

**Modification history**

Release	Comments
Release 1	This version released with FWP Forest and Wood Products Training Package Version 6.0.

FWPCOT3XXX	Prepare sketches and drawings
<b>Application</b>	<p>This unit of competency describes the skills and knowledge required to identifying drawing conventions, structure design details and dimensions from construct plans and applying that information to prepare sketches and drawings that inform the fabrication plans.</p> <p>Work is completed in a forest products office setting.</p> <p>The unit applies to timber advisors, customer service officers, timber fabricators.</p> <p>A person working at this level would be expected to take responsibility for organising and completing tasks assigned to them without close supervision.</p> <p>No licensing, legislative, or certification requirements apply to this unit at the time of publication.</p>
<b>Prerequisite Unit</b>	Nil
<b>Unit Sector</b>	Common technical (COT)

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Plan the work	1.1 Read and follow organisational policies and procedures relevant to preparing sketches and drawings 1.2 Source relevant information and measurements from construction plans or on-site measurements 1.3 Identify areas of insufficient detail and any inconsistencies 1.4 Check details, dimensions, material type and design for accuracy 1.5 Determine sketch and drawing type suitable to represent and clearly communicate design
2. Confirm information	2.1 Identify conventions and features to prepare a two dimensional or three-dimensional sketch or drawing 2.2 Collate information and check interrelationship with construction plans 2.3 Confirm design details with relevant person
3. Prepare sketches and drawings	3.1 Select and set up appropriate drawing equipment 3.2 Sketch design and include components, assembly methods and necessary accessories 3.3 Select drawing views to present required information with minimal drawing complexity 3.4 Prepare clear and accurate sketches and drawings in line with customer expectations, organisational procedures and industry standards 3.5 Incorporate explanatory notes within sketches and drawings 3.6 Prepare and save sketches and drawings and forward to appropriate person

<b>Foundation Skills</b>	
<i>This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.</i>	
<b>Skill</b>	<b>Description</b>
<b>Numeracy</b>	<ul style="list-style-type: none"> <li>Distinguish measurements and reference dimensions from construction plans</li> <li>Apply measurements to scale during the preparation of sketches and drawings</li> </ul>

<b>Unit Mapping Information</b>			
<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
FWPCOT3XXX Prepare sketches and drawings	FWPCOT3204 Prepare and interpret sketches and drawings	<p>Minor Application – minor grammar changes and added the expected level of performance required in the workplace Assessment Conditions – updated to stipulate mandatory conditions required in the workplace Major Title - Re-named deleted `and interpret` Elements – renamed 1 and 2 to better describe the outcome, minor word changes to 3 Performance Criteria – reworded and re-sequenced to relate to the renamed elements and re-sequenced Foundation Skill – deleted oral communication, reading, writing, planning and organising, updated numeracy Performance Evidence – added volume of two separate projects, reworded to clarify performance Knowledge Evidence – expanded types of sketches and drawings, added to drawing conventions</p>	Equivalent unit
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>		

<b>TITLE</b>	<b>Assessment requirements for FWPCOT3XXX Prepare sketches and drawings</b>
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### Performance Evidence

An individual demonstrating competency in this unit must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has:

- prepared 2-dimensional or 3-dimensional sketches and drawings for two separate timber projects from the following:
  - timber floor truss project
  - timber frame project, or
  - timber roof truss project
- accurately interpreted structure details, design and measurements from construction plans
- applied drawing conventions to the sketches and drawings and followed relevant organisational policies and procedures
- prepared sketches and drawings that clearly represent intended design of project.

### Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- types of sketches and drawings:
  - isometric
  - orthographic
  - oblique
  - perspective
- drawing conventions and meaning:
  - title block
  - symbols and abbreviations
  - line types
  - dimension lines
  - hatching
  - scale
  - details
- ways of incorporating features in sketches and drawings:
  - base lines
  - datum points
  - views and projections
  - details
  - dimensions and tolerances
  - instructions and notes
  - product and production symbols
- organisational policies and procedures for producing sketches and drawings
- drawing terminology
- methods of preparing sketches and drawings
  - manual
  - electronic.

### Assessment Conditions

Assessment of the skills in this unit of competency must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in the workplace or a simulated environment that accurately represents workplace conditions
- resources, equipment and materials:
  - organisational policies and procedures relevant to sketches and drawings
  - drawing equipment
  - drawing materials
- specifications:

<b>Assessment Conditions</b>	
<ul style="list-style-type: none"><li>• construction plans and specifications</li></ul> Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.	
<b>Links</b>	Companion Volumes, including Implementation Guides, are available at VETNet: <a href="https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47">https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47</a>