



## **Regulated Qualifications Unit and Assessment Specification**

<b>Unit title</b>	Prepare Drawings and Schedules in Built Environment Design
<b>Regulator unit code</b>	L/616/7300
<b>SQA unit code</b>	H7RW 79
<b>SSC Ref</b>	COSBEDO08

## History of changes

**Publication date:** August 2014

**Version:** 02 (July 2017)

<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>
02	July 2017	Unit Specification updated to reflect current Ofqual terminology	Qualifications Officer

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## Regulated Qualifications Unit specification

<b>Title</b>	Prepare Drawings and Schedules in Built Environment Design	
<b>Level</b>	3	
<b>Credit value</b>	15	
<b>Learning Outcomes</b>	<b>Assessment Criteria</b>	
<b>The learner will:</b>	<b>The learner can:</b>	
1 Be able to prepare drawings.	1.1	Produce drawings which are complete, accurate, and comply with the design requirements and are suitable for the purpose.
	1.2	Select methods and media which are suitable for the drawings required, and which can be produced with the resources and time available.
	1.3	Use standard drawing conventions and identify and justify any deviations from them.
	1.4	Clarify any information to be included which is incomplete and inconsistent and make accurate amendments.
	1.5	Keep registers and records of drawings which are complete, accurate and up-to-date.
	1.6	Obtain necessary checks and approvals for the content and presentation of drawings.
	1.7	Use methods for producing drawings and record keeping consistent with quality assurance procedures.
2 Understand how to prepare drawings.	2.1	Explain how to produce drawings which are suitable for purpose.
	2.2	Evaluate how to select methods and media which are suitable for the drawings required.
	2.3	Explain how to use standard drawing conventions.
	2.4	Evaluate how to justify any deviations from standard drawing conventions.

<b>Learning Outcomes</b> <b>The learner will:</b>	<b>Assessment Criteria</b> <b>The learner can:</b>
	<p>2.5 Explain how to clarify any information to be included which is incomplete and inconsistent, and make accurate amendments.</p> <p>2.6 Explain how to keep registers and records of drawings.</p> <p>2.7 Explain how to obtain necessary checks and approvals for the content and presentation of drawings.</p> <p>2.8 Explain how to use methods for production and record keeping which are consistent with quality assurance procedures.</p>
<p>3 Be able to prepare schedules.</p>	<p>3.1 Select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used.</p> <p>3.2 Measure the dimensions accurately from the source documents and the site according to standard requirements.</p> <p>3.3 Check and confirm that the data is complete and reference the data, correctly, to the specification, drawings, manufacturer's references and other appropriate standards.</p> <p>3.4 Clarify any information to be included which is incomplete and inconsistent and make accurate amendments.</p> <p>3.5 Prepare schedules which include descriptions and quantities.</p> <p>3.6 Select methods and media which are suitable for the schedules required, and which can be produced with the resources and time available.</p> <p>3.7 Keep registers and records which are complete, accurate and up-to-date.</p>

<b>Learning Outcomes</b>	<b>Assessment Criteria</b>
<b>The learner will:</b>	<b>The learner can:</b>
	<p>3.8 Obtain necessary checks and approvals for the content and presentation of schedules.</p> <p>3.9 Use methods for production and record keeping which are consistent with quality assurance procedures.</p>
<p>4 Understand how to prepare schedules.</p>	<p>4.1 Evaluate how to select a format for the schedules which meets the requirements of the production process, the method of measurement used and the way in which the schedules will be used.</p> <p>4.2 Explain how to measure the dimensions from source documents and the site.</p> <p>4.3 Explain how to check and confirm that the data is complete.</p> <p>4.4 Explain how to reference the data to the specification, drawings, manufacturer's references and other appropriate standards.</p> <p>4.5 Explain how to clarify and make accurate amendments to any information to be included which is incomplete and inconsistent.</p> <p>4.6 Explain how to prepare schedules which include descriptions and quantities.</p> <p>4.7 Evaluate how to select methods and media which are suitable for the schedules required.</p> <p>4.8 Explain how to keep complete, accurate and up-to-date registers and records.</p> <p>4.9 Explain how to obtain checks and approvals.</p> <p>4.10 Explain how to use methods for production and record keeping which are consistent with quality assurance procedures.</p>

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
<p>This unit is concerned with producing drawings and schedules. You must be able to choose and use the standard drawing conventions, assemble the design information that you need, produce your drawings, have them checked and approved, and keep your registers and records up to date.</p> <p>It is also about producing schedules. You must be able to collect the information that you need, to check its accuracy, to prepare schedules, have them approved, and keep records up to date.</p>
<b>Unit start date</b>
30 April 2019
<b>Details of the relationship between the unit and relevant national occupational standards (if appropriate)</b>
The unit sets out the competence and knowledge specification for COSBEDO08 in Built Environment Design.
<b>Details of the relationship between the unit and other standards or curricula (if appropriate)</b>
N/A
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
<p>The following ranges apply: <b>Learning Outcomes 1 and 2</b></p> <ul style="list-style-type: none"> <li>◆ Drawings: <ul style="list-style-type: none"> <li>— location, assembly, component</li> <li>— sketches</li> <li>— working drawings</li> <li>— presentation drawings</li> <li>— co-ordination drawings</li> </ul> </li> <li>◆ Purpose (of drawing): <ul style="list-style-type: none"> <li>— convey the design intent</li> <li>— co-ordination</li> <li>— discipline specific</li> <li>— interdisciplinary co-ordination</li> <li>— obtain consents</li> <li>— procurement</li> <li>— contract</li> <li>— production</li> <li>— as built/final issue</li> <li>— presentation</li> <li>— analysis</li> <li>— factory manufacture</li> </ul> </li> </ul>

## **Additional information about the unit (cont)**

### **Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)**

- site installation
- sub-contract and specialist details
- ◆ **Methods and media:**
  - manual
  - electronic
- ◆ **Drawing conventions:**
  - detailing standards
  - codes of practice
  - current industry practice
  - methods of co-ordination (eg Common Arrangement)
- ◆ **Registers and records:**
  - incoming and outgoing drawing and document registers
  - records of document approval and revision
  - quality assurance documentation
- ◆ **Checks and approvals cover:**
  - format
  - presentation
  - accuracy
  - technical content
  - completeness
  - referencing
  - cross-referencing and correlation with associated documents
  - status
  - company standards
  - positioning
  - dimensions
  - tolerances
  - composition
  - fixing
  - annotation
  - symbols and conventions
  - interoperability
  - co-ordination
  - revision control

### **Learning Outcomes 3 and 4**

- ◆ **Schedules:**
  - materials
  - construction elements
  - components
  - finishes
  - fixtures and furnishings

## Additional information about the unit (cont)

### Assessment requirements specified by a sector or regulatory body (if appropriate) (cont)

- ◆ Schedules will be used for:
  - obtaining consents
  - procurement
  - contract
  - production
  - record payments
  - presentation
  - as built/final issue
  - factory manufacture
  - site installation
  - sub-contract and specialist details
  - room data
- ◆ Methods and media:
  - manual
  - electronic
- ◆ Register and records:
  - incoming and outgoing drawing and document registers
  - records of document approval and revision
- ◆ Checks and approvals cover:
  - format
  - presentation
  - accuracy
  - technical content
  - completeness
  - referencing
  - cross-referencing and correlation with associated documents and information
  - status
  - company standards
  - interoperability
  - co-ordination
  - non-duplication
  - revision control

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.



<b>Additional information about the unit (cont)</b>
<b>Endorsement of the unit by a sector or other appropriate body (if required)</b>
CITB
<b>Location of the unit within the subject/sector classification system</b>
4.1 Engineering, 5.1 Architecture, 5.2 Building and Construction
<b>Name of the organisation submitting the unit</b>
CITB
<b>Guided Learning Hours</b>
80

## Regulated Qualifications Assessment specification

### Assessment (evidence) requirements

The evidence requirements for this unit are shown in the main body of the unit under the section titled 'Assessment requirements or guidance specified by a sector or regulatory body'.

### Guidance on methods/instruments of assessment

#### Occupational skills (OS) unit

This unit is designed to assess the skills of learners in the workplace. Observation of learner performance can only be carried out on-the-job and should always be the primary and preferred source of evidence of competent performance.

Collection of supplementary evidence of performance can be used to further substantiate, support and expand the evidence base for competent performance where this is necessary. This may arise in situations where evidence from direct observation of the learners on-the-job is deemed insufficient to fully meet the required standards. Supplementary evidence may include:

- ◆ witness testimony
- ◆ questioning
- ◆ professional discussion
- ◆ product and photographic evidence
- ◆ relevant active documentation, reports, presentations
- ◆ other valid evidence which relates directly to learner performance on-the-job

SQA's Guide to Assessment is designed to provide support for everyone who assesses for SQA qualifications. It looks at the principles of assessment, and brings together information on assessment in general as well as on best practice in assessment. The Guide to Assessment can be downloaded free from SQA's website [www.sqa.org.uk](http://www.sqa.org.uk).