

CPCCCM2001A Matrix Map

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ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1. Identify types of drawings and their functions.	1.1. Main types of plans and drawings used in the construction sector of the industry are identified.	Orthographic drawings : Q1 Q2 Q3 Q4 Drawings: Q1 Q2 Q3 Q4 Plans: Q1 Q2 Q3 Floor plans: Q1 Q2 Q3 Detail drawings: Q1 Q2 Q3 Workplace Task: Read a set of plans and interpreted information off the plans
	1.2. Key features and functions of each type of drawing are identified.	Drawings: Q1 Q2 Q3 Q4 Detail drawings: Q1 Q2 Q3 Workplace Task: Read a set of plans and interpreted information off the plans
	1.3. Quality requirements of company operations are recognised and adhered to.	Workplace Task: Read a set of plans and interpreted information off the plans
	1.4. Environmental requirements and controls are identified from job plans, specifications and environmental plan.	Plans: Q1 Q2 Q3 Environmental management site plan: Q1 Q2 Q3 Schedules: Q1 Q2 Q3 Q4 Q5 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 Workplace Task: Read a set of plans and interpreted information off the plans
2. Recognise amendments.	2.1. Title panel of project documentation is checked to verify latest amendments to drawing.	Title block: Q1 Q2 Q3 Amendments: Q1 Q2 Q3 Q4 ACTIVITY - recognise amendments and interpret details: Q1 Workplace Task: Read a set of plans and interpreted information off the plans

	2.2. Amendments to specifications are checked to ensure currency of information and conveyed to others where appropriate.	Dimensions & measurements: Q1 Q2 Q3 Q4 Amendments: Q1 Q2 Q3 Q4 Schedules: Q1 Q2 Q3 Q4 Q5 ACTIVITY - recognise amendments and interpret details: Q1 Workplace Task: Read a set of plans and interpreted information off the plans
3. Recognise commonly used symbols and abbreviations.	3.1. Construction symbols and abbreviations are recognised.	Detail drawings: Q3 Dimensions & measurements: Q1 Q2 Q3 Q4 Symbols: Q1 Q2 Q3 Q4 Q5 Abbreviations: Q1 Q2 Q3 Workplace Task: Read a set of plans and interpreted information off the plans
	3.2. Legend is located on project drawings, and symbols and abbreviations are correctly interpreted.	Detail drawings: Q3 Dimensions & measurements: Q1 Q2 Q3 Q4 Symbols: Q1 Q2 Q3 Q4 Q5 Abbreviations: Q1 Q2 Q3 Workplace Task: Read a set of plans and interpreted information off the plans
4. Locate and identify key features on a site plan.	4.1. Orientation of the plan with the site is achieved.	Site plans : Q1 Q2 Q3 Q4 Workplace Task: Read a set of plans and interpreted information off the plans
	4.2. Key features of the site are identified and located.	Site plans : Q1 Q2 Q3 Q4 Dimensions & measurements: Q1 Q2 Q3 Q4 ACTIVITY - recognise amendments and interpret details: Q2 Workplace Task: Read a set of plans and interpreted information off the plans
	4.3. Access to site is gained and services, main features, contours and datum are identified.	Site plans : Q1 Q2 Q3 Q4 Workplace Task: Read a set of plans and interpreted information off the plans
5. Identify project requirements.	5.1. Dimensions for project and nominated locations are identified.	Dimensions and notes: Q1 Q2 Q3 Q4 Workplace Task: Read a specification that provided instructions for the work
	5.2. Construction types and dimensions for nominated locations are identified.	Dimensions and notes: Q1 Q2 Q3 Q4 Dimensions & measurements: Q1 Q2 Q3 Q4 Workplace Task: Read a specification that provided instructions for the work
	5.3. Environmental controls and locations are identified.	Environmental management site plan: Q1 Q2 Q3 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 Workplace Task: Read a specification that provided instructions for the work

	5.4. Location, dimensions and tolerances for ancillary works are identified.	<p>Dimensions and notes: Q1 Q2 Q3 Q4</p> <p>Dimensions & measurements: Q1 Q2 Q3 Q4</p> <p>Workplace Task: Read a specification that provided instructions for the work</p>
6. Read and interpret job specifications.	6.1. Job specifications are identified from drawings, notes and descriptions.	<p>Detail drawings: Q3</p> <p>Specifications used in construction drawings: Q1 Q2 Q3 Q4</p> <p>Performance and prescriptive specifications: Q1 Q2 Q3 Q4</p> <p>Schedules: Q1 Q2 Q3 Q4 Q5</p> <p>ACTIVITY - recognise amendments and interpret details: Q2</p> <p>Workplace Task: Read a specification that provided instructions for the work</p>
	6.2. Standards of work, finishes and tolerances are identified from the project specifications.	<p>Performance and prescriptive specifications: Q3 Q4</p> <p>Schedules: Q1 Q2 Q3 Q4 Q5</p> <p>ACTIVITY - interpret information off a set of working drawings: Q3 Q4</p> <p>Workplace Task: Read a specification that provided instructions for the work</p>
	6.3. Material attributes are identified from specifications.	<p>Schedules: Q1 Q2 Q3 Q4 Q5</p> <p>ACTIVITY - recognise amendments and interpret details: Q2</p> <p>ACTIVITY - interpret information off a set of working drawings: Q4 Q5 Q6</p> <p>Workplace Task: Read a specification that provided instructions for the work</p>

REQUIRED SKILLS

Required Skill	Task / Question Map
Required skills for this unit are:	
communication skills to:	
<i>enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand</i>	<i>ACTIVITY - recognise amendments and interpret details: Q2 ACTIVITY - interpret information off a set of working drawings: Q6 Required Communication Skills: Q1</i>
read and interpret:	
<i>documentation from a variety of sources</i>	<i>ACTIVITY - recognise amendments and interpret details: Q1 Q2 ACTIVITY - interpret information off a set of working drawings: Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 Required Communication Skills: Q1</i>
<i>drawings and specifications</i>	<i>Detail drawings: Q3 ACTIVITY - recognise amendments and interpret details: Q1 Q2 ACTIVITY - interpret information off a set of working drawings: Q1 Q2 Q3 Q4 Q5 Q6 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 ACTIVITY: Interpreting Concreting Specifications: Q1 Q2 Q3 Q4 Q5</i>
<i>use language and concepts appropriate to cultural differences</i>	<i>Required Communication Skills: Q2</i>
<i>use and interpret non-verbal communication, such as hand signals</i>	<i>Hand Signals: Q1 Q2 Q3 Q4 Required Communication Skills: Q2</i>
<i>identifying and accurately reporting to appropriate personnel any faults in tools, equipment or materials</i>	<i>ACTIVITY: Reporting Faults, Variations or Difficulties: Q1 Q2 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
<i>numeracy skills to apply measurements and make calculations, including heights, areas, volumes and grades</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>

<i>organisational skills, including the ability to plan and set out work</i>	<i>Planning and Prioritising Work: Q1 Q2 Q3 Q4 Q5 Q6</i>
<i>teamwork skills to work with others to action tasks and relate to people from a range of cultural and ethnic backgrounds and with varying physical and mental abilities</i>	<i>Required Communication Skills: Q2</i>
<i>technological skills to:</i>	
<i>use a range of mobile technology, such as two-way radio and mobile phones</i>	<i>Required Communication Skills: Q3</i>
<i>voice and hand signals to access and understand site-specific instructions.</i>	<i>Required Communication Skills: Q2</i>

REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
Required knowledge for this unit is:	
<i>basic calculations of heights, areas, volumes and grades</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
<i>commonly used construction symbols and abbreviations</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Symbols: Q1 Q2 Q3 Q4 Q5</i> <i>Abbreviations: Q1 Q2 Q3</i>
<i>construction terminology</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>General planning and preparation: Q1 Q2 Q3 Q4 Q5 Q6 Q7 Q8</i>
<i>drawing conventions</i>	<i>Orthographic drawings : Q1 Q2 Q3 Q4</i> <i>Drawings: Q1 Q2 Q3 Q4</i> <i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Illustrations: Q1 Q2 Q3</i>
<i>features of plans and elevations, including direction, scale, key, contours, symbols and abbreviations</i>	<i>Plans: Q1 Q2 Q3</i> <i>Floor plans: Q1 Q2 Q3</i> <i>Elevations: Q1 Q2 Q3 Q4 Q5</i> <i>Section elevations: Q1 Q2 Q3 Q4 Q5</i> <i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Symbols: Q1 Q2 Q3 Q4 Q5</i> <i>Abbreviations: Q1 Q2 Q3</i>
<i>job safety analysis (JSA) and safe work method statements</i>	<i>General planning and preparation: Q1</i>
<i>key features of formal job specifications</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Specifications used in construction drawings: Q1 Q2 Q3 Q4</i> <i>Performance and prescriptive specifications: Q1 Q2 Q3 Q4</i> <i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>ACTIVITY - recognise amendments and interpret details: Q1 Q2</i> <i>ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>

<i>processes for application of scales in plan preparation and interpretation</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4 Scales: Q1 Q2 Q3 Q4 Q5</i>
<i>project quality requirements</i>	<i>Performance and prescriptive specifications: Q3 Q4</i>
<i>site and equipment safety (OHS) requirements</i>	<i>General planning and preparation: Q1</i>
<i>techniques for orienting/confirming the orientation of a plan.</i>	<i>Plans: Q1 Q2 Q3</i>

CRITICAL ASPECTS

Critical Aspects	Task / Question Map
A person who demonstrates competency in this unit must be able to provide evidence of the ability to:	
<i>locate, interpret and apply relevant information, standards and specifications</i>	<i>Identify functions of drawings: Q1 Q2 Q3 Q4</i> <i>Detail drawings: Q1 Q2 Q3</i> <i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Specifications used in construction drawings: Q1 Q2 Q3 Q4</i> <i>Schedules: Q1 Q2 Q3 Q4 Q5</i> <i>ACTIVITY - recognise amendments and interpret details: Q1 Q2</i> <i>ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i> <i>Workplace Task: Read a set of plans and interpreted information off the plans</i>
<i>comply with site safety plan, OHS regulations and state and territory legislation applicable to workplace operations</i>	<i>Workplace Task: comply with site safety plan, OHS regulations and state and territory legislation</i>
<i>comply with organisational policies and procedures, including quality requirements</i>	<i>Performance and prescriptive specifications: Q3 Q4</i> <i>Workplace Task: Read a specification that provided instructions for the work</i>
<i>communicate and work effectively and safely with others</i>	<i>Dimensions & measurements: Q1 Q2 Q3 Q4</i> <i>Required Communication Skills: Q1 Q2 Q3</i>
for a minimum of two different projects, read and interpret the project plans, including:	
<i>confirmation of amendment status and drawings confirmed 'for construction'</i>	<i>Amendments: Q1 Q2 Q3 Q4</i> <i>ACTIVITY - recognise amendments and interpret details: Q1</i> <i>Workplace Task: Read a set of plans and interpreted information off the plans</i>
<i>orientation of plans to the ground</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Workplace Task: Read a set of plans and interpreted information off the plans</i>
<i>six key features on both the plan and the site</i>	<i>Site plans : Q1 Q2 Q3 Q4</i> <i>Dimensions & measurements: Q1</i> <i>ACTIVITY - interpret information off a set of working drawings: Q1 Q2 Q3 Q4 Q5 Q6</i> <i>Workplace Task: Read a set of plans and interpreted information off the plans</i>

<p>confirmation of six items of information from the title block of the project plans</p>	<p>Title block: Q1 Q2 Q3 Workplace Task: Read a set of plans and interpreted information off the plans</p>
<p>six construction dimensions, levels and locations from the project plans</p>	<p>Dimensions and notes: Q1 Q2 Q3 Q4 Dimensions & measurements: Q1 Q2 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4 Workplace Task: Read a set of plans and interpreted information off the plans</p>
<p>six ancillary works dimensions, levels and locations from the project plans</p>	<p>Dimensions and notes: Q1 Q2 Q3 Q4 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4 Workplace Task: Read a set of plans and interpreted information off the plans</p>
<p>for a minimum of two formal specifications, identify the dimensions, material requirements and processes to be followed.</p>	<p>Dimensions and notes: Q1 Q2 Q3 Q4 Schedules: Q1 Q2 Q3 Q4 Q5 ACTIVITY - recognise amendments and interpret details: Q1 Q2 ACTIVITY - interpret information off a set of working drawings: Q3 Q4 Q5 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4 Workplace Task: Read a specification that provided instructions for the work</p>

RANGE STATEMENTS

Range Statements		Task / Question Map
<i>Plans and drawings include:</i>	<i>construction plans</i>	<i>Floor plans: Q1 Q2 Q3</i>
	<i>cross-sectional plans</i>	<i>Section elevations: Q1 Q2 Q3 Q4 Q5</i>
	<i>dimensions and notes</i>	<i>ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>illustrations</i>	<i>Illustrations: Q1 Q2 Q3</i>
	<i>longitudinal plans</i>	<i>Elevations: Q1 Q2 Q3 Q4 Q5</i> <i>Section elevations: Q1 Q2 Q3 Q4 Q5</i>
	<i>project specifications</i>	<i>Specifications used in construction drawings: Q1 Q2 Q3 Q4</i>
	<i>site plans</i>	<i>Site plans : Q1 Q2 Q3 Q4</i> <i>ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>
<i>Key features of plans and specifications include:</i>	<i>structural detail and specification providing illustrations and dimensions.</i>	<i>Illustrations: Q1 Q2 Q3</i> <i>Scales: Q1 Q2 Q3 Q4 Q5</i> <i>ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>characteristics</i>	<i>Identify functions of drawings: Q1 Q2 Q3 Q4</i>
	<i>compatibility</i>	<i>Identify functions of drawings: Q1 Q2 Q3 Q4</i>
	<i>construction</i>	<i>Identify functions of drawings: Q1 Q2 Q3 Q4</i>
	<i>location</i>	<i>Site plans : Q1 Q2 Q3 Q4</i>
	<i>pattern dimension</i>	<i>ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>quantities</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q5</i>
	<i>sizes</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q1</i>
	<i>type of product or service.</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q3 Q4</i> <i>ACTIVITY: Interpreting Concreting Specifications: Q1</i>
	<i>Quality requirements include relevant regulations, including:</i>	<i>Australian standards</i>
<i>internal company quality policy and standards</i>		<i>Performance and prescriptive specifications: Q3 Q4</i> <i>General planning and preparation: Q1</i>
<i>manufacturer specifications, where specified</i>		<i>General planning and preparation: Q1</i>

	<i>workplace operations and procedures.</i>	<i>Performance and prescriptive specifications: Q3 Q4</i>
<i>Environmental requirements include:</i>	<i>clean-up management</i>	<i>Environmental management site plan: Q1 Q2 Q3 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>
	<i>waste management.</i>	<i>ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>
<i>Project documentation includes:</i>	<i>contracts</i>	<i>Contracts: Q1 Q2 Q3 Q4</i>
	<i>drawings</i>	<i>Drawings: Q1 Q2 Q3 Q4</i>
	<i>schedule of rates</i>	
	<i>specifications</i>	<i>Specifications used in construction drawings: Q1 Q2 Q3 Q4</i>
	<i>standard procedures and practices</i>	
	<i>supplementary specifications</i>	<i>Performance and prescriptive specifications: Q1 Q2 Q3 Q4</i>
	<i>work schedules.</i>	<i>Planning and Prioritising Work: Q2</i>
<i>Specifications include:</i>	<i>detail relating to materials and quality of work, quality assurance, nominated subcontractors, and provision of site access/facilities</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q3 Q4 Q5</i>
	<i>details relating to performance, including:</i>	
	<i>characteristics</i>	<i>Performance and prescriptive specifications: Q1 Q2 Q3 Q4</i>
	<i>material types</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q3 Q4 Q5 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>standards of work</i>	
	<i>tolerances</i>	<i>ACTIVITY: Interpreting Concreting Specifications: Q3 Q4 Q5</i>
	<i>treatments and finishes.</i>	
<i>Information includes:</i>	<i>diagrams or sketches and graphics</i>	<i>General planning and preparation: Q1</i>
	<i>instructions issued by authorised organisational or external personnel</i>	<i>General planning and preparation: Q1</i>
	<i>manufacturer specifications and instructions</i>	<i>General planning and preparation: Q1</i>
	<i>maps</i>	<i>General planning and preparation: Q1</i>
	<i>material safety data sheets (MSDS)</i>	<i>General planning and preparation: Q1</i>
	<i>memos</i>	<i>General planning and preparation: Q1</i>
	<i>organisation work specifications and requirements.</i>	<i>ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 General planning and preparation: Q1</i>
	<i>plans and specifications</i>	<i>General planning and preparation: Q1</i>

	<i>regulatory and legislative requirements pertaining to operations and the environment</i>	<i>Environmental management site plan: Q1 Q2 Q3 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2 General planning and preparation: Q1</i>
	<i>relevant Australian standards</i>	<i>General planning and preparation: Q1</i>
	<i>safe work procedures related to construction site operations</i>	<i>General planning and preparation: Q1</i>
	<i>signage</i>	<i>General planning and preparation: Q1</i>
	<i>verbal or written and graphical instructions</i>	<i>General planning and preparation: Q1</i>
	<i>work bulletins</i>	<i>General planning and preparation: Q1</i>
	<i>work schedules.</i>	<i>General planning and preparation: Q1</i>
<i>Material attributes include:</i>	<i>characteristics</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q3 Q4 Q5 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>construction requirements</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q2 Q3 Q4 Q5 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>treatments and finishes</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q6 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4</i>
	<i>types.</i>	<i>ACTIVITY - interpret information off a set of working drawings: Q2 Q3 Q4 Q5 ACTIVITY - identify dimensions and material requirements: Q1 Q2 Q3 Q4 ACTIVITY: Interpreting a Site Environmental Management Plan: Q1 Q2</i>