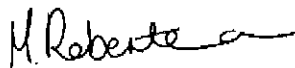


CPCCBC4012B READ AND INTERPRET PLANS AND SPECIFICATIONS

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 Melissa Robertson

Participant signature 

Date 9/05/2021

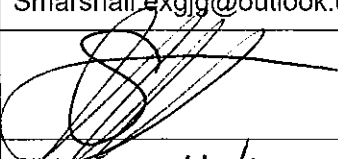
Assessor name _____

Assessor signature _____

Date [Click here to enter a date.](#)

Task	Task outcome (Tick)	
	Satisfactory	Not Yet Satisfactory
Task 1 (Occasion 1)	☐	☐
Task 1 (Occasion 2)	☐	☐

CPCBC4012B READ AND INTERPRET PLANS AND SPECIFICATIONS

Practical Task 1 (2X)		
Description of task: On two (2) occasions, a suitable observer is to verify the participant's ability to read and interpret plans and specifications in order to inform estimation, planning and supervisory activities. 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: - Any drawing with a cloud or mark-up you have inserted. - Copy of the correspondence regarding mark up and any site management/authorising engineer response. 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: Drawings (including site plan), Specifications, Tender documentation, Telephone, Facsimile machine, Computer.		
Assessment of task		
Name of participant:	Melissa Robertson	
Name of observer:	Simon Marshall	
Role of observer (Confirm suitability to sign)	Director	
Email address of observer	Smarshall.exgig@outlook.com	
Signature of observer:		
Date:	Click here to enter a date 11/05/21	
When completing the task, did the participant:		Tick if satisfactorily completed. Provide comments if left unticked.
		1st Occasion
		2nd Occasion
1 Interpret drawings		
1.1A. Identify purpose and advantage of different types of drawings.	☒	☒
1.1B. Identify different aspects of drawings.	☒	☒
1.1C. Identify, understand and apply: - Commonly used symbols and abbreviations - Common building and construction terms on drawings	☒	☒
1.1D. Identify building site from location drawings.	☒	☒
1.1E. Identify on the site plan: - True north - Building orientation - Key features in relation to building and other structures - Levels - Contours - Service entry points - Site features to be removed or retained	☒	☒

1.1F. Identify key features of plans, elevations and sections.	☒	☒
1.1G. Identify client requested variations to standard plans on drawings.	☒	☒
2 Interpret specifications		
1.2A. Identify and correctly apply Provisional Sum (PS) and Prime Cost (PC) values.	☒	☒
1.2B. Identify and confirm customer variations to standard specifications and communicate changes to organisational personnel.	☒	☒
1.2C. Apply and communicate correct interpretations of essential elements to estimation, planning and supervisory tasks (including labour hours/costs and material quantities/costs).	☒	☒
1.2D. Identify Building Codes or standards affecting the work to be undertaken (including references to Australian Standards and the National Construction Code).	☒	☒
1.2E. Identify key features of products included in the specification, including the design, purpose, aesthetics and cost relationships.	☒	☒
3 Communicate with others		
1.3A. Consult with industry professionals, clients, organisational personnel and appropriate local authorities.	☒	☒
1.3B. Effectively communicate using the following methods: - Verbally using language/concepts appropriate to cultural differences - Non-verbal communication - Using technology (including telephone, facsimile, email)	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

Melissa reviews plans and specification on a regular basis. She is familiar with aspects of construction drawings and can cross check information within specifications and variations against plans for accuracy.

Melissa can confidently identify plan items that need to be reviewed or critical items that need to be brought to the attention of estimators and supervisors as well as explaining plan items to clients.

Melissa is familiar with prime and provisional cost items, she is able to reference construction codes and relevant building acts and regulations when required.