



Australian Government

FWPCOT3204 Prepare and interpret sketches and drawings

Release: 1

FWPCOT3204 Prepare and interpret sketches and drawings

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3204B Prepare and interpret sketches and drawings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format.

Application

This unit of competency describes the outcomes required to identify, select and interpret a sketch or drawing.

This unit includes interpreting sketch and drawing details, and preparing sketches and drawings using dimensions, tolerances and notes following industry and site conventions.

Work is completed in a forest products office setting.

The unit applies to Timber Advisor, Customer Service Officer, Timber Fabricator.

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

Pre-requisite Unit

Nil

Unit Sector

Common Technical

Elements and Performance Criteria

<i>Elements describe the essential outcomes.</i>	<i>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.</i>
1. Identify and select correct sketch or drawing	1.1 Obtain initial sketches or drawings and confirm work order requirements with appropriate personnel. 1.2 Interpret, check and validate notes, sketches and drawings, to determine correct application.

2. Interpret basic sketch or drawing detail	2.1 Identify and interpret basic sketch and drawing features to provide a three-dimensional picture of components, assemblies or structures. 2.2 Use sketches and drawings to orientate and fit components or assemblies. 2.3 Interpret dimensions and tolerances to correctly measure, select, mark or set up items or equipment. 2.4 Identify areas of insufficient detail and report in line with organisational procedures.
3. Prepare sketch or drawing	3.1 Identify items for drawing to ensure clear communication of requirements. 3.2 Select drawing views to present required information with minimal drawing complexity. 3.3 Develop clear and accurate production sketches or drawings in line with customer expectations, organisational procedures and industry standards. 3.4 Incorporate explanatory notes within sketches and drawings. 3.5 Record and report sketch and drawing interpretation and preparation activities to appropriate personnel.

Foundation Skills

This section describes those core and employment skills that are essential to performance and are not explicit in the performance criteria.

Numeracy skills to:	interpret numerical data from basic sketches and drawings to calculate dimensions for product components and clearly represent these in production sketches and drawings.
Oral communication skills to:	ask open and closed probe questions and actively listen to clarify types of drawings and sketches to be completed.
Reading skills to:	- interpret: - organisational procedures - work orders - notations on initial sketches and drawings.
Writing skills to:	- incorporate clear unambiguous explanatory notes within drawings - complete accurate basic records for sketching and drawing outcomes.
Planning and	plan processing of drawings in a logical sequence and manage own timing and productivity to complete drawings within deadlines.

organising skills to:	
-----------------------	--

Range of Conditions

Not Applicable

Unit Mapping Information

FPICOT3204B Prepare and interpret sketches and drawings

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>

Assessment Requirements for FWPCOT3204 Prepare and interpret sketches and drawings

Modification History

Release	Comment
1	Replaces equivalent unit FPICOT3204B Prepare and interpret sketches and drawings, which was first released with FPI11 Forest and Forest Products Training Package Version 2.2. This is the first release of this unit in the new standards format. Assessment requirements now specify the performance and knowledge evidence, as well as assessment conditions for this unit of competency. These sections simplify and replace components used in the previous unit format, including Required Skills and Knowledge, Evidence Guide and Range Statement

Performance Evidence

A person demonstrating competency in this unit must satisfy all of the elements, performance criteria and foundation skills of this unit. If a specific volume or frequency is not stated below, then evidence must be provided that the following requirements have been performed on at least one occasion:

- follow organisational policies and procedures relevant to preparing and interpreting sketches and drawings
- interpret sketch and drawing details to determine material requirements and provide a three-dimensional picture of components, assemblies or structures
- determine areas of insufficient detail or omissions from sketch and drawing detail
- prepare a sketch or drawing that correctly represents intended items and follows industry and site conventions.
-

Knowledge Evidence

A person competent in this unit must be able to demonstrate knowledge of:

- types of sketches and drawings used as a basis for selecting, preparing or assembling components or products
- standard industry and site conventions for views notes, dimensions and tolerances
- typical product and production symbols used in sketches and drawings and their meaning
- meaning and features of drawings that present one, two or three projections
- common drawing and organisation specific conventions for, and ways of incorporating these features in sketches and drawings

- base lines
- datum points
- views and projections
- dimensions and tolerances
- instructions and notes
- product and production symbols
- organisational policies and procedures for producing sketches and drawings.

Assessment Conditions

The following resources must be made available:

- sketching and drawing equipment
- basic sketches and drawings on which to base production versions
- template documents for recording drawing processes
- organisational policies and procedures for producing sketches and drawings.

Competency is to be assessed in the workplace or a simulated environment that accurately reflects performance in a real workplace setting.

Assessor requirements

Assessors must:

- hold the appropriate assessor competency standards as outlined in regulations; and
- be able to demonstrate vocational competencies at least to the level being assessed; and
- be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=0d96fe23-5747-4c01-9d6f-3509ff8d3d47>