



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSI2002A Lay out and design signage

Release: 1

CPCCSI2002A Lay out and design signage

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to lay out and design signage.

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

Application of the Unit

Application of the unit 1.1. This unit of competency supports the achievement of skills and knowledge to lay out and design signs, and includes working with others and as a member of a team.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry
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Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Use correct layout principles to maximise signage effect.	1.1.Type of formal or informal layout is determined from client specifications. 1.2. Correct principles of layout appropriate to given brief are identified and applied.
2. Develop layout roughs/sketches from specifications.	2.1.Job specifications are established and applied. 2.2. Sketches are produced to meet job specifications using appropriate techniques.
3. Reproduce layouts from layout roughs/sketches using computer programs.	3.1. Layouts are produced using appropriate computer software to accurately interpret sketches and apply principles of legibility and spacing of letters . 3.2. Layouts are reviewed following feedback from client. 3.3. Layouts are saved and stored safely.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Required skills for this unit are:

- ability to apply layout and design concepts and principles and sound techniques to produce layout accurately to a balanced design
- ability to recognise procedures, respond to change and contribute to workplace responsibilities, such as current work site environmental and sustainability frameworks or management systems
- communication skills to:
 - determine requirements
 - enable clear and direct communication, using questioning to identify and confirm requirements, share information, listen and understand
 - follow instructions
 - read and interpret:
 - design principles
 - job drawings
 - charts and hand drawings
 - manufacturer specifications and instructions

REQUIRED SKILLS AND KNOWLEDGE

- organisational work specifications
- computer programs
- requirements and instructions issued by authorised organisational or external personnel
- report faults
- use and interpret non-verbal communication
- use language and concepts appropriate to cultural differences
- innovation skills to select appropriate tools and equipment, respond to workplace challenges and put ideas into action
- organisational skills, including the ability to plan and set out work
- problem solving skills to recognise, and take action to rectify, minor faults and problems
- teamwork skills to be able to coordinate with others, action tasks and relate to people from a range of social, cultural, ethnic backgrounds and with varying physical and mental abilities.

Required knowledge

Required knowledge for this unit is:

- identification of dimensions, symbols, abbreviations and key features of signage
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- quality assurance requirements, including:
 - Australian and international standards relevant to the sign industry
 - internal company quality assurance policy and risk management strategies
 - workplace operations and procedures
- relevant Australian and New Zealand standards, and:
 - manufacturer specifications
 - other applicable codes or standard operating procedures relevant to the sector
- terminology and definitions used in signage design.

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

This unit of competency could be assessed in the

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Critical aspects for assessment and evidence required to demonstrate competency in this unit

workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate construction workplace conditions, materials, activities, responsibilities and procedures.

A person who demonstrates competency in this unit must be able to provide evidence of:

- understanding and applying:
 - principles of layout and design
 - layout and design theory
 - signage for visual impact
- applying appropriate software in order to design and apply the principles of layout and design to signage
- correct and effective protocols for using computers and software.

Context of and specific resources for assessment

This competency is to be assessed using standard and authorised work practices, safety requirements and environmental constraints.

Assessment of essential underpinning knowledge will usually be conducted in an off-site context.

Assessment is to comply with relevant regulatory or Australian standards' requirements.

Resource implications for assessment include:

- an induction procedure and requirement
- realistic tasks or simulated tasks covering the mandatory task requirements
- relevant specifications and work instructions
- tools and equipment appropriate to layout and design signage
- support materials appropriate to activity
- workplace instructions relating to layout and design signage
- material safety data sheets
- research resources, including industry-related systems information.

Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources,

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and the provision of appropriate assessment support.

Method of assessment

Assessment methods must:

- satisfy the endorsed Assessment Guidelines of the Construction, Plumbing and Services Training Package
- include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application
- reinforce the integration of employability skills with workplace tasks and job roles
- confirm that competency is verified and able to be transferred to other circumstances and environments.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice, with a decision on competency only taken at the point when the assessor has complete confidence in the person's demonstrated ability and applied knowledge
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence.

Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Supplementary evidence of competency may be obtained from relevant authenticated documentation from third parties, such as existing supervisors, team leaders or specialist training

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staff.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Clients include:

- business owners
- printers
- property owners
- sign manufacturers
- statutory bodies.

Principles of layout include:

- balance
- colour
- contrast
- harmony
- letter styles
- spacing.

Computer software includes:

- Adobe Illustrator
- Adobe Photoshop
- CorelDraw
- FlexiSign
- Vinyl Master Pro.

Principles of legibility and spacing of letters include:

- bold, normal and light
- format of text - capitals, lowercase, etc.
- spacing issues
- type of font used.

Unit Sector(s)

Unit sector

Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area