



Australian Government

CPCCSG3008 Hand draw chalkboards and showcards

Release: 1

CPCCSG3008 Hand draw chalkboards and showcards

Modification History

Release 1.

This version first released with CPC Construction and Property Services Training Package Version 2.

Revised unit of competency. Replaces superseded equivalent CPCCSI3008A Write showcards and chalkboards.

Application

This unit of competency specifies the outcomes required to lay out and manually draw chalkboards and showcards for commercial signs.

The unit supports sign manufacturers who produce customised products for clients using traditional sign-writing techniques, materials and methods. Work is performed using a range of brushes, paints and chalk to produce hand drawn lettering and graphics.

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

Pre-requisite Unit

Nil

Competency Field

Signs and graphics

Unit Sector

Construction

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

1	Plan and prepare work.	1.1	Job requirements are identified from drawings, specifications, and client or workplace instructions, confirmed, and applied to planning and preparation.
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- 1.2 **Health and safety requirements** are identified, confirmed, and applied to planning.
 - 1.3 Spelling of client-supplied content is checked from copy and confirmed as correct.
 - 1.4 **Tools and equipment** are selected to carry out tasks according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
 - 1.5 Adhesives and fixatives are selected to carry out tasks according to job requirements.
 - 1.6 Chalkboard or showcard is prepared according to planned material application.
 - 1.7 Colour selection is determined, consistent with job requirements.
- 2 Lay out and produce lettering and graphics on chalkboard or showcard.
 - 2.1 Draft sketches of design are produced on prepared chalkboard or showcard according to job requirements.
 - 2.2 Detailed layout of design is set out to scale according to specifications, drawings and sketches.
 - 2.3 Lettering and graphic elements of sign are drawn according to design specifications using selected materials, colours and application techniques, and selected colours are recorded for future reference.
 - 2.4 Accurate proportion and perspective are applied to the illustration using light and shade effects.
- 3 Finalise work.
 - 3.1 Completed work is checked for accuracy according to job requirements, defects are identified and rectified, and finished sign is cleaned and presented to client.
 - 3.2 Work area is cleaned and waste materials removed according to statutory and regulatory authority requirements.
 - 3.3 Tools and equipment, including personal protective equipment, are cleaned, maintained and stored according to workplace requirements.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Learning skills to:	transfer key principles and techniques of sign-writing to the production of hand drawn chalkboards or showcards.
Numeracy skills to:	measure accurately and calculate material quantities required to hand draw chalkboards or showcards.
Oral communication skills to:	use questioning to identify and confirm requirements, share information, listen and understand.
Reading skills to:	interpret a range of familiar information, including drawings, charts and documentation, manufacturer specifications, and job instructions.
Writing skills to:	record the use of colours applied when writing chalkboards.

Range of Conditions

This section specifies 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. Bold italicised wording, if used in the performance criteria, is detailed below.

<i>Health and safety requirements</i> must include:	- selection, correct fitting, and use of personal protective equipment (PPE) prescribed under legislation, regulations and workplace policies and practices - emergency procedures, including: - evacuation - first aid - location and use of firefighting equipment - hazard identification and risk control procedures - safe operating procedures, including the conduct of operational
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	risk assessment: • lighting • use of tools and equipment • workplace environmental requirements.
<i>Tools and equipment</i> must include at least three of the following:	• blackboard paint • brushes • chalk • chalkboards • crayons • felt tip pens • measuring equipment • omnichrome pencils • pastels • polyvinyl acetate (PVA) paints • rollers and trays • transfer paper.

Unit Mapping Information

CPCCSI3008A Write showcards and chalkboards

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=7e15fa6a-68b8-4097-b099-030a5569b1ad>

Assessment Requirements for CPCCSG3008 Hand draw chalkboards and showcards

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Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit, and must produce:

- one menu consisting of lettering and graphics on chalkboard
- one showcard using paints and brushes, drawn on cardboard.

In doing the above work, the person must:

- prepare each surface
- apply the principles and theory of laying out signs to ensure their legibility and visual impact
- select and use tools and materials to safely and efficiently meet the job requirements.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- surface compatibility with different paints and mediums and various methods for their application
- design principles and their application in hand drawing chalkboards and showcards, including:
 - construction of alphabets and choice of fonts
 - theory of letter spacing
 - principles and application of theories of laying out signs, including:
 - balance
 - colour
 - contrast
 - harmony
 - letter styles
 - space
- relevant Australian standards applicable to hand drawn signs, including:

- AS 1319 Safety signs for the occupational environment
- AS 2311 General workmanship – painting
- AS 2700 Colour standards for general purposes
- colour selection techniques and principles relating to hand drawing chalkboards and showcards
- commonly used drawings and layouts for chalkboards and showcards
- purpose and application of the following when working with materials required to produce hand drawn chalkboards:
 - safety data sheets (SDS)
 - safe work method statements (SWMS)
- processes and techniques to measure and calculate material quantities required when hand drawing chalkboards and showcards
- measuring and setting out methods relevant to layout of hand drawn chalkboards and showcards
- statutory and regulatory authority requirements relating to the use and handling of materials used in drawing chalkboards and showcards, including:
 - removal of waste products
 - storage of chemicals and materials
- symbols, dimensions and terminology relating to chalkboards and showcards
- techniques for writing chalkboards and showcards
- types and characteristics of brushes and applicators used when producing hand drawn chalkboard and showcard signs
- types, use and compatibility of materials applied to chalkboards and showcards.

Assessment Conditions

Suitable assessment of performance requires:

- equipment and tools:
 - as listed in the range of conditions
- specifications:
 - Australian standards specified in knowledge evidence
 - drawings
 - SDS
 - SWMS
 - work instructions
- timeframe:
 - according to job requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

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