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**Overview**

The standard covers the skills and knowledge required to improve process and quality control in a commercial environment. This includes:

1. operating computer and peripheral hardware
2. producing drawings using computer aided drawing software

The standard is aimed at anyone who has to use CAD equipment.

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**Performance  
criteria**

- You must be able to:
- P1 comply with health and safety requirements and procedures at all times
  - P2 check that the computer peripherals are securely connected to the outlet ports and all leads are in good condition following company procedures and manufacturers instructions
  - P3 follow sequence to power up, check peripheral operating status and close down equipment following company procedures and manufacturers instructions
  - P4 access and terminate the correct software application following company procedures and manufacturers instructions
  - P5 identify the type of drawing required and choose a suitable start point following company procedures and manufacturers instructions
  - P6 use appropriate techniques to create the required drawing following company procedures and manufacturers instructions
  - P7 save drawings in appropriate locations following company procedures and manufacturers instructions
  - P8 produce hard copies of the finished drawings following company procedures and manufacturers instructions
  - P9 recognise any difficulties with the process to the required quantity and quality and correct them, report difficulties outside your control to the correct person
  - P10 carry out your work to the required quality and output to meet production schedules and targets
  - P11 record information on the process in the appropriate information systems

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## Knowledge and understanding

### You need to know and understand:

- K1 the relevant health and safety responsibilities and obligations
- K2 the relevant health and safety procedures that need to be followed
- K3 the various types and application of peripherals such as printers, plotters, scanners, digitisers and tablets, light pens
- K4 how to identify correct cables/leads and connectors
- K5 how to check peripheral devices are correctly connected
- K6 how to identify typical equipment faults
- K7 action to be taken when dealing with equipment faults
- K8 the use of computer operating systems
- K9 the requirement for start-up and shutdown procedures
- K10 the importance of adherence to start-up and shutdown procedures
- K11 the use of technical manuals to check for correct hardware connections
- K12 own responsibilities under the relevant computer and software related acts
- K13 the national, international and organisational standards with regard to engineering drawings
- K14 the various types of drawing layouts that are used for mechanical, fabrication and electrical/electronic applications
- K15 the symbols and abbreviations used on drawings
- K16 how to determine the scale to be used and methods of indicating this on the drawing
- K17 the methods of constructing drawings and the application and use of drawing tools
- K18 the methods of constructing lines and curves, circles and ellipses
- K19 the types and application of dimension lines
- K20 how to enter text onto drawings
- K21 the procedures and methods for editing drawings and text
- K22 how to produce hard copies
- K23 the advantages and disadvantages of printers and plotters
- K24 what information systems should be used
- K25 why it is important to use the information systems

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**Additional information**

**Scope / range:**

**Computer systems**

To include relevant knowledge of computer operating systems. The importance of shutting down, starting up correctly and how to use technical manuals to aid operation of the system.

**Software Application**

To include the relevant software packages for computer aided design used by the organisation.

**Standards**

To include organisational, national and international standards where appropriate.

**Peripheral equipment**

To include the various types and application of peripherals such as printers, plotters, scanners, digitisers, tablets, light pens and also to include checking the connection of these peripheral pieces of equipment.

**Problems**

Problems and faults may occur with achieving any aspect of the equipment set up and operation. Some problems may be serious enough to mean that the equipment cannot be used as intended; other problems may need some minor adjustments to the computer and/ or peripheral equipment. Solving the problem may require direct action by the individual or reference to another within the organisation

PROWPF26 (SQA Unit Code - HE8T 04)  
Operate CAD equipment



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<b>Developed by</b>	Proskills
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<b>Version number</b>	1
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<b>Date approved</b>	November 2013
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<b>Indicative review date</b>	April 2017
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<b>Validity</b>	Current
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<b>Status</b>	Original
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<b>Originating organisation</b>	Proskills
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<b>Original URN</b>	PROWPF26
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<b>Relevant occupations</b>	Paper and Wood Machine Operatives; Furniture Makers and Other Craft Woodworkers
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<b>Suite</b>	Wood Processing
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<b>Key words</b>	Contemporary Furniture Making; Traditional Furniture Making; Bed Making; Frame Making; Component Manufacture; Veneering; Modern Upholstery; Traditional Upholstery; Soft Furnishing; Cutting; Sewing; Hand Finishing
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