used to construct drawings of buildings and architectural designs



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

Answer

Building Class	Description
Class 1a building	A house
Class 2 building	A building containing two or more sole occupancy units.
Class 4 building	A dwelling in a class 5,6,7,8,9 building
Class 5 building	Professional or commercial building
Class 7b building	wholesale or storage
Class 10a building	shed carport



Q32. What is building information modelling (BIM)?

Answer

A 3D based process to create documents, and infrastructure documents.

☐

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

Answer

All parts of the drawing must be in scope of the NCC such as material, drainage, fixings ect

☐

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

Answer

If you want your building to pass you will need to comply with the standards as a minimum these are requirements of the NCC.

☐

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

Answer

All required tie down and bracing will be on the roof framing plans
it will be different for each building and location.

☐

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

Answer

As They will tell you the standard specific requirements needed

☐

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

Answer

They are items that are not yet conformed there for a price is yet conformed.

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

Answer

work and items that are yet to be conformed so price is also yet to be conformed

☐

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

Answer

Usually the floor plans have this information on them, plumbing and electrical plans will have more information.

☐

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

Answer you will be able to locate the sewer though the plumbing and council ☐

plans, and power throw the electrical plan.

Q41. Explain how to locate fixtures from the plans.

Answer Refer to the construction plans ☐

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READ AND INTERPRET PLANS AND SPECIFICATIONS

WORKBOOK

Participant name	Jeremy Tydd
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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 Plan, 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.

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	QLD
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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)**

NCC

Building regs 2006

Summary of relevant excerpt/requirement

NCC 3.7.5.2

AS 3786

Source (URL or web source)

www.legislation.qld.gov.au

b) Pool fence installation

Name of Legislation (Commonwealth or State)
AS 1926.2007
Building regulations 2021 qld part 5
Summary of relevant excerpt/requirement
Minimum height 1200mm no more than 100mm between vertical members gates must self close gate latches 1500mm from ground level
Source (URL or web source)
http://www.hpw.qld.gov.au/guidelinesforpoolownerandpropertyagents

c) Protection of waterways

Name of Legislation (Commonwealth or State)
Environmental protection Act 1994
Summary of relevant excerpt/requirement
Not allowed to do anything likely to inflict environmental harm
Source (URL or web source)
www.legislation.qld.gov.au/environmental

**Satisfactory
Outcome**



ACTIVITY 2

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

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

a) What is used for the internal wall lining?

gyprock/plasterboard

b) What is used for the external cladding?

renderd brickwork

c) What roof cladding is required?

colourbond

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

with in a cercle

**Satisfactory
Outcome**



ACTIVITY 3

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

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

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

5 12mm vertical bars and R6 ligaresevery 200

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

On the layout says BP1 next to it

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

HO3 shown in 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?

Floor plan elevations

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

AS3660

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

walls - dulux cargo river
gutter and fascia deep ocean colourbond
corbells- dulux half skin

Satisfactory
Outcome



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READ AND INTERPRET PLANS AND SPECIFICATIONS

PRACTICAL ASSESSMENT

Participant name	Jeremy Tydd
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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 unassisted by the Assessor or other personnel, unless the steps note this assistance. - You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be awarded. - For any 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: OCCASION 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:
1.1A. 1.1C.	Specify how currency of documents was confirmed:
1.1D.	Specify environmental controls determined from plans/specifications.
1.2B. 1.2C.	Specify how building layout, material requirements spaces and dimensions were determined from plans and specifications.
1.2G.	Specify services identified on site:
1.2H.	Specify site features located to be removed/ retained:
1.2J.	Specify variations found:

1.3A.	Specify concrete footing and slab information identified:
1.3B.	Specify how load bearing points were recognised:
1.3C.	Specify how wind bracing and tie down requirements were confirmed:
1.4B. 1.4C.	Specify how installation points and fixtures were determined:
1.4B.	Specify how connection points were determined:
1.4C.	Specify where finishing details were located:

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READ AND INTERPRET PLANS AND SPECIFICATIONS

Practical Task 1

Description of task:

The participant must demonstrate skills and knowledge to identify and interpret building and construction information from plans and specifications in a workplace (or a similar environment) in the context of a construction project including:

- Identify types of plans.
 - Check and confirm that the current version of plans, specifications and amendments is being used.
 - Use the appropriate plans and aspects of drawings for relevant purposes.
 - Confirm that the details on plans comply with the specifications.
 - Identify environmental controls from plans/specifications.
- Read and interpret the plans.
 - Read and confirm standards of work and tolerances from job specifications.
 - Determine building layout, spaces and dimensions from floor plan.
 - Determine material sizes, thickness and construction methods from detail drawings for estimates. *(Template available for use HO5_ Cost Estimation)*
 - Recognise and confirm job specifications located in drawings, notes, and descriptions.
 - Determine internal linings, external cladding and roof materials needed for estimates from plans and specifications. *(Template available for use HO5_ Cost Estimation)*
 - Apply information from plans to estimation, planning and supervisory tasks. *(Template available for use HO5_ Cost Estimation)*
 - Gain access to the site, achieve orientation and identify services, datum and reduced levels.
 - Locate site features to be removed or retained.
 - Determine the building location from the site plans to actual.
 - Verify plans recognising variations between the plans and the actual site, reporting findings as required.
 - Appropriately communicate with others to be understood.
 - Adhere to site safety requirements, including requirements relating to hazard identification.
- Identify structural details.
 - Identify concrete footing and slab sizes and position and type of reinforcing required.
 - Identify structural load bearing points of the building and compare information from specification.
 - Identify wind bracing and tie-down requirements checking for accuracy against the wind bracing table.
- Identify non-structural details.
 - Identify provisional sum (PS) and prime cost (PC) items when estimating costs. *(Template available for use HO5_ Cost Estimation)*
 - Locate installation and connection points of services to the building.
 - Identify location of fixtures from plans and details of finishes from specifications.

These tasks may be simulated or real. 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. The Observer is to provide detailed comments on the tasks completed by the Participant (on the Observer Comments, overleaf). The Assessor is to verify the Observer's comments, noting their findings in the Assessor Comments (on the back of the Practical Assessment cover page) and provide the assessment outcome.

Resources required:

Work site; plans and specifications, quality documentation; access to the internet/access legislation, current building and construction codes and standards and the NCC. PC applications and software to access CAD. Templates for estimating.

Observer details

Name of observer:	Ayden Cooper
Role of observer (Confirm suitability to sign)	Supervisor
Email address of observer	admin@cooperconstructionsandrenovation.com.au

Signature of observer:	
Date:	13-04-2025

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify types of plans.	
1.1A. Check and confirm that the current version of plans, specifications and amendments is being used.	✓
1.1B. Use the appropriate plans and aspects of drawings for relevant purposes.	✓
1.1C. Confirm that the details on plans comply with the specifications.	✓
1.1D. Identify environmental controls from plans/specifications.	✓
2 Read and interpret the plan.	
1.2A. Read and confirm standards of work and tolerances from job specifications.	✓
1.2B. Determine building layout, spaces and dimensions from floor plan.	✓
1.2C. Determine material sizes, thickness and construction methods from detail drawings. <i>(Template available for use HO5_ Cost Estimation)</i>	✓
1.2D. Recognise and confirm job specifications located in drawings, notes, and descriptions.	✓
1.2E. Determine internal linings, external cladding and roof materials from plans and specifications. <i>(Template available for use HO5_ Cost Estimation)</i>	✓
1.2F. Apply information from plans to estimation, planning and supervisory tasks. <i>(Template available for use HO5_ Cost Estimation)</i>	✓
1.2G. Gain access to the site, achieve orientation and identify services, datum and reduced levels.	✓
1.2H. Locate site features to be removed or retained.	✓
1.2I. Determine the building location from the site plans to actual.	✓
1.2J. Verify plans recognising variations between the plans and the actual site, reporting findings as required.	✓
1.2K. Appropriately communicate with others to be understood.	✓
1.2L. Adhere to site safety requirements, including requirements relating to hazard identification.	✓
3 Identify structural details.	
1.3A. Identify concrete footing and slab sizes and position and type of reinforcing required.	✓
1.3B. Identify structural load bearing points of the building and compare information from specification.	✓
1.3C. Identify wind bracing and tie-down requirements checking for accuracy against the wind bracing table.	✓
4 Identify non-structural details.	
1.4A. Identify provisional sum (PS) and prime cost (PC) items when estimating costs.	✓
1.4B. Locate installation and connection points of services to the building.	✓
1.4C. Identify location of fixtures from plans and details of finishes from specifications.	✓

