

Trainer's Value Pack

Interpret Plans and Specifications

Learr

Interpret Plans and Specifications

TRAI

Learner Workbook

RIICCM
Read ar
specific

Student Copy

RIICCM203E –
Read and interpret plans and job
specifications



Learner Name:
Student Number

Learner Name: _____
Student Number: _____ Date: _____

Key Description
Performance Criteria
Performance Evidence
Question



Read and interpret plans and job specifications (Release 2) – Mapping Document

Mapping Document

Competency RIICCM203E Read and interpret plans and job specifications
Unit: This unit describes the skills and knowledge required to **read and plans and job specifications in civil construction**, including recognising and commonly used symbols and abbreviations. It involves locating and key features on site plans and reading and interpreting job plans.
 to those working in operational roles. They generally work under to undertake a prescribed range of functions involving known routines and take some responsibility for the quality of work outcomes.
 legislative and certification requirements that apply to this unit can vary states, territories, and industry sectors. Users must check requirements with body before applying the unit.
Industry: Civil construction

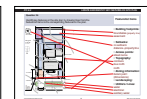
LEARNER GUIDE



Read and interpret plans and job specifications



Training support material for:
RIICCM203E Read and interpret plans and job specifications
 Produced by:



LEARNER GUIDE



Read and interpret plans and job specifications



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RIICCM203E Read and interpret plans and job specifications

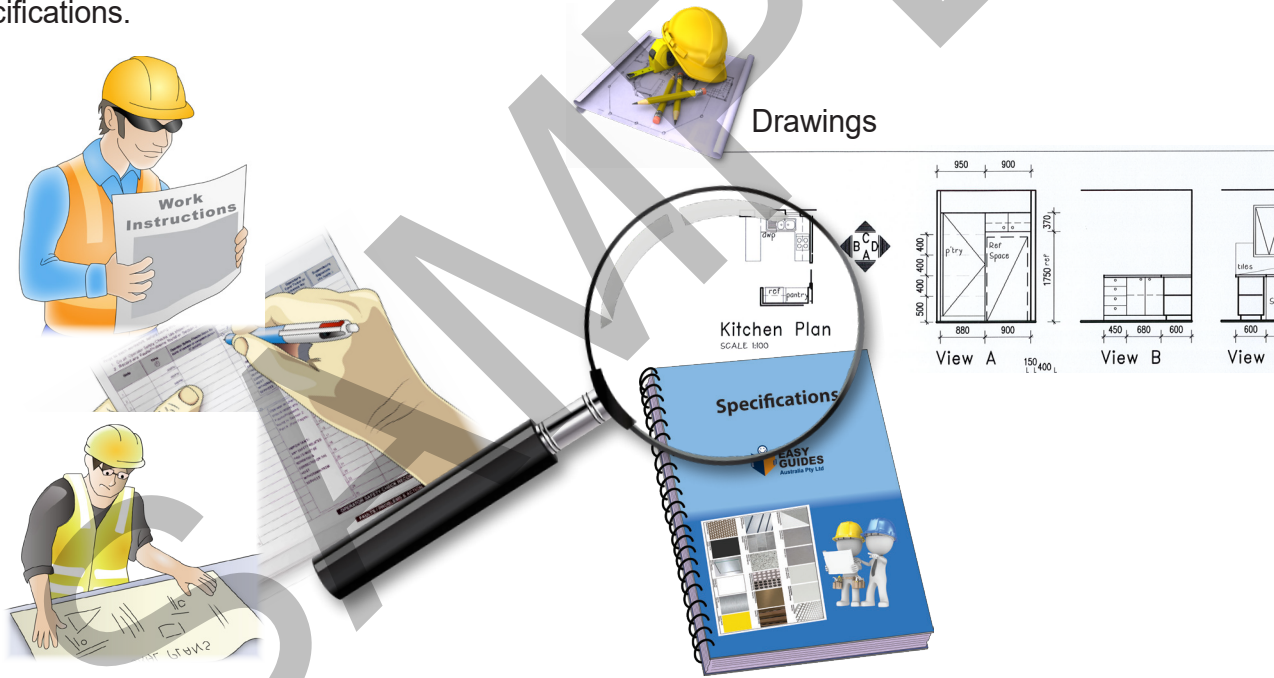
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What is RIICCM203E Read and interpret plans and job specifications about?

This unit is about reading and interpreting plans and job specifications in civil construction, including recognising amendments and understanding commonly used symbols and abbreviations. It involves locating and identifying key features on site plans and accurately reading job plan specifications.

You will learn to locate and identify key features on site plans and accurately read job plans and specifications.



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Element 1 Prepare to read and interpret plans and job specifications	17
Element 2 Recognise amendments on drawings and job specifications	83
Element 3 Recognise symbols and abbreviations	89
Element 4 Locate and identify key features on site plan	101
Element 5 Read and interpret job specifications	115
Additional Notes	129

About work instructions

What is the role of Work Instructions for Workers?

Work instructions serve as detailed guides, providing workers with step-by-step directions to perform tasks accurately and safely, ensuring consistency and quality.

Where do Work Instructions Come From?

Work instructions are typically developed by subject matter experts, project managers, or safety officers and are derived from engineering plans, industry standards, and safety protocols specific to the task at hand.

How Do We Interpret Work Instructions?

Workers interpret work instructions by carefully reading and understanding the provided information, including steps, safety precautions, and any accompanying visual aids, to ensure accurate task execution.

How Do We Clarify Work Instructions?

Workers clarify work instructions by seeking guidance from supervisors or relevant experts, asking questions to resolve uncertainties, and ensuring a clear understanding of the task requirements before proceeding.

How Do We Confirm Work Instructions?

Confirmation of work instructions involves cross-referencing the provided guidance with project plans, checking for any updates or changes, and obtaining approvals or sign-offs to affirm that the instructions are understood and ready for execution.



Question 1

Work Instructions?

- i). What is the primary purpose of work instructions in a workplace setting?
- a). To provide general information about the company
 - b). To give clear, step-by-step guidance for specific tasks ensuring consistency, safety, and quality
 - c). To outline the company's history and mission statement
 - d). 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?
- a). By reading the instructions and seeking clarification from supervisors when needed
 - b). By guessing the steps based on experience
 - c). By ignoring visual aids and focusing only on text
 - d). By relying solely on informal communication with colleagues

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

What are plans, drawings, elevations?

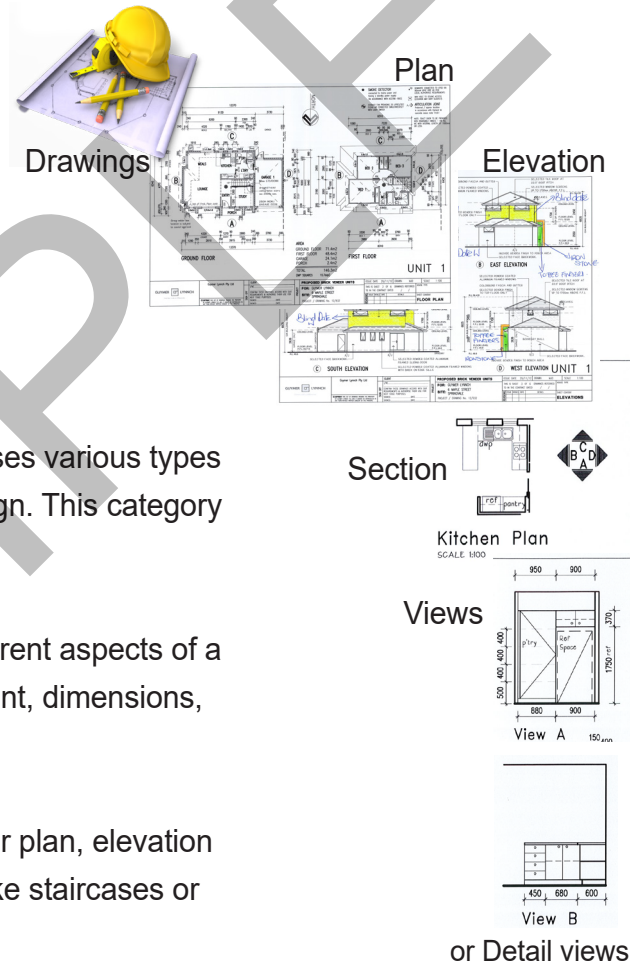
In the context of construction and architecture, drawings, plans, and elevations / views are essential components used to communicate design and construction details.

Drawings

Definition: Drawings is a general term that encompasses various types of visual representations used in construction and design. This category includes plans, elevations, sections, and details.

Purpose: They provide detailed information about different aspects of a project. Drawings are used to communicate design intent, dimensions, materials, and construction methods.

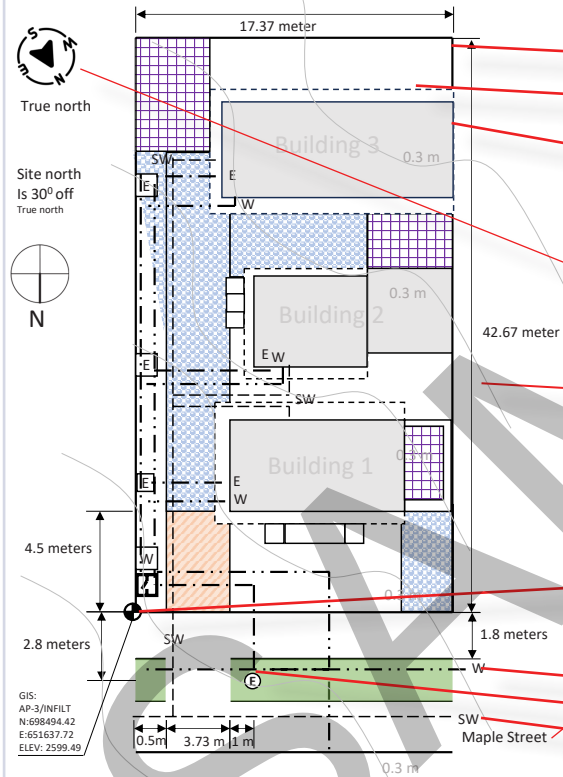
Example: An architectural drawing might include a floor plan, elevation views, and detailed drawings of specific components like staircases or fixtures.



Question 26

Identify key features on the site plan by drawing lines from the feature list items to the corresponding features on the plan.

Feature list items



- **Building footprints:**
 boundaries (property line)
 easement
- **Setbacks:**
 no setback
 distance -property line
- **Access points:**
 street name
- **Topography:**
 contours
 true north
 north
- **Zoning information:**
 datum point
 (dimensions)
- **Landscaping:**
- **Utilitie's / Lines:**
 water
 electrical
 sanitary water

Question 27

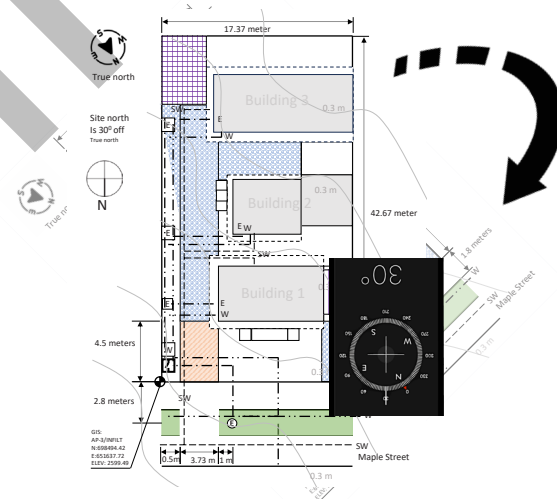
What are the three main steps to orient a site plan to a site?

The correct order of steps to orient a site plan is;

- Determine True North → Align the Site Plan → Obtain the Site Plan
- Align the Site Plan → Obtain the Site Plan → Determine True North
- Obtain the Site Plan → Determine True North → Align the Site Plan

Correct Answer:

- Obtain the Site Plan → Determine True North → Align the Site Plan



Sample: Project Specifications Scenario

(Calculations)

Scenario:

Project Title: Site Development for XYZ Construction

1. Specifications and Calculations Overview

1.1 Specifications

Scope of Work: Site preparation, including clearing, grading, and excavation for building foundations and infrastructure development.

Technical Specifications:

Excavation Depth: 1.5 meters for foundation.

Grading Slope: Minimum 2% for drainage.

Concrete Grade: 30 MPa for footings.

Fill Material: Clean granular fill for backfilling.

Frost Line Adjustment: 0.5 meters (if applicable)

Dimensions of Slab: 10 m x 8 m

Footing Dimensions:

1 m wide x 0.5 m deep x 10 m long

- Required Slope: 2%
- Distance for Drainage: 50 m



Question 35

Calculate the following from the project specification scenario.

- Height Calculation:** Total height of foundation including frost line adjustment.
- Area Calculation:** Area of the concrete slab for foundations.
- Volume Calculation:** Volume of concrete needed for footings.
- Grade Calculation:** Height drop required for drainage slope.

$$\text{i). Total Height} = \text{Excavate Depth} + \text{Frost Line Adjustment}$$

$$1.5\text{m} + 0.5\text{m} = 2.0\text{m}$$

$$\text{ii). Area} = \text{Length} \times \text{Width}$$

$$10\text{ m} \times 8\text{ m} = 80\text{m}^2$$

$$\text{iii). Volume} = \text{Width} \times \text{Depth} \times \text{Length}$$

$$1\text{m} \times 0.5\text{m} \times 10\text{m} = 5\text{m}^3$$

$$\text{iv). Height Drop} = \text{Distance} \times (\text{Slope}/100)$$

$$50\text{m} \times (2/100) = 1\text{m}$$

Sample: Project Specifications - Error Scenario

(Calculations)

Project Title: Construction of a One-Story House with a Concrete Slab Floor for Level 1

Scenario Introduction: XYZ Builders is tasked with designing and constructing a one-story house featuring a ground floor and an upper level (Level 1) constructed with a concrete slab floor. The design incorporates concrete pillars to support the slab, which must withstand the weight of the structure and additional loads.

Specifications for the Concrete Slab

- **House Dimensions:**

Length = 10 m

Width = 8 m

Thickness of Slab = 0.15 m (to support the loads of the upper level)

- **Concrete Grade:** 25 MPa
- **Density of Concrete:** 2400 kg/m³
- **Expected Load on Slab:** 250 kN (including furniture, occupants, etc.)
- **Load Capacity of Each Pillar:** 100 kN

Engineering Calculations:

1. Volume Calculation for the Concrete Slab

Volume = Length x Width x Thickness

Volume = 10 m x 8 m x 0.15 m = 12 m³

2. Weight Calculation for the Concrete Slab

Weight = Volume × Density

Weight Calculation: 12 m³ x 2400kg/m³ = 28800kg

Gravity = 9.81m/s² = Convert mass (in kilograms) into weight (in newtons).

(Conversion kg to kilonetons (kN) = 1000

Weight in kN: (28800kg x 9.81m/s²) / 1000 = 282.5kN

3. Total Load on the Concrete Slab

Total Load = Weight of Slab + Expected Load

Total Load = 282.48 kN + 250kN = 532.48kN

4. Number of Pillars Required:

Total Load: 532.48 kN

Load Capacity of Each Pillar: 100 kN

Number of Pillars Required: Total Load / Load Capacity of Each Pillar

Number of Pillars Required: 532.48 kN / 100 kN = 5.32

Number of Pillars required: 5 pillars



Question 36

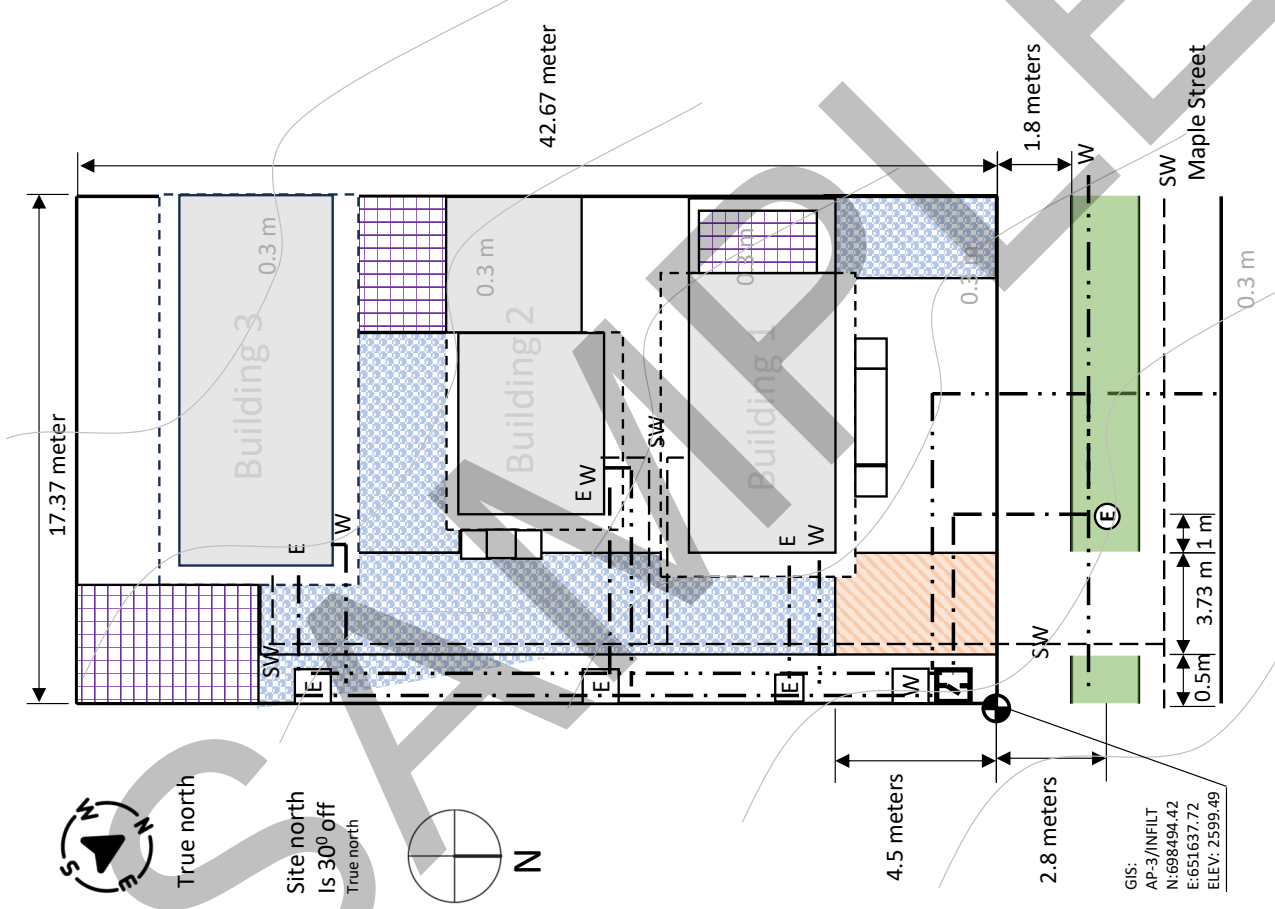
So from the specifications document how many pillars are required according to the engineering calculations.

The engineer has ordered 5 pillars. - Check if correct.

i). Is this correct Yes / No? If not then how many pillars should be ordered. ii). Also what must you do before you commence work?

ii). Verify the calculations, inform the architect of the error via email, and await the revised drawings and updated specification document. i). Error - Need 6 pillars actually.

Sample Site Plan



LEARNER GUIDE

Read and interpret plans and job specifications

Training support material for:
RIICCM203E Read and interpret plans and job specifications
Produced by:

What is RIICCM203E Road and Interpret plans and Job specifications about?

This unit is about reading and interpreting plans and job specifications in civil construction, including recognising amendments and understanding commonly used symbols and abbreviations. It involves locating and identifying key features on site plans and accurately reading job plan specifications.

You will learn to locate and identify key features on site plans and accurately read job plans and specifications.

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PC 1.1 ABOUT WORK INSTRUCTIONS

INTRODUCTION

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Work Instructions?

i) What is the primary purpose of work instructions in a workplace setting?
a) To provide general information about the company
b) To give clear, step-by-step guidance for specific tasks ensuring consistency, safety, and quality
c) To outline the company's history and mission statement
d) 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?
a) By reading the instructions and seeking clarification from supervisors when needed
b) By guessing the steps based on experience
c) By ignoring visual aids and focusing only on text
d) By relying solely on informal communication with colleagues
Answer: a.) By reading the instructions and seeking clarification from supervisors when needed.

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PC 1.0, 1.2 INTRODUCTION

What are plans, drawings, elevations?

In the context of construction and architecture, drawings, plans, and elevations / views are essential components used to communicate design and construction details.

Drawings

Definition: Drawings is a general term that encompasses various types of visual representations used in construction and design. This category includes plans, elevations, sections, and details.

Purpose: They provide detailed information about different aspects of a project. Drawings are used to communicate design intent, dimensions, materials, and construction methods.

Example: An architectural drawing might include a floor plan, elevation views, and detailed drawings of specific components like staircases or fixtures.

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PC 4.2 LOCATE AND IDENTIFY KEY FEATURES ON SITE PLAN

Question 26
Identify key features on the site plan by drawing lines from the feature list items to the corresponding features on the plan.

Feature list items

- Building footprints:** boundaries (property line), easement
- Setbacks:** no setback distance - property line
- Access points:** street name
- Topography:** contours, true north, north
- Zoning information:** datum point (dimensions)
- Landscaping:** water, electrical, sanitary water

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PC 4.1 LOCATE AND IDENTIFY KEY FEATURES ON SITE PLAN

Question 27
What are the three main steps to orient a site plan to a site?

The correct order of steps to orient a site plan is;

- Determine True North → Align the Site Plan → Obtain the Site Plan
- Align the Site Plan → Obtain the Site Plan → Determine True North
- Obtain the Site Plan → Determine True North → Align the Site Plan

Correct Answer:

- Obtain the Site Plan → Determine True North → Align the Site Plan

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PC 1.1, 5.2 - PE:5 ADDITIONAL NOTES

Sample: Project Specifications Scenario (Calculations)

Scenario:
Project Title: Site Development for XYZ Construction

1. Specifications and Calculations Overview
1. Specifications

Scope of Work: Site preparation, including clearing, grading, and excavation for building foundations and infrastructure development.

Technical Specifications:

- Excavation Depth: 1.5 meters for foundation.
- Grading Slope: Minimum 2% for drainage.
- Concrete Grade: 30 MPa for footings.
- Fill Material: Clean granular fill for backfilling.
- Frost Line Adjustment: 0.5 meters (if applicable)
- Dimensions of Slab: 10 m x 8 m
- Footing Dimensions: 1 m wide x 0.5 m deep x 10 m long
- Required Slope: 2%
- Distance for Drainage: 50 m

Question 35
Calculate the following from the project specification scenario.

- Height Calculation:** Total height of foundation including frost line adjustment.
- Area Calculation:** Area of the concrete slab for foundations.
- Volume Calculation:** Volume of concrete needed for foundations.
- Grade Calculation:** Height drop required for drainage slope.

i). Total Height = Excavate Depth + Frost Line Adjustment
 $1.5\text{m} + 0.5\text{m} = 2.0\text{m}$

ii). Area = Length × Width
 $10\text{m} \times 8\text{m} = 80\text{m}^2$

iii). Volume = Width × Depth × Length
 $1\text{m} \times 0.5\text{m} \times 10\text{m} = 5\text{m}^3$

iv). Height Drop = Distance × (Slope/100)
 $50\text{m} \times (2/100) = 1\text{m}$

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PC 1.1, 5.2 - PE:5 ADDITIONAL NOTES

Sample: Project Specifications - Error Scenario (Calculations)

Project Title: Construction of a One-Story House with a Concrete Slab Floor for Level 1

Scenario Introduction: XYZ Builders is tasked with designing and constructing a one-story house featuring a ground floor and an upper level (Level 1) constructed with a concrete slab floor. The design incorporates concrete pillars to support the slab, which must withstand the weight of the structure and additional loads.

Specifications for the Concrete Slab

- House Dimensions: Length = 10 m, Width = 8 m, Thickness of Slab = 0.15 m (to support the loads of the upper level)
- Concrete Grade: 25 MPa
- Density of Concrete: 2400 kg/m³
- Expected Load on Slab: 250 kN (including furniture, occupants, etc.)
- Load Capacity of Each Pillar: 100 kN

Engineering Calculations:

1. Volume Calculation for the Concrete Slab
Volume = Length × Width × Thickness
Volume = 10 m × 8 m × 0.15 m = 12 m³

2. Weight Calculation for the Concrete Slab
Weight = Volume × Density
Weight Calculation: 12 m³ × 2400 kg/m³ = 28800 kg
Gravity = 9.81 m/s² → Convert mass (in kilograms) into weight (in newtons).
(Conversion kg to kilonewtons (kN) = 1000)
Weight in kN: (28800 kg × 9.81 m/s²) / 1000 = 282.5 kN

3. Total Load on the Concrete Slab
Total Load = Weight of Slab + Expected Load
Total Load = 282.48 kN + 250 kN = 532.48 kN

4. Number of Pillars Required:
Total Load: 532.48 kN
Load Capacity of Each Pillar: 100 kN
Number of Pillars Required: Total Load / Load Capacity of Each Pillar
Number of Pillars Required: 532.48 kN / 100 kN = 5.32
Number of Pillars required: 5 pillars

Question 36
So from the specifications document how many pillars are required according to the engineering calculations. The engineer has ordered 5 pillars. - Check if correct.
i). Is this correct Yes / No? If not then how many pillars should be ordered. ii). Also what must you do before you commence work?
ii). Verify the calculations, inform the architect of the error via email, and await the revised drawings and updated specification document. i). Error- Need 6 pillars actually.

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PC 4.0, 5.0 - All ADDITIONAL NOTES

Sample Site Plan

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Mapping Document

Unit of Competency RIICCM203E Read and interpret plans and job specifications

Application: 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



Legend

Key	Key Description
PC	Performance Criteria
PE or PE::	Performance Evidence
Q	Question

RIICCM203E Read and interpret plans and job specifications (Release 2)	Learner Guide / Quiz Assessment / Learner Workbook	Practical Assessment / Learner Workbook
RII- Resources and Infrastructure Industry Training Package 7.0-9.0	Question/s:	Task/s:
Elements and Performance Criteria		
1. Prepare to read and interpret plans and job specifications		
1.1 Obtain, interpret, clarify and confirm work instructions	Question/s: 1,2, 35	Task/s: 1, 2
~ civil construction terminology relating to reading and interpreting plans and job specifications. (PC 1.1, 1.2)	Q 1, 2, 6	
©, ((, +/, ::	Q 1, 2	
((,+/ #	Question/s: 2 Q 1	
::	Q 3	
© Calculations	Q 35	
PE6::work with others to read and interpret plans and specifications that meets required outcomes, including: PE7:: communicating with others to receive and clarify work instructions (PC 1.1) PE8:: using communications techniques and equipment (PC 1.1) PE9:: complying with reporting requirements and procedures. (PC 1.1)	Question/s: 4	
1.2 Access, interpret and apply documentation required to read and interpret job plans and specifications	Question/s: 1,2,5,6, 34, 37	Task/s: 2, 1
PE4::locate and apply required documentation, policies and procedures (PC1.2)	Q5	
PE5:: implement the requirements, procedures and techniques to read and interpret plans and specifications (PC 1.2, 5.1)	Q 34	
~ civil construction terminology relating to reading and interpreting plans and job specifications. (PC 1.1, 1.2)	Q6	
<> interpreting engineering drawings	Q6, 37	
1.3 Select and wear personal protective equipment according to site requirements (PPE)	Question/s: 7	Task/s: 3 and 10
+/ PE::1 PE::3	Q7	Task 10
1.4 Identify types of plans and drawings used in the industry	Question/s: 8	Task/s: 1
% types of drawings	Q 8	
1.5 Identify key functions of each type of drawing	Question/s: 9, 10, 11, 12, 13, 14	Task 1, Task 2
PE5:: implement the requirements, procedures and techniques to read and interpret plans and specifications	Q 14, 24 ??	
% types of drawings	Q 9	
<> interpreting engineering drawings	Q 9, 14, 24	
**features of plans and elevations, including:	Q 9	
• direction	Q 11	

Read and interpret plans and job specifications (Release 2) – Mapping Document

• scale	Q 12	
• key	Q 13, 21	
• contours		
• symbols	Q 10, 14, 20	
• abbreviations	Q 20	
1.6 Recognise and adhere to quality requirements of company operations	Question/s: 15	Task/s: 4
1.7 Identify environmental controls from job plans, specifications and environmental plan	Question/s: 16	Task/s: 5
2. Recognise amendments on drawings and job specifications		
2.1 Check title panel to verify latest amendments to drawing	Question/s: 17, 18	Task/s: 6
PE::2		
2.2 Check amendments to specifications and confirm currency of information	Question/s: 19	Task/s: 7
PE::2		
3. Recognise symbols and abbreviations		
3.1 Identify and confirm civil construction symbols and abbreviations	Question/s: 20	Task/s: 8
3.2 Locate and interpret legend on project drawings	Question/s: 21, 22, 23	Task/s: 9
4. Locate and identify key features on site plan		
4.1 Achieve orientation of the plan with site	Question/s: 25, 27	Task/s: 12
PE1::identifying key features on site plans	Q 25,27	
PE3:: gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum		
4.2 Identify and locate key features of site on project drawings	Question/s: 26	Task/s: 11
PE1:: identifying key features on site plans (PC 4.2, 4.1)	Q 26	
4.3 Gain access to site and identify services, main features, contours and datum	Question/s: 28 25	Task/s: 12
PE3:: gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum (PC 4.3, 4.1)	Q 28	
@ types of services , utilities and providers	Question/s: 28, 20	
4.4 Identify variations between documents and site and remedy and report as required and within scope of own role	Question/s: 29	Task/s: 13.
PE2:: recognising clear discrepancies and verifications between the documents (map, plan, specifications) and the actual site and taking action to correct (PC4.4)	Q 29	
5. Read and interpret job specifications	Question/s: 30	
5.1 Identify and confirm job specifications from drawings, notes and descriptions	Question/s: 30, 31, 34	Task/s: 14
PE5:: implement the requirements, procedures and techniques to read and interpret plans and specifications (PC 1.2, 5.1)	Q 34	
5.2 Identify and confirm standards of work, finishes and tolerances from job specifications	Question/s: 30, 32, 35, 36	Task/s: 15
PE5:: implement the requirements, procedures and techniques to read and interpret plans and specifications (PC 1.2, 5.1, 5.2)	Q 34, Q 35, Q36	

Read and interpret plans and job specifications (Release 2) – Mapping Document

© calculation of heights, areas, volumes and grades (PC 5.2)	Q 35	
\$\$ (PC 5.2)	Q 36	
5.3 Identify and confirm material attributes from job specifications	Question/s: 30, 33	Task/s: 16
implement the requirements, procedures and techniques to read and interpret plans and specifications (PC 1.2, 5.1, 5.2, 5.3) [PE:5]		

Key	Performance Evidence	Practical Assessment
	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:	Task/s:
	Read and interpret plans and job specifications on at least two occasions , including:	Task/s: 1, 2
PE1	identifying key features on site plans (PC1.5) (PC3.1), (PC 4.2, 4.1)	Task/s: 10, 11
PE2	recognising clear discrepancies and verifications between the documents (map, plan, specifications) and the actual site and taking action to correct (PC 4.4, 4.2)	Task/s: 6, 7, 8, 9, 12, 11, 13
PE3	gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum. (PC4.3, 1.3, 4.1)	Task 3 ppe & Task 10 ppe, Task 12
	During the above, the candidate must:	
PE4	locate and apply required documentation, policies and procedures (PC1.2)	Task/s: 1, 2, 4, 5
PE5	implement the requirements, procedures and techniques to read and interpret plans and specifications <> ** (PC1.5)	Task/s: 14, 15, 16, 1,2
PE6	work with others to read and interpret plans and specifications that meets required outcomes, including:	Task/s: 1, 14, 15, 16
PE7	communicating with others to receive and clarify work instructions (PC 1.1)	Task/s: 1,
PE8	using communications techniques and equipment (PC 1.1)	Task/s: 1,
PE9	complying with reporting requirements and procedures. (PC 1.1)	Task/s: 1, 14, 15, 16

Key	Knowledge Evidence	Learner Guide / Quiz Assessment / Learner Workbook
	The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:	Question/s:
^	principles and techniques required to read and interpret job plans and specifications, including those relating to:	
#	planning and organising work activities	Question/s: 6
<>	interpreting engineering drawings	Question/s: 6
@	types of services, utilities and providers	Question/s: 28, 20
©	calculation of heights, areas, volumes and grades (PC 5.2, 1.1)	Question/s: 35
**	features of plans and elevations, including:	Question/s: 9
1*	direction	Question/s: 9, 11
2*	scale	Question/s: 9, 12
3*	key	Question/s: 9, 31, 21
4*	contours	Question/s: 9, 26
5*	symbols	Question/s: 9, 10, 14, 20
6*	abbreviations	Question/s: 9, 20
%	types of drawings (PC 1.5)	Question/s: 9
\$\$	features of formal job specifications, including:	Question/s: 36, 35, 38
1\$	type of product/service	Q 38
2\$	quantities	Q 36
3\$	characteristics	Q 38
4\$	sizes	Q 35
5\$	pattern dimension	Q 38
6\$	location	Q 38
7\$	surfaces and compatibility	Q 38
::	:: types, characteristics, technical capabilities and limitations of plant and equipment required to read and interpret job plans and specifications (PC 1.1)	Question/s: 3
+ /	+ / materials safety data sheet (SDS) compliance processes (PC 1.1)	Question/s: 2
((((components of job safety analyses (JSAs), job safety environmental analyses (JSEAs), and safe work method statements (SWMs) (PC 1.1)	Question/s: 2
~	~ civil construction terminology relating to reading and interpreting plans and job specifications. (PC 1.1)	Question/s: 1, 2, 6

Assessment conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment required to read and interpret plans and job specifications
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Read and interpret plans and job specifications (Release 2) – Mapping Document

Industry sector	Aqf indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the RII Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Interpret Plans and Specifications

Learner Workbook

Student Copy

RIICCM203E –
Read and interpret plans and job
specifications



Learner Name: _____

Student Number: _____ Date: _____

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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



- 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

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.



ii). Why are Safety Data Sheets (SDS) and personal protective equipment (PPE) important in civil construction?

- They provide financial forecasts for projects.
- They offer information about hazardous materials and ensure compliance with safety requirements, helping workers make informed decisions.
- They serve only as legal documents required for site approval.

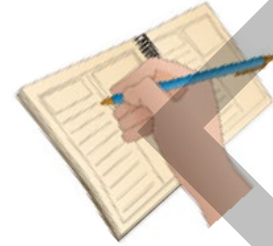


Question 3

PC 1.1

What is the primary reason for understanding various equipment types, their characteristics, capabilities, and limitations when reading and interpreting job plans and specifications?

- a.) To minimise construction costs
- b.) To enhance aesthetic design of the project
- c.) To ensure that the selected machinery aligns with project requirements

**Question 4**

PC 1.1

Answer the following quiz questions about effective communication and collaboration in civil construction.

i). How can team collaboration improve the accuracy of interpreting construction plans?

- a). By reducing the number of meetings
- b). By sharing knowledge and clarifying roles
- c). By limiting communication to only project managers

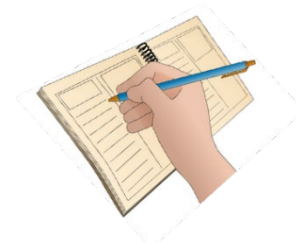


ii). What communication strategies can help clarify work instructions among team members?

- a). Active listening and using visual aids
- b). Ignoring feedback from team members
- c). Relying solely on written instructions

iii). What types of communication tools can be most effective in a construction environment?

- a). Personal journals
- b). Handwritten notes passed around
- c). Digital tools and visual methods



iv). What are the key reporting requirements that must be followed in civil construction projects?

- a). Accurate documentation and regular updates
- b). Ignoring documentation unless necessary
- c). Reporting only major issues



Score for knowledge assessment

Knowledge Assessment		
Correct answers:	_____ / 38	
Percentage:		
Result (circle):	Satisfactory	Not satisfactory

Feedback:

<p>Trainer / Assessor signature: Date:</p>	<p>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:</p> <p><input type="checkbox"/> Authentic <input type="checkbox"/> Valid <input type="checkbox"/> Reliable <input type="checkbox"/> Current <input type="checkbox"/> Sufficient</p>
--	--

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.

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.

You are to 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, on at least **two occasions**.

Practical Assessment 1

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

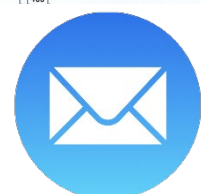
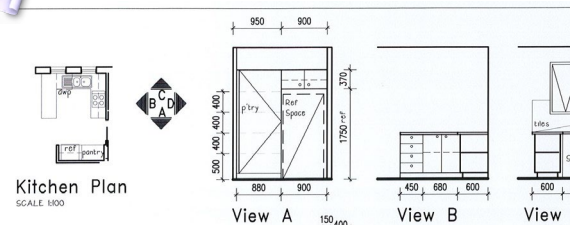
Task 1. Upon receiving work instructions, request from your supervisor a copy of all the relevant documentation, as an email, listing what you need to perform the work task. Attached a copy of the work instructions given to you by your supervisor to the email. (PC 1.1, 1.4, 1.2, 1.5)

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)



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	

Sample work order 023.v.2

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

Scope of Work:

This work order outlines the tasks and responsibilities related to the construction of a residential house, focusing on the reading and interpretation of plans and job specifications to ensure correct implementation and compliance with the design, safety standards, and local building codes.

1. Reviewing Project Plans and Specifications:

- **Task:** Review architectural, structural, MEP (Mechanical, Electrical, and Plumbing) plans, and any other relevant documents (such as soil reports, landscaping plans, etc.) before starting work.
 - **Objective:** Understand the design, layout, material specifications, and structural requirements.
 - **Deliverables:**
 - Detailed analysis of architectural plans.
 - Review of specifications for materials, finishes, and construction methods.
 - Identification of any potential issues with the design (e.g., conflicting elements, unclear dimensions, etc.).
 - **Plans and drawings:** Plans and Drawings can be found in the **Work Order 023_Drawings Folder - Scans**
-

2. Site Preparation and Layout:

- **Task:** Set out the building according to the approved site plans and project specifications.
 - **Objective:** Ensure correct placement of the foundation, walls, and any other structural elements.
 - **Deliverables:**
 - Precise layout marking for foundation and structural components.
 - Review and confirmation of site boundaries, elevations, and alignment.
-

3. Material Takeoff and Ordering:

- **Task:** Based on the construction plans and specifications, prepare a material takeoff and coordinate with suppliers to order materials required for the project.
 - **Objective:** Ensure all necessary materials (e.g., cement, steel, timber, windows, doors, etc.) are ordered in the correct quantities and delivered on time.
 - **Deliverables:**
 - List of materials needed.
 - Purchase orders for materials.
 - Verification of material specifications against the approved plans.
-

4. Foundation and Structural Work:

- **Task:** Oversee the excavation, pouring, and curing of the foundation according to the approved drawings.
- **Objective:** Ensure the foundation is constructed accurately, as per the design specifications, including dimensions and reinforcement placement.
- **Deliverables:**

- Concrete foundation poured to the correct depth and alignment.
- Inspection reports for structural integrity.

5. Framing and Superstructure Construction:

- **Task:** Build the frame and superstructure as outlined in the plans. This includes walls, roof framing, and support beams.
- **Objective:** Ensure the framing is installed with the correct materials and according to the structural specifications, ensuring stability and compliance with the approved design.
- **Deliverables:**
 - Structural framing completed (walls, floors, roof).
 - Inspections confirming the structural integrity of framing.

6. Mechanical, Electrical, and Plumbing (MEP) Installation:

- **Task:** Ensure all MEP systems (e.g., plumbing pipes, electrical wiring, HVAC ducts) are installed per the project specifications.
- **Objective:** Coordinate the installation of MEP systems with the construction schedule and plans, ensuring all systems are functional and meet safety standards.
- **Deliverables:**
 - Installation of plumbing, electrical, and HVAC systems according to approved plans.
 - Inspection reports for MEP compliance with local codes.

7. Final Inspections and Quality Control:

- **Task:** Conduct final inspections of the house to ensure all work meets the specified standards in the plans and specifications.
- **Objective:** Ensure that all elements of the construction, including finishes, materials, and systems, comply with the design and are constructed to quality standards.
- **Deliverables:**
 - Final inspection checklist completed.
 - Compliance with building codes, regulations, and job specifications.

8. Punch List and Final Handover:

- **Task:** Address any remaining tasks or issues identified during final inspections and prepare the property for handover to the client.
- **Objective:** Ensure all minor issues or defects (as identified in the punch list) are corrected prior to final handover.
- **Deliverables:**
 - Punch list completed and signed off.
 - Final inspection approval.
 - Hand-over documentation, including warranty information, manuals, and as-built drawings.

Key Responsibilities:

- **Foreman/Site Manager:** Ensure that work is carried out according to the project plans and specifications, manage the construction team, and ensure safety.
- **Construction Workers:** Execute the tasks under the direction of the foreman, adhering to the plans and specifications.
- **Surveyor:** Perform necessary surveys and measurements to confirm the alignment and positioning of the building.
- **Engineer:** Ensure that all structural and mechanical components comply with the technical specifications.

Project Timeline:

- **Start Date:** _____ **End Date:** _____

• **Key Milestones:**

- Site preparation and layout completed by: _____
- Foundation work completed by: _____
- Framing completed by: _____
- MEP installation completed by: _____
- Final inspection and handover by: _____

Materials & Equipment Required:

- Concrete, steel rebar, timber, drywall, roofing materials, windows, doors, plumbing fixtures, electrical wiring, HVAC equipment, etc. Equipment: Excavators, cranes, scaffolding, concrete mixers, etc.

Approval:

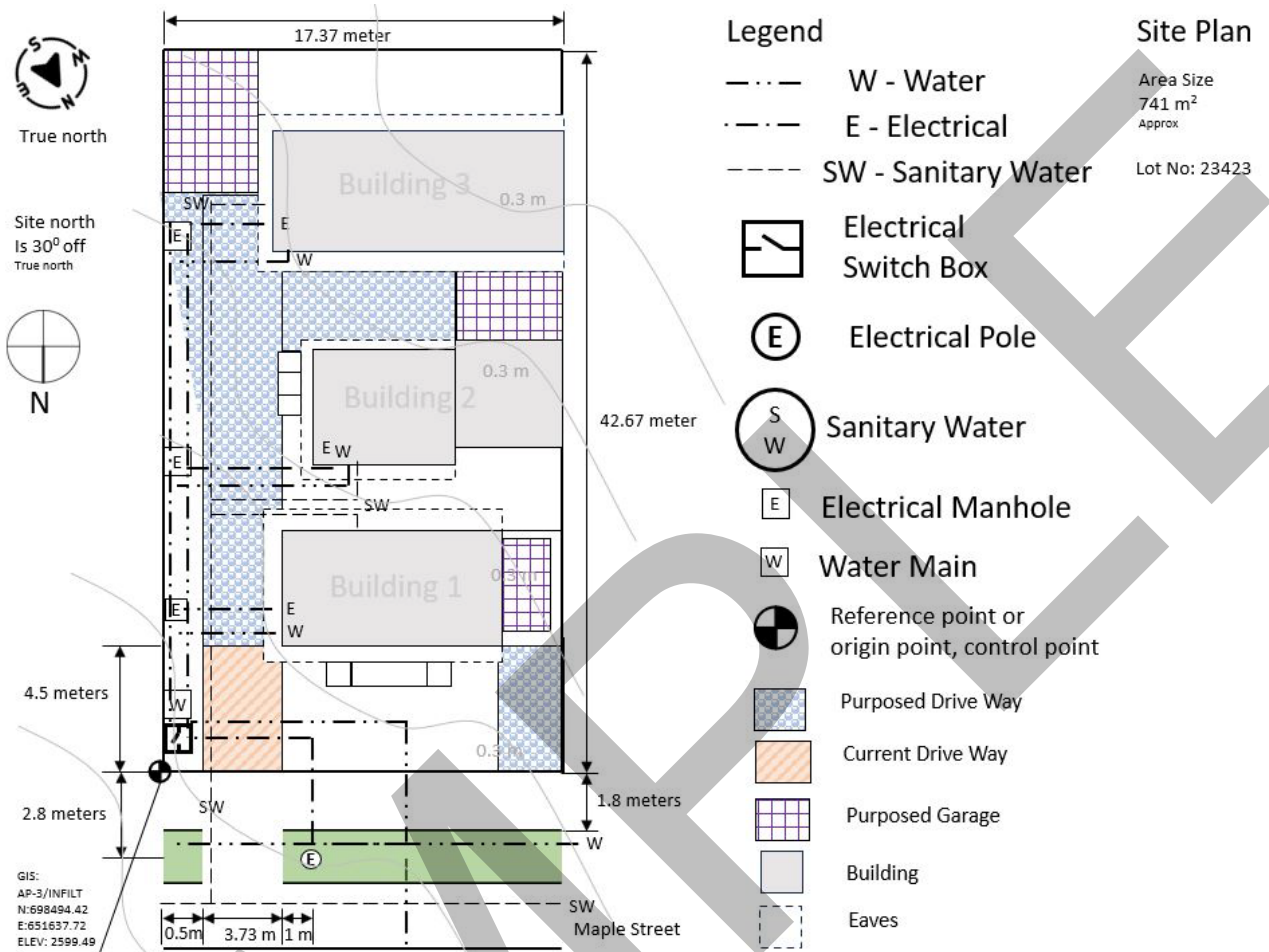
Contractor/Project Manager Signature:

Guymer Lynch PTY LTD / James T **Date:**
_29/11/2012

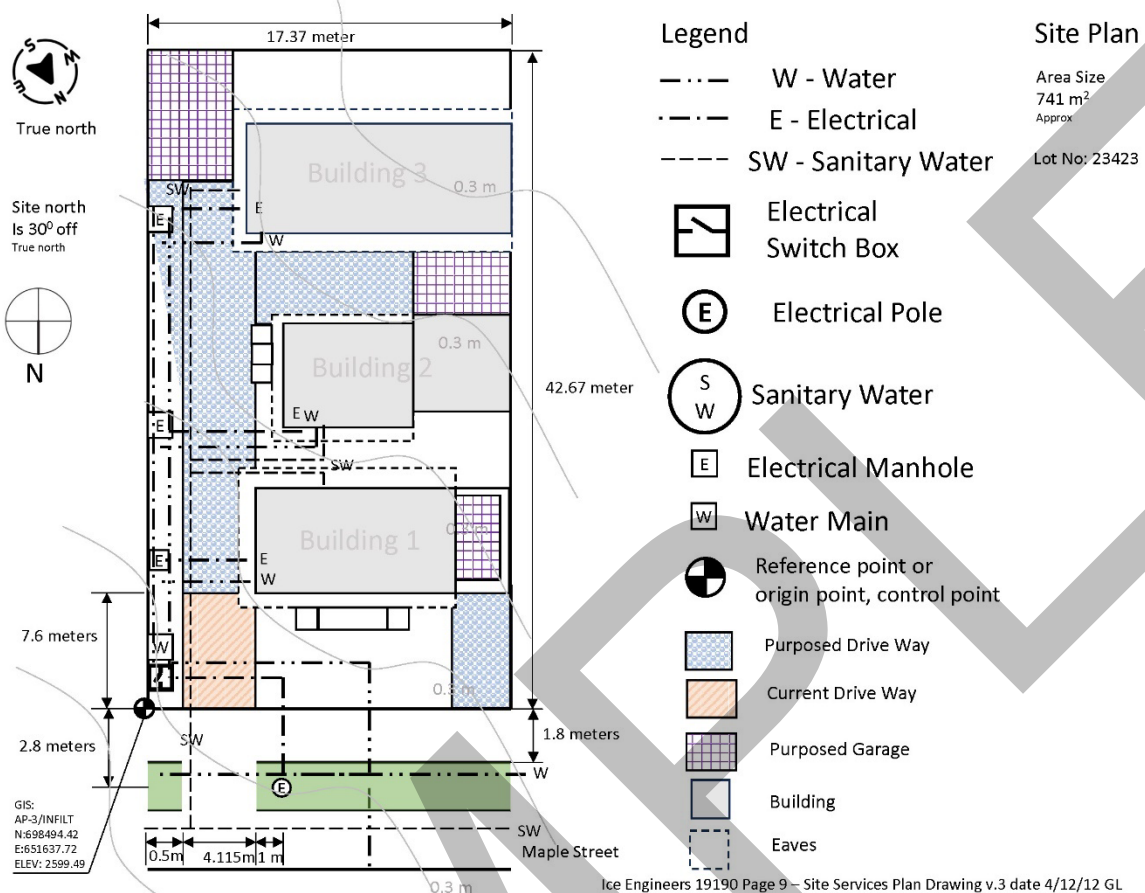
Client Signature: Mike Smith

Date: _29/11/2012

Ice Engineers 19190 Page 9 – Site Services Plan Drawing



Ice Engineers 19190 Page 9 – Site Services Plan Drawing v.3 date 4/12/12 GL



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.

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Civil construction

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(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.
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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 Lynnch 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,

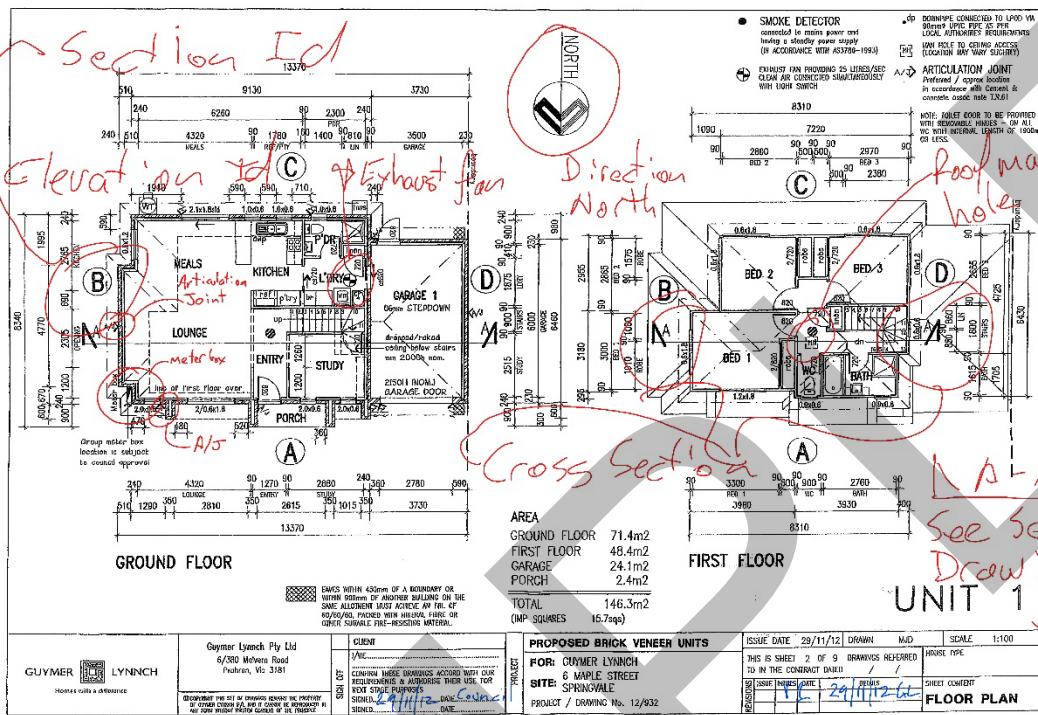
[Your Name]

[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

