

CPCCBC4014A

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.
 - Your 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 another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name Kah Man Chan

Participant signature 

Assessor name _____

Assessor signature _____

Date _____

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1 (2X)			

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or printed text on the page.

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Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to produce sketches and drawings for a small work project (Note: The participant is not required to demonstrate complex drafting skills). Sketches and drawings may be simplified versions taken from architectural drawings, designed to capture design concepts or options. They may be used for estimating purposes and to show measurements and other requirements for building and construction works. Standard drawing conventions and features must be implemented (including direction, scale, key, contours, symbols and abbreviations). 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. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.		
Resources required: Computer, digital camera, pen and paper.		
Assessment of task		
Name of participant:	Kah Man Chan	
Name of observer:	Linda Hudakova	
Role of observer (Confirm suitability to sign)	Finance Administrator	
Email address of observer	Linda.hudakova@sydneymetro2.com.au	
Signature of observer:		
Date:	25/10/2019	
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1.A. Identify and record types of drawings required and key features, in compliance with the scope and standard of the job.	✓	✓
1.B. Identify and follow WHS requirements on site and statutory/authority requirements.	✓	✓
1.C. Gather and check tools and equipment required for inspection, measurement and producing drawings.	✓	✓
1.D. Inspect relevant area, taking and recording required measurements.	✓	✓
1.E. Create simple 2D and 3D sketches and drawings, using standard drawing conventions and incorporating relevant codes and standards.	✓	✓
1.F. Create sectional drawings of simple structural elements, using standard drawing conventions.	✓	✓
1.G. Record essential information on the drawings with symbols and abbreviations, according to standard drawing conventions.	✓	✓
1.H. Label, date and process drawings according to organisational administration and quality procedures.	✓	✓
1.I. Effectively communicate using the following methods: • Using language/concepts appropriate to cultural differences • Non-verbal communication	✓	✓

The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory

Observer comments: