

Interpret Plans and Specifications

Learner Workbook

TRAINER'S MARKING GUIDE

RIICCM203E –

Read and interpret plans and job specifications



Learner Name: _____

Student Number: _____ Date: _____

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SAMPLE

Contact Details

Candidate's details
Name:
Address:
Student Number:
Phone number:
Email:
I.D supplied / USI No ?
Signature:

Trainer/Assessor's / Supervisor details
Name:
Company/registered training organisation:
Phone number:
Email:
Assessment location:
Assessment date:
Signature:

I declare that:

Student Signature: Date:	
<p>This submission is all my own work and has not been copied nor does it violate the material that is listed under the Statement on Plagiarism and Academic Integrity rules.</p>	

Training support materials

Training package: RII - Resources and Infrastructure Industry Training Package
Version 7.0 - 9.0

Unit of competency: RIICCM203E Read and interpret plans and job specifications -
Release 2

Application / Context of Assessment

This unit describes the skills and knowledge required to **read and interpret plans** and **job specifications** in **civil construction**, including recognising **amendments** and commonly used **symbols** and **abbreviations**. It involves **locating** and identifying **key features** on site plans and reading and interpreting job plan specifications. It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take some responsibility for the quality of work outcomes.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Users must check requirements with relevant body before applying the unit

Unit Sector

Civil construction

Right of appeal

On completion of the assessment:

- the candidate is to be advised of assessment result
- the candidate might disagree with the result of the assessment
- the candidate has the right to challenge the assessment result
- an unsuccessful candidate may apply to the R.T.O. for re-assessment.

(Please note: applications for reassessments are subject to the RTO's policies and procedures)

Notes:**Hours:** 40 hrs**Duration of Assessment:** Single session or over a period of time.**Assessment Date:** _____**Supplied documents:**

You will be provided with

- A work order,
- Site Plan,
- Drawings,
- and a Specifications document.

Resources needed for Practical assessment.

You may also need the following:

Compass, print out of site plan, a set of flag markers or collection of different paint can colors, GPS device, pen, camera to show evidence of site visit. PPE Equipment.

Summary of Practical tasks to be performed.

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

Read and interpret plans and job specifications on at least **two** occasions, including:

- identifying key features on site plans
- recognising clear discrepancies and verifications between the documents (map, plan, specifications) and the actual site and taking action to correct
- gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum.

During the above, the candidate must:

- locate and apply required documentation, policies and procedures
- implement the requirements, procedures and techniques to read and interpret plans and specifications
- work with others to read and interpret plans and specifications that meets required outcomes, including:
 - communicating with others to receive and clarify work instructions
 - using communications techniques and equipment
 - complying with reporting requirements and procedures..

Knowledge Assessment - Introduction



The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

Knowledge Assessment Instructions



1. This assessment should be completed in writing (pen not pencil). However, where necessary it may be undertaken verbally. If verbal assessment is undertaken the candidates' responses must be clearly recorded by the assessor. The assessor must clearly note on the assessment that it was undertaken verbally.
2. Candidates should be allowed 10 minutes reading time before commencing the assessment and a further 180 minutes to complete the assessment.
3. The assessment should be completed in a quiet area free from distraction.
4. The assessment is to be completed without the assistance of learning resources. Students may ask the assessor for assistance to clarify questions they do not understand.
5. A pass mark of 90% (35/38) must be achieved for a satisfactory result. The assessor must provide feedback to the candidate to clarify any answers deemed to be incorrect.
6. Reasonable adjustment to the assessment is to be made by the assessor where deemed necessary.



Knowledge Assessment



Question 1

PC 1.1

Work Instructions?

- i). What is the primary purpose of work instructions in a workplace setting?
- To provide general information about the company
 - To give clear, step-by-step guidance for specific tasks ensuring consistency, safety, and quality
 - To outline the company's history and mission statement
 - To summarize meetings and discussions

Answer: b.) To give clear, step-by-step guidance for specific tasks ensuring consistency, safety, and quality.

- ii). How do workers ensure they accurately interpret and confirm work instructions?
- By reading the instructions and seeking clarification from supervisors when needed
 - By guessing the steps based on experience
 - By ignoring visual aids and focusing only on text
 - By relying solely on informal communication with colleagues

Answer: a). By reading the instructions and seeking clarification from supervisors when needed.



Question 2

PC 1.1

- i). What is the primary purpose of Job Safety Analyses (JSAs), Job Safety Environmental Analyses (JSEAs), and Safe Work Method Statements (SWMs) in civil construction?
- To identify hazards, assess risks, and provide detailed procedures for safe task execution, ensuring both worker and environmental safety.
 - To calculate project costs and timelines.
 - To serve as decorative documents for project sites.
 - To focus solely on compliance with financial regulations.

Correct Answer: a) To identify hazards, assess risks, and provide detailed procedures for safe task execution, ensuring both worker and environmental safety.



Practical Assessment



The assessor must be satisfied the candidate has successfully demonstrated each element and performance criteria contained in the Unit of Competency.

It is the assessor's responsibility to decide if the candidate has competently demonstrated a skill. The assessor may question a candidate further if their demonstration needs clarification.



Note: Performing the actual practical task may be filmed and noted of where the video file is stored and assigned to which candidate, along with a copy of the work order must be submitted to assessor.

Note: See appendix for sample benchmarking items that must be demonstrated by candidate.

Practical assessment instructions



Practical assessment should be performed in a normal working environment where possible. However, under some circumstances may occur in a simulated work environment.

The Assessor must:

- Clearly explain to the candidate what is expected of them
- Check that the candidate has been provided with the necessary tools and equipment
- Complete checklists as the candidate goes through the tasks
- Only question a candidate during a practical task if it is safe to do so
- Stop the assessment immediately if the candidate is doing something dangerous
- Stop the assessment immediately if the machine or objects are likely to be damaged
- Inform the candidate of the result of the assessment
- Provide the candidate with a set of drawings and specifications to a work project for 2 different types of work and the following;
 - Have access to a site,
 - Compass, relevant marker pegs, scale ruler, pen and paper, - relevant spray can colors.
 - Digital device to get GPS coordinates or candidate to use mobile phone and google.
- The candidate must demonstrate the skills and knowledge required to **read and interpret plans and job specifications in civil construction**, including recognising amendments and commonly used symbols and abbreviations. It

involves locating and identifying key features on site plans and reading and interpreting job plan specifications.

Notes to Assessor.

For this unit of competency, 1 set of plans, drawings, and specifications has been provided along with the work order (Work order 023.v.2), see Appendix for a copy of these documents.

You will have to write a second work order and provide the plans, drawings, and specifications for the second attempt of the assessment.

As each work project is unique, it is the responsibility of the assessor to provide the candidate with the relevant plans, drawings, and specifications tailored to the specific project being assessed. Ensure that these materials are complete, accurate, and suitable for the candidate's assessment task.

The assessment task itself, along with a checklist and sample benchmark answers, will be provided to guide both the assessor and the candidate through the assessment evaluation process.

Note 1. You are to provide the candidate with a set of plans, drawings, and specifications to reference for the assessment. Ensure the materials are complete and accurate for the candidate to use during their evaluation.

Note 2. The samples included in the appendix are intended as guidelines to provide a general sense of what is expected in student responses, offering a reference for assessors while acknowledging that individual answers may vary in approach and content.

Practical Assessment 1

You will be given a set of plans, drawings, and specifications to work from by your trainer/supervisor for the assessment.

Task 1. Upon receiving work instructions, request from your supervisor a copy of all the relevant documentation, as an email, listing what you need to perform the work task. Attached a copy of the work instructions given to you by your supervisor to the email. (PC 1.1, 1.4, 1.2, 1.5)

Task 2. Read all relevant documentation such as specification document, plans and work instructions. Summarise and confirm via email of all the work that needs to be done according the plans and specifications document and work order to assessor. (PC 1.2, PC 1.1, 1.4, 1.5)

Task 3. After reading and interpreting the work instructions, identify what PPE equipment you might need to go and do a site visit by confirming a resources request via email to supervisor for the correct PPE equipment. (PC 1.3)

Task 4. Locate the company policy and procedure – standard operating procedures (SOP) or manufacture requirements for work order or instructions that need to be performed according to plans and specifications. Email your supervisor to confirm you have the correct SOP for plans and specifications or manufacture build guidelines document. Note the following in the email: materials, dimensions, tolerances, and procedures required for a project. (PC 1.6)

Task 5. Review the job plan, specifications, and environmental plan documents to identify key environmental controls for work instructions. (PC 1.7)

Practical Assessment 1 – Check List

The skills and knowledge required to demonstrate completion of prepare to read and interpret plans and job specifications each task criteria must be ticked off to confirm successful completion.

See appendix for sample benchmarking items that must be demonstrated by candidate.

Practical Assessment 1



Candidate Name:	
Work order / Task to be performed:	

Task	Observation performed when performing practical assessment 1 from task descriptions - Candidate:	Comments Work Order 1 <input type="checkbox"/> Work Order 2 <input type="checkbox"/>
<input type="checkbox"/> Task 1 (PC 1.1) (PC 1.2) [PE:6,7,8,9]	Email has been received from candidate requesting the following documents and a copy of work order from assessor / supervisor as an attachment.	
(PC 1.4, 1.5) [PE:4]	Candidate Requested a number of files, such as the following (List at least 2 drawing types and at least 3 different view types, along with requesting any policy's and procedures required):	
	Drawing type: <input type="checkbox"/> Architectural Drawings, <input type="checkbox"/> Site Plans, <input type="checkbox"/> Structural Drawings, <input type="checkbox"/> Mechanical Drawings, <input type="checkbox"/> Electrical Drawings (PC 1.4) View Types: <input type="checkbox"/> Plan View, <input type="checkbox"/> Elevations, <input type="checkbox"/> Sectional or cross section view Note must request site plan. <input type="checkbox"/> If Applicable a sample policy and procedures document.	
<input type="checkbox"/> Task 2	<input type="checkbox"/> Confirm and read job plans and specifications.	
(PC 1.2) (PC 1.1) (PC 1.4), (PC 1.5)	<input type="checkbox"/> Receive an email confirming the work that needs to be done.	

[PE:4]		
<input type="checkbox"/> Task 3	<input type="checkbox"/> Email request for personal protective equipment (PPE) Equipment.	
(PC 1.3) [PE:3]	<input type="checkbox"/> Eye Protection, <input type="checkbox"/> Head Protection, <input type="checkbox"/> Dust <input type="checkbox"/> Mask Protection, <input type="checkbox"/> Hand protection, <input type="checkbox"/> Hearing protection, <input type="checkbox"/> Foot Protection, <input type="checkbox"/> Breathing apparatus	
<input type="checkbox"/> Task 4. (PC 1.6) [PE:4]	A copy of an email with an attached document that outlines the quality requirements of a build. <input type="checkbox"/> Standard operating procedure, <input type="checkbox"/> a specifications document extract. Or <input type="checkbox"/> manufacture guide lines document or requirements.	
[PE:4]	In the email was the following mention about the job specifications, plans and drawings: <input type="checkbox"/> materials, <input type="checkbox"/> dimensions, <input type="checkbox"/> tolerances, and <input type="checkbox"/> procedures required for a project work task. <input type="checkbox"/> Area person will be working on, e.g. Framing, tiling etc. _____	
Task 5. (PC 1.7) [PE:4]	The following environmental controls have been identified: <input type="checkbox"/> waste, <input type="checkbox"/> water, <input type="checkbox"/> air quality, <input type="checkbox"/> noise, <input type="checkbox"/> hazardous materials, and <input type="checkbox"/> sustainability	

The applicants' performance in Practical Assessment 1 - was deemed to be:

<input type="checkbox"/> Satisfactory		<input type="checkbox"/> Not yet satisfactory	
Applicant signature:		Date:	
Trainer/assessor signature:		Date:	

Written / Practical Assessment Summary – Competency Sign Off

Student NAME: _____ Date: _____

Written and Practical Assessment Summary		Satisfactory	Not Satisfactory
0. Written Assessment – (Booklet .docx .pdf) – Quiz Assessment		<input type="checkbox"/>	<input type="checkbox"/>
1. Practical Assessment 1 – Check list		<input type="checkbox"/>	<input type="checkbox"/>
2. Practical Assessment 2– Check list		<input type="checkbox"/>	<input type="checkbox"/>
3. Practical Assessment 3 – Check list		<input type="checkbox"/>	<input type="checkbox"/>
4. Practical Assessment 4 – Check list		<input type="checkbox"/>	<input type="checkbox"/>
Competency:	Not Yet Competent <input type="checkbox"/> Date _____	Competent <input type="checkbox"/> Date _____	
Feedback to be given to candidate or to Workplace Supervisor			
Trainer / Assessor signature: Date:		The learner has been assessed as <input type="checkbox"/> Not Yet competent / <input type="checkbox"/> competent in the elements and performance criteria, critical aspects for assessment, required skills and knowledge for this unit and the evidence presented is: <input type="checkbox"/> Authentic <input type="checkbox"/> Valid <input type="checkbox"/> Reliable <input type="checkbox"/> Current <input type="checkbox"/> Sufficient	

Appendix A

The following documents are sample benchmark documents of the level of detail that must be provided by candidate. The samples provided here are for the work order 023.v2 activity and drawings for maple street.

SAMPLE

Task 1. Sample Answer.

This is a sample answer, but it is not limited to this response;

From:

To: supervisor@hotmail.com

Subject: Request for Relevant Documentation to Perform Work Task 023.v.2

Dear Supervisor,

I hope this email finds you well I am one of the general construction worker that will be working on

Work Order: Residential House Construction Project **Work Order Number:** 023

Project Title: Residential House Construction **Project Location:** 6 Maple Street, Unit 1,2,3 **Project:** 12 / **Drawing No:** 932 **Client Name:** Rozel Superannuation Fund & Rosenblum Investments Trust. **Project Manager:** James T.

Civil Contractor: Guymer Lynnh Pty Ltd **Date Issued:** 29/11/2012

I am writing to request a copy of all the relevant documentation required to perform the work tasks outlined in the work instructions I received. Could you kindly provide me with the following materials necessary for the task?

Project plans, specifications, safety protocols

Architectural Drawings: Drawings Site Plans, Structural Drawings, Mechanical Drawings, Electrical Drawings

View Types:

- Plan View, Elevations, Sectional or cross section view
- If Applicable a sample policy and procedures document.
- Specifications document

For your reference, I have attached a copy of the work order / instructions that were given to me. Please let me know if there are any additional materials or details I should be aware of to ensure the task is completed correctly and efficiently.

Thank you for your assistance. I look forward to your response.

Best regards,

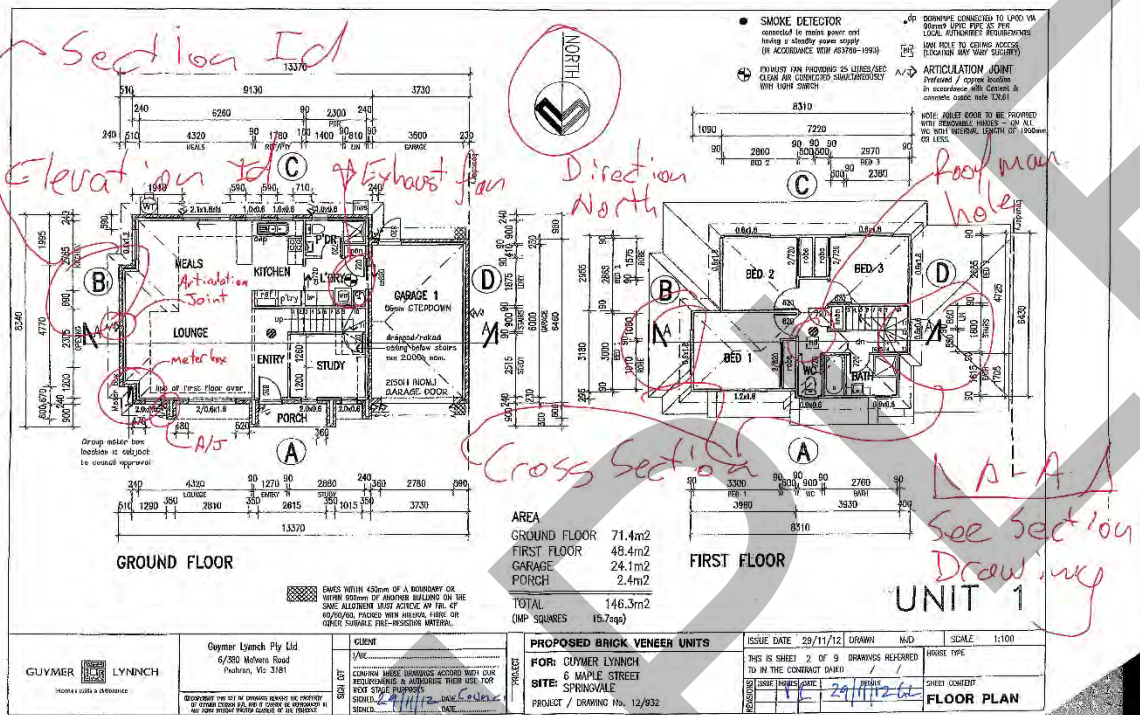
[Your Name]

[Your Position]

[Your Contact Information]

Task 8. Sample Answer. – (PC 3.1) Symbols and abbreviations

This is a sample answer, but it is not limited to this response (PC 3.1). File name task 8.docx or jpg



or

