



Australian Government

Department of Education, Employment and Workplace Relations

CPCCSI3008A Write showcards and chalkboards

Release: 1

CPCCSI3008A Write showcards and chalkboards

Modification History

Not Applicable

Unit Descriptor

Unit descriptor This unit of competency specifies the outcomes required to manually write showcards and chalkboards for commercial purposes.

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

Application of the Unit

Application of the unit This unit of competency supports the achievement of skills and knowledge to manually write showcards and chalkboards.

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. Plan and prepare work.	1.1. Quality assurance requirements of signage operations are recognised and adhered to. 1.2. Safety (OHS) requirements in accordance with application tasks and workplace operations are recognised and adhered to. 1.3. Job requirements are identified from drawings, specifications, instructions and client briefs. 1.4. Spelling of brief content is checked from copy and confirmed as correct. 1.5. Layout is set out to scale using setting out techniques applicable to sign design. 1.6. Tools, equipment and materials are selected to carry out tasks consistent with job requirements. 1.7. Substrates are identified and prepared in accordance with planned material application. 1.8. Colour selection is determined, consistent with job requirements.
2. Use correct layout principles to maximise	3.1. Type of formal or informal layout is determined from specifications, client brief and relevant Australian standards .
3. impact.	3.2. Correct principles of layout are identified and applied in line with given brief.
4. Identify materials and methods of application for effective showcards/chalkboards.	4.1. Substrates, backgrounds, materials and equipment used in preparation are identified and applied. 4.2. Compatible surfaces, paints, mediums and various methods of their application for showcards/chalkboards are identified and applied. 4.3. Appropriate and effective colour combinations for showcards/chalkboards are identified and applied.
5. Develop layout roughs and sketches from specifications.	5.1. Job specifications are established from specified material. 5.2. Sketches are produced as required to meet job specifications.
6. Produce showcards/chalkboards using effective layout and illustrations from sketched roughs.	6.1. Layout design is produced to specifications from layout roughs and sketches. 6.2. Appropriate drawing instruments, mediums and background materials are selected and prepared. 6.3. Layout is produced incorporating lettering and illustrations and using appropriate techniques and mediums.

ELEMENT	PERFORMANCE CRITERIA
	6.4. Accurate proportion and perspective are applied to the illustration using light and shade effects.
	6.5. Completed work is cleaned and presented to specification.
7. Clean up.	7.1. Work environment/area is cleaned and waste materials removed in accordance with <i>statutory and regulatory authority requirements</i> .
	7.2. Tools and equipment, including personal protective equipment, are cleaned, maintained and stored.

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 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:
 - charts and hand drawings
 - job drawings
 - manufacturer specifications and instructions
 - organisational work specifications
 - 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

REQUIRED SKILLS AND KNOWLEDGE

- interpret drawings and documentation and make sketches of work
- measure accurately and calculate material quantities
- 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
- select and record colours
- 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:

- colour selection techniques and principles
- commonly used drawings and layouts for showcards/chalkboards
- designs of showcards/chalkboards
- job safety analysis (JSA) and safe work method statements
- material safety data sheets (MSDS)
- measurement and calculation techniques related to material quantities
- measuring and setting out methods relevant to layout of showcards/chalkboards
- statutory and regulatory authority requirements, particularly those relating to:
 - removal of waste products
 - storage of chemicals and materials
- symbols, dimensions and terminology relating to showcards/chalkboards
- techniques for writing tickets and showcards/chalkboards
- types and characteristics of brushes and applicators relevant to showcards/chalkboards
- types and use of appropriate materials for application to substrates.

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 workplace or a close simulation of the workplace environment, provided that simulated or project-based assessment techniques fully replicate

EVIDENCE GUIDE

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

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
 - construction of alphabets
 - theory of letter spacing
- identification of dimensions, symbols, abbreviations and key features of signage
- sound checking techniques to ensure spelling and dates are correct
- sound and accurate application to produce design to colours and specification
- identification of typical faults or problems that occur and action required to rectify them.

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 writing showcards/chalkboards
- support materials appropriate to activity
- workplace instructions relating to writing showcards/chalkboards
- 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,

EVIDENCE GUIDE

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 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.

1.1. *Quality assurance requirements* include:

- attention to work specifications
- Australian and international standards relevant to the sign industry
- control of handling procedures
- internal company quality assurance policy and risk management strategies
- procedures for installing and finishing
- quality of materials
- use and maintenance of equipment
- workplace operations and procedures.

1.2. *Safety (OHS)* is to be in accordance with state and territory legislation and regulations and project safety plan and may include:

- emergency procedures, including extinguishing fires, organisational first aid requirements and evacuation
- hazard control
- hazardous materials and substances
- organisational first aid
- PPE prescribed under legislation, regulations and workplace policies and practices
- safe operating procedures, including the conduct of operational risk assessment and treatments associated with:
 - concealed services (water, power and gas)
 - lighting
 - restricted access barriers
 - traffic control
 - work site visitors and the public
 - working at heights
 - working in confined spaces
 - working in proximity to others
- use of firefighting equipment

RANGE STATEMENT

- use of machines
 - use of tools and equipment
 - workplace environmental requirements and safety.
- 1.3. **Job requirements** include:
- assessment of conditions and hazards
 - determination of work requirements
 - equipment defect identification
 - safety plans and policies
 - work site inspection.
- 1.4. **Tools and equipment** include:
- brushes
 - drawing equipment
 - roller and tray
 - omnichrome pencil
 - measuring equipment.
- 1.5. **Materials** include:
- adhesives
 - blackboard paint
 - crayons
 - felt tip pens
 - fixatives
 - pastels
 - polyvinyl acetate (PVA) paints
 - transfer paper.
- 1.6. **Substrates** include:
- card
 - chalkboard surfaces to include composite timber substrates, such as medium density fibreboard (MDF) and masonite
 - corflute
 - paper
 - tyvek.
- 1.7. **Clients** include:
- advertising agencies
 - business owners
 - marketing agencies
 - property owners
 - retail outlets
 - sign manufacturers
 - statutory bodies.
- 1.8. **Relevant Australian standards** include:
- AS1319 Safety signs for the occupational environment
 - AS2311 General workmanship - painting
 - AS2700 Colour range - painting.

RANGE STATEMENT

1.9. *Principles of layout*
include:

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

1.10. *Statutory and
regulatory authority
requirements* include:

- federal, state and local authorities administering applicable Acts, regulations and codes of practice and also can pertain to:
 - removal of waste products
 - storage of chemicals.

Unit Sector(s)

Unit sector Construction

Co-requisite units

Co-requisite units Nil

Functional area

Functional area