Assessment Task
- Portfolio of Evidence

Semester 3: 2021

ASSESSMENT INSTRUCTIONS

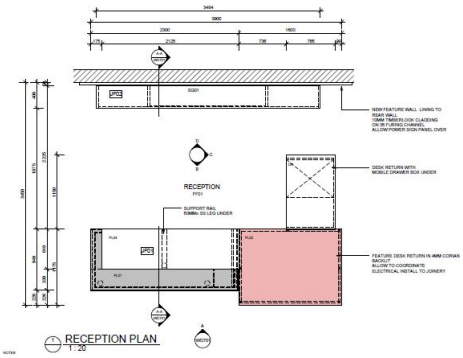
Qualification Code & Name	Stream / Specialisation
CPP50911 Diploma of Building Design / MSF50218 Diploma of Interior Design	Yr 2 Sem 3

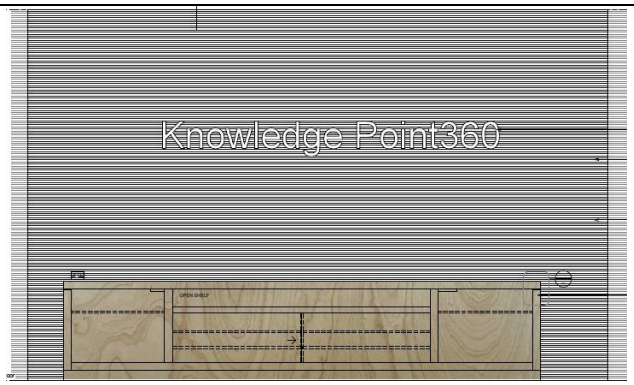
Unit/s of Competency Code	Unit/s of Competency Name
MSFID5024	Design for Workplace interiors
MSFID5022	Explore and apply creative design methodology to interior space
MSFID4021	Design soft furnishing solutions for interior spaces
BSBDES502	Establish, negotiate and refine a design brief
MSFID5021	Evaluate site structure and services for interior design briefs
CUADIG507	Design digital simulations
MSFID4020	Research and integrate embedded technologies in interior designs
CPPBDN5008A	Develop concepts for small-scale building design projects and finalise solutions with clients
CPPBDN5009A	Produce compliant client-approved designs for small-scale building design projects

Assessment Task Number	Assessment Name	
AP-1	**Reception Desk**	**5 of 6**
Due Date	**Week 8**	

Submission Details *(if applicable)*

Submission in electronic PDF Format presentation and upload as instructed.





Instructions to Students	
	This task is designed to allow the student to produce **accurate working drawings** for a **Commercial Reception area**. **Objectives** ❑ To investigate site constraints ❑ To evaluate usage patterns and impact on design layout ❑ To research commercial finishes for durability and wear ❑ To evaluate performance of surfaces against sustainability criteria ❑ To investigate PWD requirements. You will need to Develop a set of working drawings supported by finishes & joinery research. You are to measure the Site, evaluate existing conditions, materials, finishes.

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	investigate suitable finishes, and materials selections and consider requirements of Building Code and Accessibility Codes.
	The Project Outline Given an area to measure: • Evaluate the required usage patterns - referring to Client requirements • Research required Ergonomics, **Australian Standards**, Building Code and relevant **QDC Workplace Code** • Research and determine selections for Commercial finishes suppliers. • Prepare layout/concept and detail plan layout of your **Reception Desk**, taking account of security and access requirements and function of these areas. • Identify required area for **services power, data, fire and Switch** panel. • Identify required **signage** and **contrast values** for paint selections that comply with **Accessibility Code** and suitable hardware and joints. • Determine services positioning and functional requirements. • Evaluate sizes and access ways to construct this area. • Determine suitable commercial floor materials and connection details • Produce Working Drawings for Construction.
Sketch Design	Prepare visual 3d sketch of reception Design and plan prior to Detailing design Selection of materials and resolve construction methods
Working Drawings Set	Prepare documentation set as required for the Reception Project. **AP1 Reception Drawings** • Drawing Transmittal • Cover Page • General Notes • Location Layout Plan • Plan • Elevations • Section • Detail Callout • Materials selections • PWD surface / adjustability ergonomic considerations • Correctly tagged, notated and finishes and items coded and cross referenced • Compliant to Standards and Codes •

Selections and Schedules	Prepare Industry standard FF&E Schedules for your selections for the project:
	- Prepare selections and document them in the Schedules in the provided Schedule templates in industry standard layout.
	- Include Footer header, page numbering Refer to Exemplars examples provided.
	- Present interior selections and schedules in Client presentation package
	  ○ Soft Furnishing Schedules MSFID4021
	  ○ Waiting Chairs, Curtains, Floor Covering Receptionist chairs, wall coverings
	  ○ Commercial compliant selections and costings.

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Project File PF1	• Index • Site measure sketches and photos • Notes and research • Joint connections / details research • Shared and individual research Class exercises Activities • Research materials fixtures finishes techniques • Correctly filed CAD Library Do: • Research suitable materials and finishes • Prepare for project • Investigate Details connections • Record & Document Project File • Participate in site issues investigations visits • Share in class activities • Keep timesheet • Produce Drawings on Schedule
Students will need:	Regular consultation and discussion will be undertaken during the semester in class sessions response to feedback is a critical aspect of assessment ❑ Cad file (provided or drawn by students) ❑ Access to PowerPoint or Office software Pdf writer ❑ 3d visual software or drawing tools ❑ Portable Harddrive ❑ Access to reference resource support materials ❑ Sketchbook/iPad, Notebook ❑ Felt tip or uniball roller ball pens markers pencils ❑ Electronic portfolio of all activities exercises, research, electronic activities, tests, trials renders ❑ Refer Class Activities handbook and in class instructions ❑ Note: This may be incorporated or combined Portfolio ❑ Regular consultation and discussion will be undertaken during the semester
Submission details	❑ Submission in electronic PDF/ Portfolio Format ❑ Or upload as instructed. ❑ Submission in electronic format PDF ❑ A1 PDF Format ❑ Cad File .rvt ❑ Plans Documentation Set ❑ Project File research ❑ Drawing and representation executed to industry standard.
Note:	*Submitted copies on electronic media must be saved to named flashdrive in front of folio in an accessible format, labelled clearly with student name number and Unit code and in PDF format.* ❑ *Clearly defined folder structure Note: Sketchup, Revit activities should be saved into named folders.* ❑ *Submitted to teacher in electronic PDF/ Portfolio Format or upload as instructed. (Connect or Dropbox link)* ❑ *Emailing of work generally NOT accepted unless by prior agreement* ❑ *Keep your work backed up in three places. It is your responsibility for the security and backups of your student work.* ❑ *Memory sticks will only be accepted if not returnable and labelled clearly as above. Ensure your data is accessible on TAFE computer before submission.*

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Number of Attempts:	You may receive up to two (2) attempts at this assessment task, providing **reasonable effort** is demonstrated on first submission. Should your 1st attempt be unsatisfactory (U), your teacher will provide feedback and discuss the relevant sections / questions with you and will arrange a due date for the submission of your 2nd attempt. If your 2nd submission is unsatisfactory (U), or you fail to submit a 2nd attempt, you will receive an overall unsatisfactory result for this assessment task. Only one re-assessment attempt may be granted for each assessment task. For more information, refer to the Student Rules and the Marking Criteria.
Due Dates:	Session 8
Marking Criteria to achieve a Satisfactory Result	❑ Evidence of consideration of detail and technical information ❑ Presented in organised and professional techniques. ❑ Evidence of practice and development of skills ❑ Evidence of exploration of mediums and techniques ❑ Interpretation and communication ❑ Visual presentation - cleanliness, neatness, unity, composition ❑ Participation ❑ Research and notations ❑ Do the illustrations take account of the principles of composition to create a harmonious layout ❑ Have the mediums used been suitable to the application – markers pencils, digital ❑ Has contrast of light and shade been used effectively to enhance the visual effect of the illustrations ❑ Is the work neatly presented – free of marks, fingerprints, mounted… ❑ Have the relevant textures materials been accurately illustrated or illustrated for good graphic effect. ❑ Is the lettering, graphics incorporated to enhance the illustrations ❑ Was the work submitted on due date.
Work, Health and Safety:	Maintain Studio in good order and put away any tools used clean down at end of sessions and ensure you follow instructions regarding safe use of cutting materials and tools.
Information for Assessors: or reasonable adjustment:	This assessment item could be undertaken across several units in cluster and or decorating/ making exercise or workplace scenario.

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Assessment Submission Sheet

Semester 3: 2021

Student Name	Student Number
Sarah McGowan	471514147
Teacher/Assessor Name	
Qualification Code & Name	**Stream / Specialisation**
CPP50911 Diploma of Building Design/ MSF50218 Diploma of Interior Design	Year 2 Sem 3

Unit/s of Competency Code	Unit/s of Competency Name
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Assessment Task Number	**Assessment Name**
AP-1	**Reception Desk**

Student Declaration
I declare that this assessment is my own work. Any ideas and comments made by other people have been acknowledged as references. I understand that if this statement is found to be false, it will be regarded as misconduct and will be subject to disciplinary action as outlined in the TAFE Queensland Student Rules. I understand that by me emailing this assessment item, I agree to this Declaration in lieu of a written signature.

Student Signature	Date
	/ /20
Student Weblink:	

RIVACY DISCLAIMER: TAFE Queensland is collecting your personal information for assessment purposes. The information will only be accessed by authorised employees of TAFE Queensland. Some of this information may be given to the Australian Skills Quality Authority (ASQA) or its successor and/or TAFE Queensland for audit and/or reporting purposes. Your information will not be given to any other person or agency unless you have given us written permission, or we are required by law.

Receipt should be detached once stamped and signed.
It is the student's responsibility to retain a copy of their assignment and receipt.

Student Name	Sarah McGowan	Student Number	471514147
Qualification Code		Unit/Course Code	
Assessment Task #		Received by	

Assessment Submission Sheet

Semester 3: 2021

Signature		Date Stamp	

MARKING CRITERIA

Attempt	Result		Date
1st Attempt	☐ Satisfactory	☐ Unsatisfactory	/ /20
2nd Attempt	☐ Satisfactory	☐ Unsatisfactory	/ /20
Extension requested	☐ Granted	☐ Not Granted	/ /20

			1st Attempt		PLA	
PC	**Did the student satisfactorily:**	**Comments**	**U**	**S**	**4**	**5**
	Documentation Set completed to industry standard ❑ Drawing Transmittal ❑ Cover Page ❑ General Notes ❑ Location Layout Plan ❑ Reception Plan ❑ Elevations ❑ Sections Desk ❑ Details of connections ❑ PWD Access considered ❑ Correctly tagged, notated ❑ finishes and items coded and cross referenced ❑ Compliant to Code	For further information refer assessment matrix	☐	☐	☐	☐
	Sketches were professional notated and in perspective Rendered views Correct notation dimensioning and drafting conventions used		☐	☐	☐	☐
	Project File ❑ Joint Details research ❑ Site Measure ❑ Costing / Schedule ❑ Background investigation of construction methods for desk		☐	☐	☐	☐
	Soft furnishings analysis schedule Includes compliant selections MSFID4021 ○ Waiting Chairs, ○ Curtains, ○ Floor Covering ○ Receptionist chairs, ○ Wall coverings Costing Activities		☐	☐	☐	☐

Reasonable Adjustment applied to assessment *(if 'yes' record details)*

☐ No	☐ Yes	Details:	

Assessor Name	Assessor Signature
Leonie Bradbury / Kym Burnell Jones	

Summary of Feedback / Action Plan

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Assessment Submission Sheet

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Marking Rubric

CPPBDN5008A/CPPBDN5009A Assessment Task MP1/ WT1

Name:

Criteria	Exceptional	Advanced	Proficient	Unsatisfactory
Project design drawings and presentation are analysed and information relevant to design is extracted	Consistently demonstrates exceptional skills analysing designs and determining creative and compliance issues. Understanding building designers' duty of care to ensure quality and safety of designs is of a high level.	Displays originality in analysing designs and determining compliance issues. Demonstrates advanced skills in understand building designers' duty of care to ensure quality and safety of designs.	Demonstrates an ability to understand building designers' duty of care to ensure quality and safety of designs. Demonstrates an ability to identifies changes to designs Plans & prioritises work load to a proficient level	Student has failed to interpret design intent from preliminary drawings.
Design details requiring clarification are resolved through research or consultation	Displays a thorough understanding and correct use of key industry and enterprise language in all areas of composition, expression, argument and general presentation.	Displays an advanced level of understanding and use of industry and enterprise language in the performance of tasks.	Demonstrates ability to analyse and problem-solve. Proficient level of research to clarify details for design drawings. Applies sound planning and organisational skills in the performance of a task.	No research has been conducted to clarify details.
Draft design development drawings are prepared and notations added according to project and workplace requirements	Displays excellent use of technology and technical skills/procedures to the standard exceeding industry expectations.	Effectively uses technology, performs all technical skills/procedures to the standard higher than required by industry.	Performs all technical skills/procedures to the standard required by industry. Apply compliance requirements, including drawing standards Produce satisfactory drawings and documentation	Hasn't demonstrated the necessary technical skills to meet industry standards. Drawings are incomplete and inaccurate

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			Use design tools Technology skills to use information technology and relevant software	
Design drawings are checked and finalised, in consultation with colleagues or relevant personnel as required	Displays exemplary planning and organizational skills in the performance of tasks, while demonstrating an excellent understanding of the benefits of effective organisation and self-management. Seeks Feedback and responds to feedback	Clearly and accurately demonstrates a high standard of effective planning, self-management and work organisation.	Demonstrates a basic understanding of key concepts & underpinning knowledge of the required tasks. Prepared and organise completed a compliant set of drawings in a timely manner to a satisfactory level	Has not demonstrated a basic understanding of key concepts of design drawing requirements for client approval, building approval application or contractors' use.

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