



Australian Government

RIICCM203E Read and interpret plans and job specifications

Release: 2

RIICCM203E Read and interpret plans and job specifications

Modification History

Release	Comments
Release 2	This version first released with RII Resources and Infrastructure Industry Training Package Version 7.0. Release created to correct mapping error.
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 6.0.

Application

This unit describes the skills and knowledge required to read and interpret plans and job specifications in civil construction, including recognising amendments and commonly used symbols and abbreviations. It involves locating and identifying key features on site plans and reading and interpreting job plan specifications.

It applies to those working in operational roles. They generally work under supervision to undertake a prescribed range of functions involving known routines and procedures and take some responsibility for the quality of work outcomes.

Licensing, legislative and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Users must check requirements with relevant body before applying the unit.

Unit Sector

Civil construction

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to read and interpret plans and job specifications	1.1 Obtain, interpret, clarify and confirm work instructions 1.2 Access, interpret and apply documentation required to read and interpret job plans and specifications 1.3 Select and wear personal protective equipment according to site requirements

ELEMENT	PERFORMANCE CRITERIA
	1.4 Identify types of plans and drawings used in the industry 1.5 Identify key functions of each type of drawing 1.6 Recognise and adhere to quality requirements of company operations 1.7 Identify environmental controls from job plans, specifications and environmental plan
2. Recognise amendments on drawings and job specifications	2.1 Check title panel to verify latest amendments to drawing 2.2 Check amendments to specifications and confirm currency of information
3. Recognise symbols and abbreviations	3.1 Identify and confirm civil construction symbols and abbreviations 3.2 Locate and interpret legend on project drawings
4. Locate and identify key features on site plan	4.1 Achieve orientation of the plan with site 4.2 Identify and locate key features of site on project drawings 4.3 Gain access to site and identify services, main features, contours and datum 4.4 Identify variations between documents and site and remedy and report as required and within scope of own role
5. Read and interpret job specifications	5.1 Identify and confirm job specifications from drawings, notes and descriptions 5.2 Identify and confirm standards of work, finishes and tolerances from job specifications 5.3 Identify and confirm material attributes from job specifications

Foundation Skills

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

SKILL	DESCRIPTION
Numeracy	Interprets basic mathematical information relating to heights, areas, volumes and grades
Self-management	Monitors and minimises own exposure to worksite risks and hazards during work activities

Unit Mapping Information

Supersedes and is equivalent to RIICCM203D Read and interpret plans and specifications.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIICCM203E Read and interpret plans and job specifications

Modification History

Release	Comments
Release 2	This version first released with RII Resources and Infrastructure Industry Training Package Version 7.0. Release created to correct mapping error.
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 6.0.

Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- read and interpret plans and job specifications on at least two occasions, including:
 - identifying key features on site plans
 - recognising clear discrepancies and verifications between the documents (map, plan, specifications) and the actual site and taking action to correct
 - gaining access to sites and identifying symbols, abbreviations, services, main features, contours and datum.

During the above, the candidate must:

- locate and apply required documentation, policies and procedures
- implement the requirements, procedures and techniques to read and interpret plans and specifications
- work with others to read and interpret plans and specifications that meets required outcomes, including:
 - communicating with others to receive and clarify work instructions
 - using communications techniques and equipment
 - complying with reporting requirements and procedures.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- principles and techniques required to read and interpret job plans and specifications, including those relating to:
 - planning and organising work activities
 - interpreting engineering drawings
 - types of services, utilities and providers
 - calculation of heights, areas, volumes and grades
 - features of plans and elevations, including:
 - direction
 - scale
 - key
 - contours
 - symbols
 - abbreviations
 - types of drawings
 - features of formal job specifications, including:
 - type of product/service
 - quantities
 - characteristics
 - sizes
 - pattern dimension
 - location
 - surfaces and compatibility
- types, characteristics, technical capabilities and limitations of plant and equipment required to read and interpret job plans and specifications
- materials safety data sheet (SDS) compliance processes
- components of job safety analyses (JSAs), job safety environmental analyses (JSEAs), and safe work method statements (SWMs)
- civil construction terminology relating to reading and interpreting plans and job specifications.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment required to read and interpret plans and job specifications
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,

- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years

Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.
---------------	--

*Guidance on simulated environments has been stipulated in the RII Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>