



Australian Government

MEM09215 Supervise detail drafting projects

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM09215A Supervise detail drafting projects.

Application

This unit of competency defines the skills and knowledge required to supervise work of detail draftspersons to confirm drafting projects are accurate and comply with Australian Standards and project briefs from clients and designers, including those related to budget, timeline and quality. The unit is suitable for those performing a supervisory role within a drafting work environment and can be applied across all areas of drafting.

Supervision can include identifying the computer-aided design (CAD) platform for a project from available options if this is not specified in the brief and assisting with aspects of draftspersons' work.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

MEM09204 Produce basic engineering detail drawings

MEM09214 Perform advanced engineering detail drafting

MEM09229 Read and interpret technical engineering drawings

MEM30012 Apply mathematical techniques in a manufacturing engineering or related environment

MEM30031 Operate computer-aided design (CAD) system to produce basic drawing elements

Competency Field

Drawing, drafting and design

Elements and Performance Criteria

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. Confirm detail drafting briefs	1.1 Follow standard operating procedures (SOPs) and comply with work health and safety (WHS) requirements 1.2 Interpret and verify objectives, scope, parameters and drawing requirements from available information

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	1.3 Identify and address further information needs 1.4 Identify any regulatory and commercial requirements 1.5 Identify whether project brief requires additional expertise or resources 1.6 Identify any skill or training needs to deliver detail drafting outcomes 1.7 Identify file and software requirements, including requirements to transfer to other file formats, and any required customisation
2. Lead detail drafting project	2.1 Confirm work plan, including timelines, roles and responsibilities 2.2 Identify CAD software platform to be used and implement required customisation 2.3 Select organisational files, library, templates and symbols as required for work 2.4 Check information accuracy and generate requests for further information (RFIs) 2.5 Confirm detail draftspersons understand work requirements clearly 2.6 Clarify that documentation requirements for detail drafting work are understood by detail draftspersons 2.7 Liaise with relevant personnel to provide progress updates and to confirm detail design requirements and other project information
3. Monitor detail drafting outcomes	3.1 Monitor progress of drafting work against timelines and brief 3.2 Provide support to detail drafting personnel as required 3.3 Document design variations 3.4 Review consistency of 3D models and detail drawings where multiple models or drawings are required 3.5 Check final models and drawings against Australian Standards and specifications 3.6 Monitor compliance with WHS and environmental procedures 3.7 Check that required sign-off for drawings is obtained 3.8 Check that project documents are stored and filed in accordance with SOPs 3.9 Provide detail draftspersons with feedback on project outcomes
4. Monitor presentation	4.1 Check that drawings are presented according to industry standard

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
of drawings	and that outcomes comply with the project brief 4.2 Check that all required documentation is completed and presented to engineers, designers or clients

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Available information includes one or more of the following:	• construction documents • building and coordination information • work specifications • information for plant services equipment • industry codes, standards and regulations • design brief.
Project parameters include:	• timelines • engineering specifications • drawing requirements Plus one or more of the following: • budget • content • relationship with other project elements • regulatory and quality standards • reporting requirements.
File types include one or more of the following:	• Hewlett-Packard Graphics Language (HP-GL) formatted circuit board • computer-aided manufacturing (CAM) files • drawing exchange format (DXF) files

	• initial graphics exchange specification (IGES) • AutoCAD drawing interchange format or DXF.
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Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM09215A Supervise detail drafting projects.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>