



This version of this unit replaces all previously published versions with effect from January 2012. This unit should be used by all learners registering for qualifications that include it in their structure from this date.

Unit title:	Producing CAD setting out details in the workplace
Unit reference number:	K/503/2718
QCF level:	3
Credit value:	30
Guided learning hours:	100
Start date:	January 2012

Unit summary

The aim of this unit is to develop the skills, knowledge and understanding required to confirm competence in producing CAD setting out details in the workplace, within the relevant sector of industry.

Assessment requirements/evidence requirements

This unit must be assessed in a work environment, in accordance with:

- The Additional Requirements for Qualifications using the title NVQ in QCF
- The ConstructionSkills' Consolidated Assessment Strategy for Construction and the Built Environment.

Assessors for this unit must have verifiable, current industry experience and a sufficient depth of relevant occupational expertise and knowledge, and must use a combination of assessment methods as defined in the Consolidated Assessment Strategy.

Workplace evidence of skills cannot be simulated.

Assessment recording

This unit is assessed in the workplace. The table on the following pages shows the learning outcomes and the assessment criteria for this unit. The table includes space for learners to enter the types of evidence they are presenting for assessment and the submission date against each assessment criterion. Alternatively, centres can use their own documentation.

Learning outcomes and assessment criteria

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
1 Interpret the given information relating to the work and resources when producing CAD setting out details.	1.1	Interpret and extract relevant information from drawings, specifications, schedules, method statements, risk assessments and manufacturers' information.		
	1.2	Comply with information and/or instructions derived from risk assessments and method statements.		
	1.3	State the organisational procedures developed to report and rectify inappropriate information and unsuitable resources and how they are implemented.		
	1.4	Describe different types of information, their source and how they are interpreted in relation to: <ul style="list-style-type: none"> - drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, component standards and regulations governing buildings. 		
2 Know how to comply with relevant legislation and official guidance when producing CAD setting out details.	2.1	Describe their responsibilities under current legislation and official guidance whilst working: <ul style="list-style-type: none"> - in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting. 		
	2.2	Describe the organisational security procedures for tools, equipment and personal belongings in relation to site, workplace, company and operative.		
	2.3	Explain what the accident reporting procedures are and who is responsible for making reports.		

Learning Outcome	Assessment Criterion		Evidence type	Portfolio reference	Date
<p>3 Maintain safe working practices when producing CAD setting out details.</p>	3.1	<p>Use visual display unit equipment safely in accordance with legislation when producing CAD setting out details.</p>			
	3.2	<p>Explain why and when health and safety control equipment, identified by the principles of protection, should be used, relating to producing CAD setting out details, and the types, purpose and limitations of each type, the work situation and general work environment, in relation to:</p> <ul style="list-style-type: none"> - correct position and type of workstation equipment (anti-glare monitor, mouse arm supports, seat, keyboard). 			
	3.3	<p>Describe how the relevant health and safety control equipment should be used in accordance with the given instructions.</p>			
	3.4	<p>State how emergencies should be responded to in accordance with organisational authorisation and personal skills when involved with fires, spillages, injuries and other task-related hazards.</p>			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
4 Select the required quantity and quality of resources for the methods of work to produce CAD setting out details.	4.1 Select resources associated with own work in relation to materials, components, fixings, tools and equipment.			
	4.2 Describe the characteristics, quality, uses, sustainability, limitations and defects associated with the resources in relation to: <ul style="list-style-type: none"> - timber, manufactured sheet material, non-ferrous metals, plastics, fabrics, glass, ironmongery, fixings and associated ancillary items - computers, setting out programmes. 			
	4.3 Describe how the resources should be used correctly and how problems associated with the resources are reported.			
	4.4 Explain why the organisational procedures have been developed and how they are used for the selection of required resources.			
	4.5 Describe any potential hazards associated with the resources and method of work.			
	4.6 Describe how to calculate quantity, length, area and wastage associated with the method/procedure to produce CAD setting out details.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
5 Complete the work within the allocated time when producing CAD setting out details.	5.1 Demonstrate completion of the work within the allocated time.			
	5.2 State the purpose of the work programme and explain why deadlines should be kept in relation to: - types of progress charts, timetables and estimated times - organisational procedures for reporting circumstances which will affect the work programme.			
6 Comply with the given contract information to produce CAD setting out details to the required specification.	6.1 Demonstrate the following work skills when producing CAD setting out details: - inputting data using a keyboard, operating a mouse, customising settings, file managing, backing-up information, enhancing features, coding components and multi-layering details.			
	6.2 Produce CAD setting out details, by use of a pre-developed programme, to given working instructions for: - products straight in plan and elevation - products with single curvature details.			
	6.3 Produce working drawings to given working instructions.			
	6.4 Produce cutting lists complete with details of materials to given working instructions.			
	6.5 Monitor and validate the accuracy of output of the CAD setting out details.			
	6.6 Safely use and handle materials.			

Learning Outcome	Assessment Criterion	Evidence type	Portfolio reference	Date
6.7	Safely use relevant tools (software) and equipment (hardware).			
6.8	Safely store the materials, tools and equipment used when producing CAD setting out details.			
6.9	<p>Describe how to apply safe work practices, follow procedures, report problems and establish the authority needed to rectify them, to:</p> <ul style="list-style-type: none"> - set out by CAD; products straight in plan and elevation - set out by CAD; products with single curvature details - monitor and validate output - take site and workplace dimensions - produce cutting lists with materials - proportion joints associated with the products to be produced - requisition material - present products on visual display unit equipment - use visual display unit equipment (e.g. anti-glare monitor, mouse arm supports, seat type/position, keyboard position). 			
6.10	Describe the needs of other occupations and how to effectively communicate within a team when producing CAD setting out details.			

Learner name: _____ Date: _____
Learner signature: _____ Date: _____
Assessor signature: _____ Date: _____
Internal verifier signature: _____ Date: _____
(if sampled)