

# COSVR28 – SQA Unit Code HN2M 04

## Produce CAD setting out details



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### Overview

This standard is about

- 1 interpreting information
- 2 adopting safe and healthy working practices
- 3 selecting materials, components and equipment
- 4 producing setting out details and/or working drawings using computer aided design (CAD)

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### Performance criteria

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- You must be able to:*
- P1 interpret the given information relating to the work and resources to confirm its relevance
  - P2 comply with the given, relevant legislation and official guidance to carry out your work and maintain safe work practices
  - P3 select the required quantity and quality of resources for the methods of work
  - P4 comply with the given contract information to carry out the work efficiently to the required specification
  - P5 complete the work within the allocated time, in accordance with the programme of work

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### Knowledge and understanding

*You need to know and understand:*

#### Performance Criteria 1

##### Interpretation of information

- K1 the organisational procedures developed to report and rectify inappropriate **information** and unsuitable **resources**, and how they are implemented
- K2 the types of **information**, their source and how they are interpreted
- K3 the organisational procedures to solve **problems** with the **information** and why it is important they are followed

#### Performance Criteria 2

##### Safe work practices

*You need to know and understand:*

- K4 the level of understanding operatives must have of **information** for relevant, current **legislation and official guidance** and how it is applied
- K5 how **emergencies** should be responded to and who should respond
- K6 the organisational **security procedures** for tools, equipment and personal belongings
- K7 what the accident reporting procedures are and who is responsible for making the report
- K8 why, when and how **health and safety control equipment** should be used

#### Performance Criteria 3

##### Selection of resources

*You need to know and understand:*

- K9 the characteristics, quality, uses, sustainability, limitations and defects associated with the **resources** and how defects should be rectified
- K10 how the **resources** should be used and how any **problems** associated with the **resources** are reported
- K11 the organisational procedures to select **resources**, why they have been developed and how they are used
- K12 the **hazards** associated with the **resources** and **methods of work** and how they are overcome

#### Performance Criteria 4

##### Meet the contract specification

*You need to know and understand:*

- K13 how **methods of work**, to meet the specification, are carried out and **problems** reported
- K14 how **maintenance** of tools and equipment is carried out

#### Performance Criteria 5

##### Allocated time

*You need to know and understand:*

- K15 what the **programme** is for the work to be carried out in the estimated, allocated time and why deadlines should be kept

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### Additional Information

#### Scope/range related to performance criteria

#### Performance Criteria 1

- 1 interpretation of drawings, specifications, schedules, method statements, risk assessments and manufacturers' information related to the work to be carried out

#### Performance Criteria 2

- 2 avoidance of risk by following the given information relating to the following
  - 2.1 methods of work
  - 2.2 safe use of visual display unit equipment
  - 2.3 safe use, storage and handling of materials
  - 2.4 safe use and storage of tools and equipment

#### Performance Criteria 3

- 3 selection of resources associated with own work
  - 3.1 materials, components and fixings
  - 3.2 tools and equipment

#### Performance Criteria 4

- 4 demonstration of work skills to input data using a keyboard, operate mouse, customise settings, file manage, back-up information, enhance features, code components and multi-layer details
- 5 produce CAD setting out details, by use of pre-developed programme to given working instructions for
  - 5.1 products straight in plan and elevation
  - 5.2 products with single curvature details
- 6 produce working drawings
- 7 produce cutting lists, with materials
- 8 monitor and validate accuracy of output

#### Performance Criteria 5

- 9 completion of own work within the estimated, allocated time to meet the needs of other occupations and/or client

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### Scope/range related to knowledge and understanding

#### Emergencies

- 1 operative's response to situations in accordance with organisational authorisation and personal skills when involved with
  - 1.1 fires, spillages, injuries
  - 1.2 emergencies relating to occupational activities

#### Hazards

- 2 those identified by risk assessment, method of work, manufacturers' technical information, statutory regulations and official guidance

#### Health and safety control equipment

- 3 identified by the principles of protection for occupational use, types and purpose of each type, work situations and general work environment
  - 3.1 correct position and type of workstation equipment (anti-glare monitor, mouse arm supports, seat, keyboard)

#### Information

- 4 drawings, specifications, schedules, method statements, risk assessments, manufacturers' information, component standards and regulations governing buildings

#### Legislation and official guidance

- 5 this relates to the operative's responsibilities regarding potential accidents and health hazards whilst working in the workplace, with tools and equipment, with materials and substances, with movement/storage of materials and by manual handling and mechanical lifting

#### Methods of work

- 6 application of knowledge for safe work practices, procedures and skills, relating to the method/area of work and materials used, to
  - 6.1 set out by CAD; products straight in plan and elevation
  - 6.2 set out by CAD; products with single curvature details
  - 6.3 monitor and validate output
  - 6.4 take site and workplace dimensions
  - 6.5 produce cutting lists with materials
  - 6.6 proportion joints associated with the products to be produced
  - 6.7 requisition material
  - 6.8 present products on visual display unit equipment
  - 6.9 use visual display unit equipment (e.g. anti-glare monitor, mouse arm supports, seat type/position, keyboard position)
- 7 team work and communication
- 8 needs of other occupations associated with producing CAD setting out details

#### Problems

- 9 those arising from information, resources and methods of work
  - 9.1 own authority to rectify
  - 9.2 organisational reporting procedures

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### **Programme**

10 types of progress charts, timetables and estimated times

11 organisational procedures for reporting circumstances which will affect the work programme

### **Protect work**

12 protect work against damage from general workplace activities, other occupations and adverse weather conditions

### **Resources**

13 materials, components and equipment relating to types, quantity, quality, sizes and sustainability of standard and/or specialist

13.1 timber, manufactured sheet material, non-ferrous metals, plastics, fabrics, glass, ironmongery, fixings and associated ancillary items

13.2 computers, setting out programmes

14 methods of calculating quantity, length, area and wastage associated with the method/procedure to produce CAD setting out details

### **Security procedures**

15 site, workplace, company and operative

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### Produce CAD setting out details

**Developed by** ConstructionSkills

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**Status** Original

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**Relevant occupations** Draughtspersons

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